



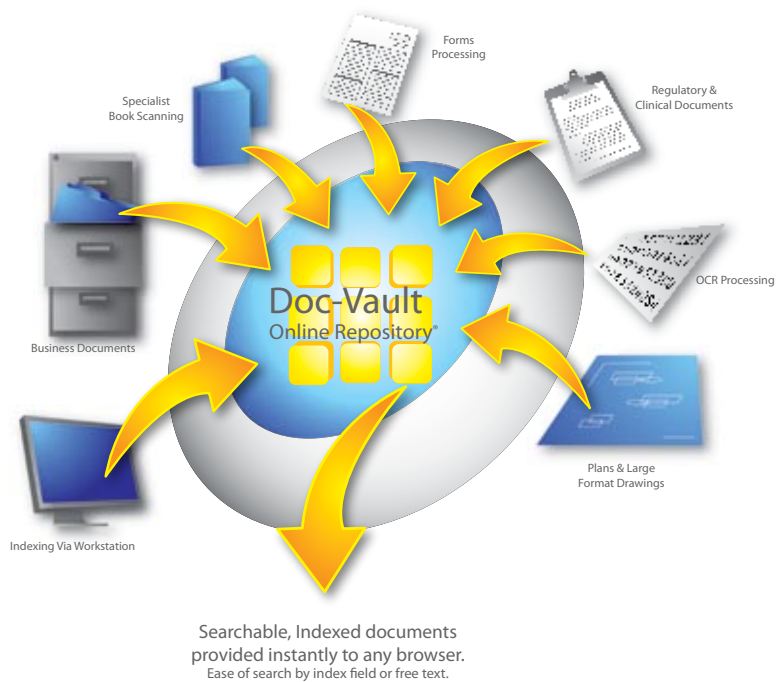
Key Benefits

- Unique, affordable, secure, central storage and management of your documents regardless of geographical location.
- Uniquely, one front-end to manage all documents within the document management system.
- Assured peace of mind with fully compliant audit trail logging and reporting of all security functions, and encryption of documents to 256-bit cipher.
- Instant access to your documents 24/7 with minimal capital investment.
- Capable of demonstrating a return on investment within 1 year compared to customer service access storage.
- Fully featured Internet application which can be 'stand alone' or located on a client's network, hosting any type of document including Microsoft Word, PDF and any image format file such as Tiff & JPEG.
- Built using open source, Java-based J2EE architecture software offering an affordable, scalable platform from departmental to enterprise-wide solutions.
- Cost effective licence fees to encourage expansion and development (enables integration with existing data sources and applications with minimal effort).
- Minimal impact upon your existing IT network.
- Self-help administration tools to manage your own users and accounts.

Doc-Vault online repository

Our Solution

Supporta Professional Services leading edge Doc-Vault Portal provides a single front-end to stored hard copy and electronic records, unlike any other system. Doc-Vault enables access to all electronic records, regardless of their format, in the same way that our Records Management Centres access our clients' physical documents. Doc-Vault also provides the ability to add documents to the system at either the client site, or by the Document Upload Team at Supporta.



Using Supporta's Doc-Vault you can:

- Instantly access digitised records.
- View and request retrieval of hardcopy records.
- Request hardcopy records for immediate retrieval, conversion to image and upload into the portal for viewing.
- Automatically file all documents that come into the system to the correct location by recognising the document entering the system, deciding how to display it and arranging to file it to a location, client/department and folder.

The three core functions of Doc-Vault are:

- Application of records management rules and structures across multiple document formats - unique to the marketplace.
- Structured access to electronic documents whether from scanned images or ingested electronic documents (e.g. Microsoft Office).
- Box Tracker coupled with Image On Demand service - enabling clients to access hard copy records on request including digitisation of these records for viewing through the Doc-Vault Portal.

Peace of Mind

Never lose track of your data.

Take advantage of the investment Supporta Professional Services has made in both physical security and IT infrastructure security.

Only authorised users can log in or out of the Portal, unsuccessful login attempts are recorded as are trails for: accessing a document, modifying document metadata, changing security permissions, printing copies of the document, and archiving a document. Authorised Users will access a personalised view, by their access level, of all items stored.

User level permission can be set and can be linked to existing systems such as Active Directory.

Box Tracker

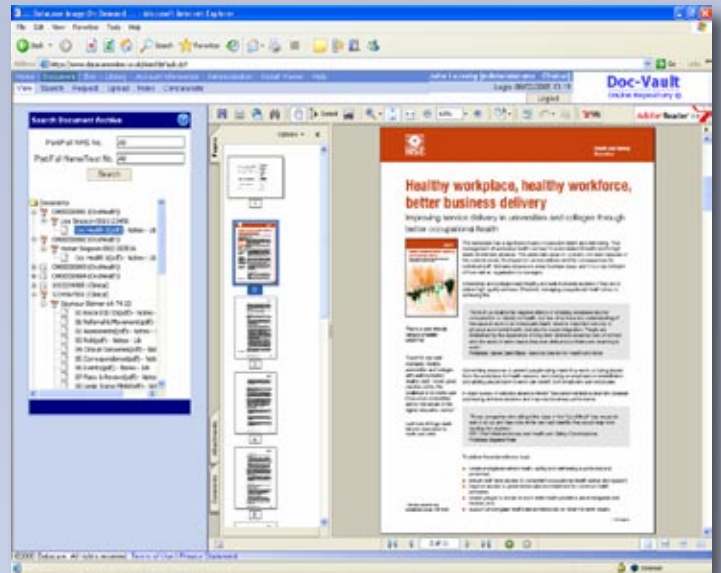
An advanced box tracking function provides online access to inventories of physical documents stored within our Records Management Centres.

Box Tracker provides the following features:

- Self-help tools to manage your archive online via your own PC.
- Instant access to your off-site storage archive inventory.
- Real-time tracking of your orders online.
- Ability to order Supporta's services online instantly.
- Capability to create service usage and activity reports online.

Intelligent Searching

Users can search for records using metadata tags that provide searchable index fields for identification purposes. Notes are even attached at individual document level, and allow the user to view chronologically ordered comments, and additional textual notes, along with imaged documents.



Doc-Vault supports multiple types of searches for documents stored within the repository:

- Basic search by specified key index fields captured during scanning process.
- Advanced search using optional OCR technologies; offering key words, phrases etc.
- Further advanced search function using fuzzy logic to capture similar phrases or sentences with results in order of priority.

Contact us:

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