



# Features AT A Glance

Discover the benefits of an  
**ALL-In-One**  
**Browser-Based**  
**Total Document Management**  
**Solution**

Client Platform Compatibility	Enterprise	Workgroup
Microsoft® Windows®	x	x
Apple® Macintosh®	x	x
UNIX/Linux	x	x
Microsoft® Internet Explorer®	x	x
Mozilla Firefox®	x	x

Server Platform	Enterprise	Workgroup
Microsoft® Windows®	x	x
Internet Information Services (IIS)	x	x
.NET Framework	x	x
Microsoft® SQL Server (bundled with a free version)	x	x
SSL Compatible	x	x

Capture	Enterprise	Workgroup
Paper Capture from TIFF	x	x
Paper Capture from JPEG	x	x
Paper Capture from PDF	x	x
Paper Capture to PDF	x	x
Electronic File Capture (any file type)	x	x
Drag & Drop Capture	x	x
Single-Document Capture (one-touch scanning)	x	x
Batch Document Capture	x	x
Fixed-Page Batch Document Capture	x	x
Barcoding for Batch Processing (fax capable)	x	x
Scan-to-Browser, Scan-to-Web	x	x
TWAIN Compliant	x	x
Image Review Tools (Zoom, Rotate, Rearrange, Delete)	x	x
Wide-Format/Large-Format Compatible	x	x
Scan Routing (user or catalog queue)	x	x
Imports Existing Files (any file type)	x	x
Optical Character Recognition (OCR)	x	x
OCR for Existing PDFs	x	
Positional OCR (for PDF Highlighting)	x	
Multi-Language OCR	x	
Zonal OCR (for automating field input)	x	
Zonal Barcode Recognition	x	
Automatic Rotation	x	
Document Creation via PDF/XFA Forms	x	
E-mail Capture	x	
ODBC Integration (for automating field input)	x	
Capture Content using XML Descriptor	x	

System and Security	Enterprise	Workgroup
Fully Browser Based	x	x
Web-Based Capable	x	x
Folder & File Building (uses metadata)	x	x
Document-Type Security	x	x
Document Permissions (View, Edit, Add, Delete, etc.)	x	x
Logging & Event Viewer (audit trail)	x	x
Designated Folder for Deleted Content	x	x
Internal Messaging System	x	x
External Messaging via E-mail	x	x
Administration Console	x	x
Configurable Session Timeout	x	x
Upgradable Licensing	x	x
Unlimited Catalog Creation	x	x
Unlimited Document-Type Creation	x	x
Unlimited Group Creation	x	
Unlimited User Creation	x	
Active Directory Integration	x	
Customizable User Interface / Theme Creation	x	
Document-Type Administrator Permission	x	
Batch Catalog Creation	x	

Searching and Retrieval	Enterprise	Workgroup
Full-Text Searching	x	x
Document Properties Searching (field searching)	x	x
Filename Searching	x	x
Proximity Searching	x	x
Wildcard Searching	x	x
Stemming	x	x
Advanced Search Syntax	x	x
Adds to Search Providers (Internet Explorer, Firefox)	x	x
Search All Catalogs	x	x
Search-Field Ordering	x	x
Drop-Down Field-Choice Lists	x	x
AutoComplete/TypeAhead	x	x
Sort Results	x	x
Group Results	x	x
Save Results	x	x
Document Status Indicators (e.g., checked out)	x	x
Display PDFs in Browser	x	x
Display MS Office in Browser	x	x
Download Documents	x	x
Zip & Download Documents	x	x
E-mail Documents	x	x
Fax Documents (using RelayFax®)	x	x
Catalog Browser (browser-based file explorer)	x	
Search by Packet (Document Group)	x	

Support	Enterprise	Workgroup
In-Product Live-Chat Support	x	x
In-Product, Contextual Help Documentation	x	x
Printable Documentation	x	x
Available 24/7/365 Voice/E-mail/Chat Support	x	x
Free Four-Hour Installation Service	x	
Free First-Year Support & Upgrades	x	

Plugin Compatibility	Enterprise	Workgroup
Adobe® Acrobat Reader®	x	x
Nitro PDF®	x	x
PDF XChange® by Tracker Software Products	x	x
Brava!® by Informative Graphics®	x	x
QuickViewPlus® by AvantStar	x	x

Coding (Indexing, Data Entry)	Enterprise	Workgroup
Pre-Capture Coding	x	x
Post-Capture Coding	x	x
Versatile Coding (combined pre & post)	x	x
OCR-Only Capture	x	x
Document Coding Queue/Inbox	x	x
Drag-and-Drop OCR Coding	x	x
Field Types: Text, Numeric, Date	x	x
Field Masks (e.g., Phone, SSN, Custom)	x	x
Drop-Down Field-Choice Lists	x	x
AutoComplete/TypeAhead	x	x
Coding-Field Ordering	x	x
Off-Site/Remote Coding Capable	x	
ODBC / External Data Source Integration	x	

Management	Enterprise	Workgroup
Approval Processes	x	
Workflow Rules / Automation	x	
External Application Processing	x	
Work Queue / Collaboration	x	
Message (E-mail) Templates	x	
One-Click Document Editing	x	
Packets / Document Grouping	x	
Retention-Policy Management	x	
Document Versioning / Version Control	x	x
Revision History	x	x
Check Out / Check In	x	x
User Dashboard	x	x
Update Properties (metadata/fields)	x	x
Append to Document	x	x
Replace Document	x	x
Copy Documents	x	x
Move Documents	x	x
Delete Documents	x	x

To schedule a live demonstration or to get additional information call:

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