

MICROPAL

A F R I C A

Document Imaging Solutions
www.paperless.co.za

***Document management is information management.
Good document management will save your company money,
making it more profitable, competitive and efficient***



***MicroFile is the easy way to manage
all your paper information.
MicroFile - makes the Paperless
Office possible!***

MicroFile™
DIM Software

***MicroFile DIM solutions - delivering document
imaging and management solutions for the
small/medium to enterprise business.***

***MicroFile is so flexible that you can store and manage just
about any type of document that can be scanned from a
printed original, or directly imported from a graphics file!***

Document Imaging and Management Software
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MicroPal Africa, the sole distributor of MicroFile, document imaging and management software, is a South African-based organisation providing DIM solutions into Africa.

Examples of MicroFile applications:

Distribution	-	Proof of delivery
Personnel	-	Resume records, sick leave records, promotional records etc.
Real Estate	-	Property listings, correspondence, legal contracts etc.
Accounting	-	Cheque images, tax forms, expense reports, bank statements etc.
Sales	-	Hand-written quotations, sales notes, customer business cards, product brochures, presentation material etc.
Engineering	-	Organising product design specifications, managing drawing files, projects etc.
Shipping	-	Keeping entire sets of shipping documents etc.
Customer Service	-	Tracking warranty cards, forms etc.
Medical	-	Patients records, prescription records etc.
Legal	-	Correspondence, contracts, case records etc.
Insurance	-	Policy copies, claim forms, correspondence, medical check ups etc.
Banks	-	Loan application, approval forms, pay-slip etc.

In the average office:

- Professionals spend 5 to 15% of their time reading information, but up to 50% looking for it.
- 7.5% of all documents get lost, 3% of the remainder gets mis-filed.
- \$120 is spent searching for every mis-filed document.
- For every 10 printed pages, only 1 is ever consulted.
- \$250 is spent on recreating each lost document.
- \$20 is spent on labour for each document filed.
- 19 copies are made of each document.

*Source: Coopers & Lybrand, PC Magazine.

Frequently Asked Questions

Q. What is document imaging and management?

A. Document imaging refers to the process of capturing the image of a paper document and turning it into digital form. A document scanner is usually used for capturing the document image, although other imaging methods are also available. Once in a digital format, organising, retrieving and storing of documents is easily achieved. A computerised document management system not only manages document image files, but also many kinds of digital files.

Q. Why does my company need document management software and how can it benefit its users

A. There are five good reasons:

1. Fast document retrieval - seconds to electronically retrieve any document.
2. No document ever filed incorrectly again - every document has its own unique set of indices.
3. Document cannot get lost - original hard copy documents are stored safely.
4. Cost reduction - less labour time filing and retrieving documents.
5. Less space needed to store documents.

Q. How can I find a document that I've saved in MicroFile?

A. Easy, when you originally saved the document, you would have entered some key information about the document. This information is the criteria that is indexed in order to find a specific document when using MicroFile's powerful search engine.

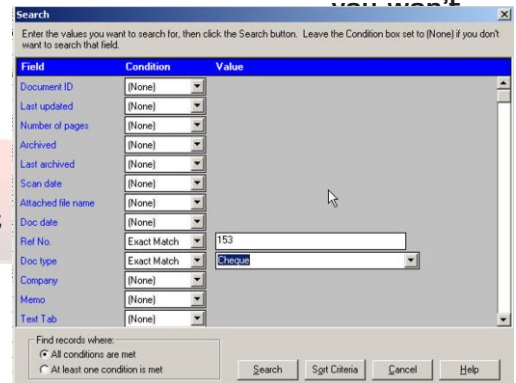
MicroFile Pro

for the Small to Medium Size Business Document Imaging Solution

Compatible with most Twain scanner, MicroFile allows you to scan and store your documents on your desktop computer, avoiding the clutter of paper storage and improving the efficiency of your home or office. Original documents, newspaper clippings, magazine articles, expense receipts, contracts, and photos, can all be stored. Through its powerful, yet easy-to-use search feature, these can then be retrieved quickly and easily for viewing, printing or faxing.

Advanced compression methods are used, allowing you to store vast numbers of documents on a single disk. You will find MicroFilePro easy-to-use and intuitive, so have any problems getting started. There is a 'Getting Started' section in the on-line help which will get you running in no time.

A familiar database approach has been adopted. This gives you the greatest power and flexibility to file your documents the way you want to, without the restriction of conventional folders and filing cabinets (which other software often try to imitate!)



Main Features

- Document Browser - displays all your documents in a table for quick reference.
- 'Zoom in' on the document of your choice to see the details and pages.
- Intuitive and powerful data manipulation, allowing you to sort your documents however you want. If you change your mind you can resort them in a different order in just seconds.
- Powerful search feature. Ever had trouble finding that vital document, but you can't remember how you filed it? No longer a problem. With the built in search engine you will find your documents quickly and easily.
- Documents can be easily viewed on your computer - printed, faxed or emailed, all from within MicroFile.
- Supports multi-page scanning with your scanner's automatic document feeder.
- Images can be imported from disk files with a large range of image formats supported.
- Advanced compression of scanned documents, Microfile automatically selects the best compression method to use.
- Integrates with your existing OCR software to provide you with a complete document management solution.
- Attached document feature, allowing other documents to be attached, such as word-processor or spreadsheet documents.
- Audio and video attachments through the attached document feature.

Additional Features include:

- Network and multi-user support which allows documents to be shared over your LAN.
- Security features
- Log-on and log-off tracking
- Batch scanning feature
- Ability to modify the structure of document databases, allowing fields to be added and deleted
- Faster search
- Multi-database interface allowing more than one database to be open at a time
- More document database templates
- More image export file formats
- Batch copy feature allowing documents to be copied from one document database to another.
- Database export feature so document databases (excluding images) can be exported to a delimited text file for importing into word-processor and spreadsheet applications

All this and yet easy to use! Many professional document imaging and management systems are complex and difficult to use. Expensive training programs are required for staff to use the software. With MicroFile Pro this isn't a problem, since the interface has been kept simple and intuitive. Download the Trial version and see for yourself!

