

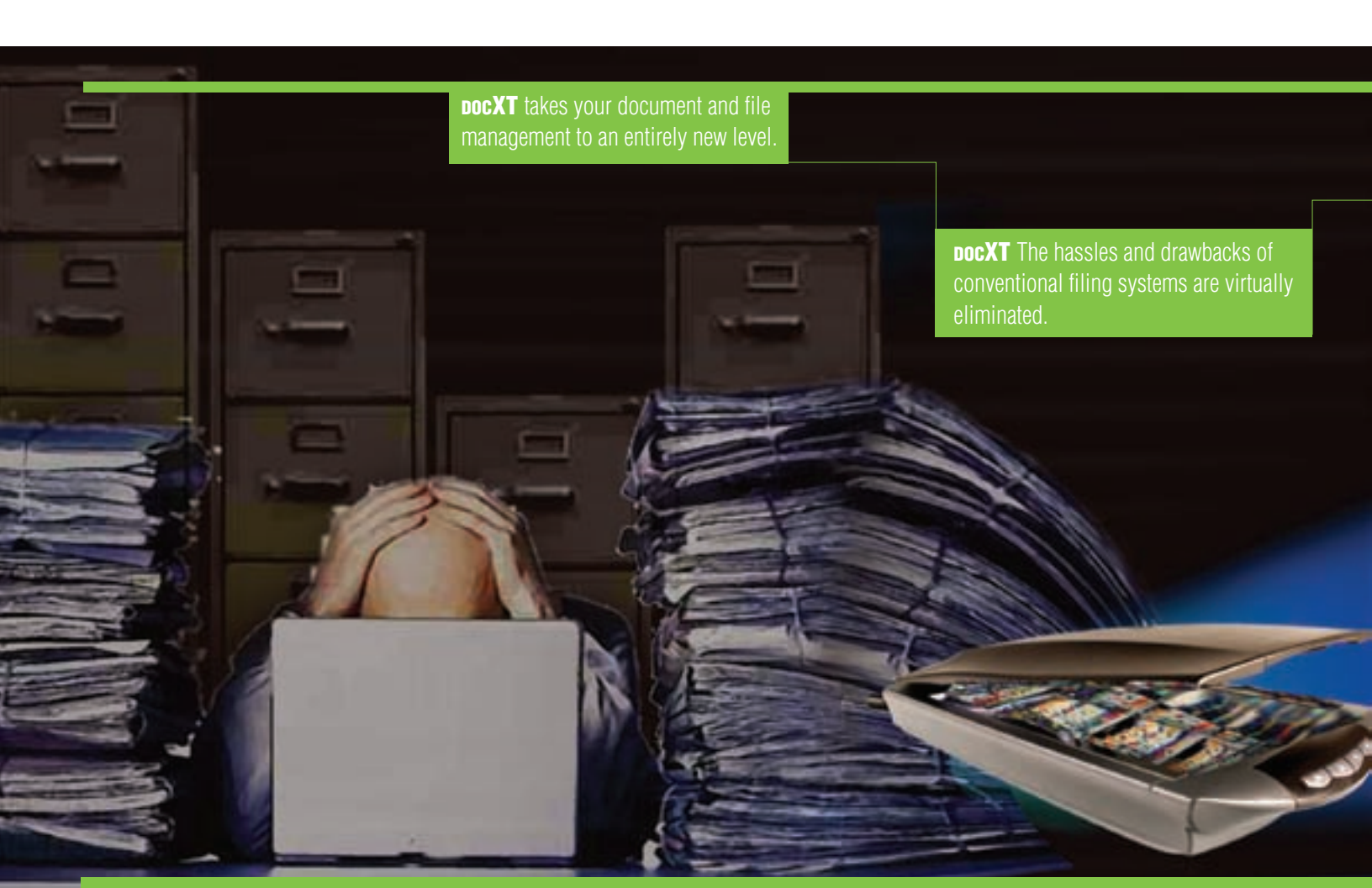
**DOCUMENT AND ELECTRONIC
FILE STORAGE AND RETRIEVAL
FOR ALL OFFICE ENVIRONMENTS.**



a division of Data Communications Corporation

WWW.DOCXT.COM





docXT takes your document and file management to an entirely new level.

docXT The hassles and drawbacks of conventional filing systems are virtually eliminated.

DOCXT

Document and electronic file storage and retrieval for all office environments.

Today's economy demands that you boost productivity, create a more efficient environment and at the same time reduce costs. **DOCXT**, a part of the **DCC eXacTrax** suite of products, is the technology to help you make that happen!

DOCXT is **THE** most powerful and flexible system for the storing and retrieval of any type file (text, graphical, audio, video, etc.) to eliminate the worry of lost information and the frustration of looking for misplaced files and documents!

DOCXT gives you a *competitive* advantage by lowering costs of paper/file storage and giving instant access to information locally and via the Internet.

Studies show that on average 15% of your documents at any given time are lost or misplaced, and that about half of those are permanently lost. Adding in the fact that up to 25% of your office workers time is spent looking for documents, the hard costs mount up. (For example, an office worker with salary and benefits of \$35,000 can be costing you about

\$8,000 in time looking for documents alone!)

You also have to consider things like the actual square footage cost for the file cabinets and off-site storage as well as courier service if used.

What sets DOCXT apart?

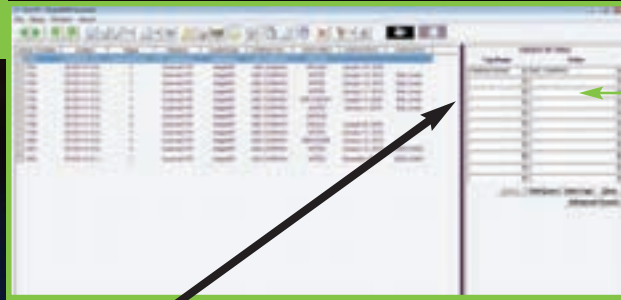
Most document management systems methodology revolve around a conventional filing system. There will be an "electronic" file cabinet that will have "electronic" file drawers that are usually dedicated to departments or functions (i.e. Sales, Purchasing, Human Resources, etc.). Within these drawers will be "electronic" file folders that hold the "electronic" documents. It is basically a one-to-one relationship. If you want a duplicate copy stored in another "electronic" drawer, you have to make another copy and insert it in the proper "electronic" file folder.

DOCXT utilizes *Virtual Tag and Location Technology™* which means you only have *one instance* of the document or file and then assign as many identifying "*Virtual Tags*" so that it can be easily searched on and located by all parts of the



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docXT Once in the system, files and documents can be quickly located by their tags from a simple search or a more advanced search method. →



Tag Examples

Company Name
Doc Type
Date Created
Notes
Legal
and more...

docXT Virtual Tag Technology lets you store a single document with multiple Tags giving you the ability to control access to the document in many ways. Tags can also be added and updated later if the access needs for the file change.

docXT Scan Tag Codes give you the ability to store forms that can be printed with machine readable Tag information (i.e. Patient Name, Patient #, etc.) that can then be automatically tagged by DocXT when the documents are scanned and stored.

organization that have authorized access. Virtual Tags can be updated and added to if the needs change.

All of the information is stored *within* the database and access is strictly password controlled. This means that there is no visibility of your files from outside the system.

Improve Customer Service! Think about the time saved just by eliminating the need for workers to leave their desks to pull a file. They will have information at their fingertips and can answer inquiries on the spot rather than having to locate files and call back.

Training is also minimized. **docXT** has an elegantly simple design so that your organization can immediately begin taking advantage of the many benefits

Disaster Recovery is also a topic of major concern today. With **docXT** you back up your data every day and can then safely store your information off site.

What is electronic document storage and management?

Electronic document management involves many aspects.

COLD (*Computer Output to Laser Disc*) is an old acronym. While the name stuck, the technology has vastly improved. This basically refers to taking what have traditionally been printed documents directly from your main applications and have them “print” in an electronic format into your document management system. In many cases, you can also store the document overlay (such as an invoice or statement) so that when it is viewed and/or printed, it looks exactly like the original. These can usually be automatically directed into the proper “electronic” file folders.

Scanning is the primary method for taking hard copy information and converting it into an electronic format that can be stored. Most of today’s multifunction office machines (copier, fax, scanner) have the ability to interface with document management systems. There are also high speed stand-alone scanners that can be dedicated to that task depending on the volume you have.

Saved files which have been created and stored by software (such as Excel, Word, etc.) can also be stored in the “electronic” file folders.

ABOUT DCCXT

DCCXT is a division of Data Communications Corporation, a world-wide leader in technology since 1969. DCCXT is the newest in a long history of successful software, technology and information management companies under the DCC umbrella. We enter our 40th anniversary celebration in 2009 with two primary divisions carrying the DCC banner — DCCXT and WoodWare Systems. Data Communications is a privately held corporation headquartered in Memphis, Tennessee with additional product development offices located in Charlotte, North Carolina. Global expansion through cooperative marketing partners/resellers is part of DCCXT's growth strategy (see the partners section of our website for more details).

DCC added WoodWare Systems to its portfolio of companies in 1992. WoodWare is the premiere business management system for the millwork, window, and door industry. Founded in 1983, WoodWare has more than 110 customers in more than 40 states. Together with DCC's expertise and history of successful automated developments in other industries, WoodWare is regarded as the leader in the millwork industry, backed by a leader in software systems development.

DCC ventured into barcoding and automated data collection in the early 1990s through its DCC Solutions division. Many of today's DCCXT products, including DOCXT, found their origins in this division.

Now the DCCXT Division provides outstanding technology solutions in the DCC tradition, utilizing our innovative eXacTrax technology. Our products include DOCXT (document and file storage, management and retrieval) and other innovative products.



DCCXT RESELLERS/COOPERATIVE MARKETING PARTNERS

DCC designs our products to interface seamlessly with ERP systems for businesses across multiple industry segments. DOCXT and WAREHOUSEXT are licensed through both our direct sales force and through our cooperative marketing partners / value added resellers.

If you are a software developer looking for the right technology solution to meet the needs of your target market, we want to partner with you. Please contact our sales team at 901-259-3705 or by e-mail at sales@dccxtglobal.com to discuss ways that you can partner with DCCXT. We have a number of business models and reseller approaches available to support you in your sales and after-sales efforts, with generous revenue sharing plans for all levels of activity. DCCXT seeks quality partnerships

with resellers in North America and globally, and we welcome your inquiries about partnering with us.

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