



# HighPoint P+DMS

## V-File IT

- **RAPID FILING SYSTEM**

Capture and index (file) documents from multiple network folders.

- **DATABASE INDEXING**

Query customers and vendor information from existing databases to save key entry.

- **FULL PAGE and ZONAL OCR**

Automatically index key fields or full content without typing.

- **SECURE DOCUMENT RETRIEVAL**

Find documents in seconds from your office or on the road.

## DOCUMENT MANAGEMENT SOLUTIONS THAT WORK FOR YOUR BUSINESS

There is life after the scanner. In other words, what happens to an image after it is scanned to a folder? vFiler (bundled with HighPoint) will provide you with the tool that's been missing to speed the process of indexing documents. You can scan batches of accounting documents, bills of lading, proof of deliveries, human resource documents and much more that can be easily separated, indexed and filed quickly from any computer on your network.

HighPoint is your practical project + document management solution. With an UNLIMITED user license, you'll be able to securely image, index, store, search, retrieve, route, approve and audit paper files and digital images quickly and simply. Without sacrificing one feature from vFiler and HighPoint solution, you'll be able to experience true peace of mind knowing all your business intelligence has a true disaster recovery plan.



# HighPoint P+DMS

## Product Overview

### HighPoint

- UNLIMITED User License
- Project and Document Management System
- Web Interface
- Group Security
- Document Audit Trail
- Document Routing Workflow System (Project)
- Check in and Check Out System
- Document Version Control
- Collaboration and Tasks with email notification (Project)

### vFiler Manual Edition

- Capture From Folder (watch-folders)
- Batch Process / Separate Documents
- Full Page and Zonal OCR to minimize typing
- Database Lookup (Query) for Rapid Indexing
- Pull-down List Creator for Repetitive Indexing
- Searchable PDF Creator & Metadata Writer
- Publish images & metadata to Windows Folders
- Publish images & metadata to ODBC database
- Publish images and metadata to Pinnacle

### vFiler Automated Standard Edition

- All Manual Features plus...
- Hands-Free Automated Indexing (Filing)
- Document Imprinting, Deskewing & Rotation
- Automatic Document Orientation
- ICR Processor
- OMR Processor
- Marked Processor

### vFiler Automated Barcode Edition

- All Manual & Standard Features plus...
- Barcode Recognition and Separation (16 types w/2-D)

### vFiler Automated Forms Recognition Edition

- All Manual, Standard & Barcode Features plus...
- Enterprise Forms Recognition

## A Single Solution for Secure Document Indexing, Storage and Retrieval

Document Indexing (filing) starts with vFiler. Choose your favorite scanner or MFP to scan documents to network folders, or save Office documents and emails to "watch-folders" and vFiler will do the repetitive task of batch separation, indexing and filing the business intelligence you depend on.

vFiler is designed to save you time and money by accelerating the organizing and filing of documents and network stored information into one central repository. You'll be able to quickly save a Word for Windows document in the same place you would store a scanned packing list from the same customer. vFiler will become your best employee because it does not require a break or vacation.

Imagine incoming mail being scanned, indexed, archived and routed faster and less expensive than current filing methods in place today.

HighPoint will become your next business asset, not a business expense. You spend time and money daily, weekly and monthly on filing, searching, retrieving, storing and retaining important information.

- Imagine never losing a document again.
- Imagine having access to your file cabinets from anywhere in the world 24 x 7.
- Imagine giving customers private access to their documents with an audit trail.
- Imagine knowing who's been in your file cabinets, what they did and when.
- Imagine having a Project Management System built-in with Document Management for workflow and tasks management.

Start today with vFiler and the HighPoint Project + Document Management bundled solution.