

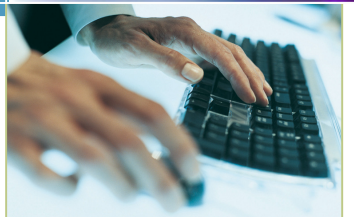
# Docpoint

## document management



EASY | INNOVATIVE | AFFORDABLE

Manage your corporate documents efficiently, and provide easy access to all users. Docpoint is the ideal solution for scanned or corporate documents



Docpoint can handle scanned documents but is equally at home with all document types.

Some of Docpoint's features include:

- Docpoint can handle all file types on your desktop
- Does not need special client software
- Works equally well as an Intranet or Internet application
- Provides secure access by user and group
- Administrator defined restrictions within a group
- User defined index fields for each group
- Full text search
- Version control
- Support for multiple languages

Docpoint provides an immediate return on your investment through;

- Reduced auditing costs
- Saving on valuable office space for filing
- Reduced time spent searching for files
- Files cannot be lost or stolen
- Docpoint solves your paper management problems
- Docpoint can be customised to suit your requirements

Contact us for more information.



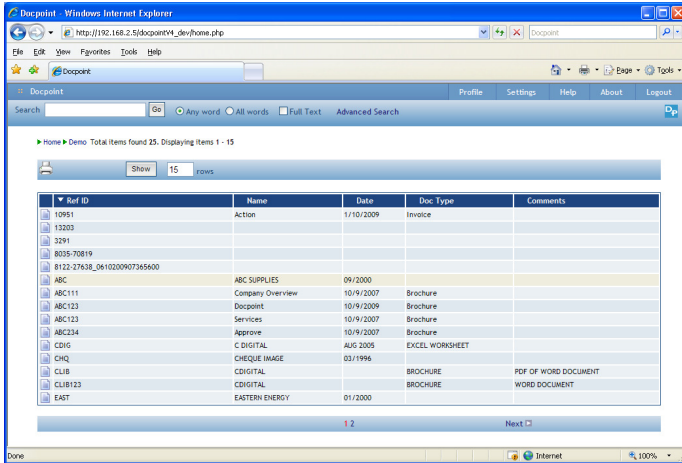
[www.cdigital.com.au](http://www.cdigital.com.au)

C Digital Pty Ltd  
(ABN 93 092 414 250)  
Level 3, 313 Burwood Road  
Hawthorn VIC 3122

Phone: 03-9810 4568 | Fax: 03-9012 3572  
[sales@cdigital.com.au](mailto:sales@cdigital.com.au)



**Docpoint**  
document management



**Docpoint suits many applications.**

Some of these include:

**Accounting records.** All organisations are required to keep their tax records for at least 5 years. Docpoint is fully compliant with the Australian Tax Office guidelines for a record-keeping system.

**Proof of Delivery.** Docpoint could provide you with a fast and easy method to retrieve delivery dockets and shipping manifests.

**Application forms,** contracts, agreements, credit approvals and all types of important legal documents.

**Personnel and superannuation** files have to be kept for long periods

Some of the reasons why your organisation should take advantage of the Docpoint system:

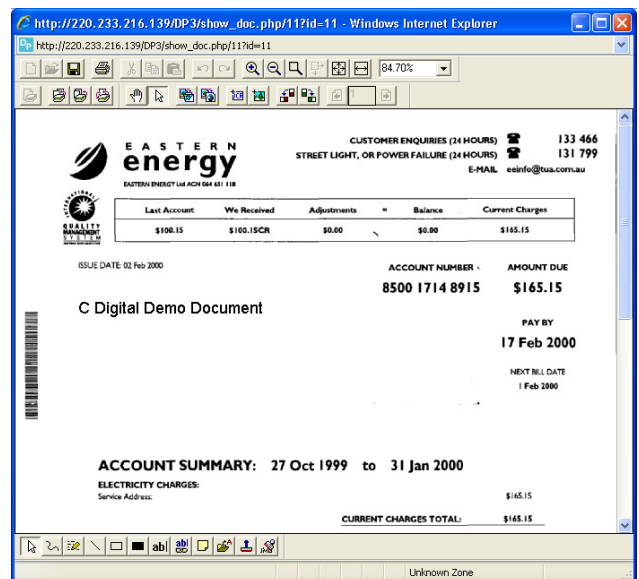
**Minimal capital outlay.** C Digital offers a turnkey package which includes all hardware and software. We offer low cost, no-hassle rental plans that allow you to reap the benefits of using this system today.

**No maintenance required.** We remove the management headaches that are associated with the maintenance of computer hardware and software as maintenance is fully covered in your rental agreement.

**Access by remote users.** Docpoint provides your organisation with the ability to share documents with remote offices. Regional offices, interstate or overseas, can have easy access to their files.

**Secured access.** Docpoint ensures that access is only permitted via the use of authorised user logins. And Docpoint can be configured to allow authorised users to only see certain documents.

**Fast and affordable setup.** Be image-enabled in less than a day. Because there is no specialised equipment or software, your organisation becomes productive almost immediately.



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