Store your documents

Get a place for everything and have everything in its place with web-based document storage.

Docufree can convert your documents into electronic images, help you reclaim office space, organize documents for easy retrieval, simplify disaster recovery, and reduce your company's environmental impact. When you're ready to free yourself from paper, the first step is going paperless by converting your documents into images with scanning. The second step is providing continuous access to your documents through Docufree's on-demand storage and retrieval solution. Start transforming the documents you hate into transactions you love.

Secure & Flexible

You need the assurance that your documents are safe and secure. And, you need flexible tools to control each user's access.

- Docufree provides the highest level of security available, storing documents with 256 bit encryption and transmitting documents using industry standard Secure Sockets Layer (SSL)128 bit encryption.
- As a hosted solution, Docufree provides you an immediate disaster recovery solution.
- Setup user groups with specific rights and permissions. Setup as many users as you need.
- Docufree emulates a file room with cabinets, drawers, and folders that are displayed based on each user's permissions.
- Create structured index fields to label documents providing fast, flexible access.
- Securely share documents with anyone regardless of the file's native format and you can control their access. Viewing the documents via a smart web link removes the file size restrictions of sending or downloading large documents.
- Audit compliance is crucial to your business. For each document action, audit information contains the details of the change or action showing which user performed what task and when the task was performed. The audit information can be printed or exported for each document.

Easily Add Documents

You can upload files, scan new documents, and automatically load faxed or emailed documents.

- There are easy to use upload tools and drag and drop features.
- Create barcodes with index labels for easy scanning and automatic filing.

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- Automatically capture emails and faxes from an email address or fax number assigned for your use.
- Scan many documents together and then split them into multiple files through intuitive tools.

Personal Inbox

You can setup personal inboxes to receive any file, image, email, or fax that has been sent to you helping you better manage and store documents.

- Route and copy files to other user inboxes, copy and move files to folders, rename, delete, download, combine files into a PDF, and zip files.
- Access a sent bin to see any documents that were routed or copied to others.

Robust Search Options

Documents are stored online with robust search and retrieval tools to provide you instant access.

- Secure searches return documents based on each user's permissions.
- Quick searches give you powerful one word searching while query expressions provide more complex searches.
- Searches can be done on the document indexes, the document contents, as well as notes stored.

Instant Access to Documents

Your documents are at your fingertips removing the frustration of looking for them in files, in storage, or discovering they are lost.

- Docufree provides hassle free access by storing documents in their native format and displaying them in a browser for fast viewing and printing. Users don't need access to the actual application the file was created in to view the document.
- Link or bind related documents together. When you locate one document, you have them all.
- Download documents, mark documents as favorites, access recently viewed documents, print them singularly or in bulk, view multiple documents, request meetings with the relevant linked document and edit documents in their native format.
- Annotate documents with valuable notes, redaction, highlights, and more to share information internally and with business partners.
- Navigate documents with the ability to move between pages, zoom, invert, rotate, resize, and pan. You can copy and move files to folders, rename, delete, download, combine files into a PDF, and zip files.
- Optical Character Recognition (OCR) reads the text of scanned images and may be used for searching. You can OCR a single document, automatically OCR everything, or OCR a set of documents in a specific folder.
- Documents may be marked as templates so that they are not editable and can be re-used. An example is saving a form that your team continuously uses such as a vacation request form.

Windows Smart Client

You may use the Docufree Desktop Connector (DDC), a Windows Smart Client application, which connects to Docufree solely through HTTPS. DDC preserves the security and deployment advantages of a web solution.

- Quickly add documents to Docufree through print and save options from any other application.
- Drag and drop files into a desktop icon.
- Use advanced scan features including splitting documents based on barcodes, previewing thumbnail images, correcting orientation and skewing, and changing page order.

We Can Help

Many businesses are consumed by tactical tasks but would like more time to focus on their strategic goals. Let us help. We are experts in mail handling, scanning, and indexing of documents. Take advantage of Docufree's state-of-the-art technology for your ongoing needs.

- We can perform your back-file conversion quickly and provide superior quality.
- Utilize our specialized staff ongoing for your scanning needs.
- Documents can be captured as soon as they are received, right from the mail room, whether it is a central location or a remote location.
- In addition to scanning, our team can index your documents. With indexing, we offer special services to give you robust index and searching capabilities.
- Docufree's extract services provide data extraction, transformation, and loading. We can extract many data elements based on a unique identifier. For example, we can use a single vendor identifier to load additional vendor fields automatically to populate several Docufree indexes simultaneously. This will provide you with searching capabilities on all vendor fields rather than just one.

Additional Services

When you are ready to take the next steps in business document transformation, Docufree is here to help. We also provide the following services to our clients:

- **Workflow.** Route documents based on their business processes for approval. Workflow services allow you to tailor a solution based on your unique needs.
- **Office Services.** On-site mailroom or copy center management which utilizes our proven technology and reduces your costs.
- **Scanning.** Convert your documents into electronic images without consuming your resources. Our scanning services can be on-site at your location or off-site at one of our business centers.

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Further information

For more details on our document solutions, visit *www.docufree.com* or call (877) 362-3569