

## What's New in 2.0

### Thin-client version

- Now in version 2.0, users can access documents using a web browser.

### Metadata input

- Index documents at point of scan using supported MFPs.

### XML import

- XML import directory to import .pdf files and index data from form creation software.

### Index search

- Enjoy full-index searching capability.

### Expanded security

- Different levels of security (administrative and view only) dictate which features are available.

### Improved e-mail

- Drag-and-drop email is enabled, and attachments show as sticky notes.

# With room to grow, DigitalCabiNET is your smart foundation into document management

With LibertyNET DigitalCabiNET™ version 2.0, companies can easily access and manage electronic files without the cost of an enterprise document management solution. Now web-enabled, DigitalCabiNET provides remote users the ability to interact with documents as if they were sitting at company headquarters. DigitalCabiNET is a full-featured product that remains easy to use. Perhaps the best part is that as your company grows, DigitalCabiNET grows with it. Built on the LibertyNET platform, DigitalCabiNET can seamlessly upgrade to either a larger departmental product or a world-class enterprise solution.



But first things first. If you currently have trouble keeping up with paperwork or are losing office space to file cabinets, you should consider an electronic filing system. DigitalCabiNET not only organizes your files, but actually saves you money by automating tasks and improving productivity.

Every time you press “copy” on your office machine, you can automatically send that document to the correct folder on your computer or company network. Once in the system, the documents become searchable knowledge that can be viewed, printed, faxed or emailed. Security levels can be set to protect sensitive information. A straightforward interface allows users to quickly perform essential document management tasks such as indexing, full-text searching, annotation, auditing, optical character recognition, importing, merging and disaster recovery, among others.

DigitalCabiNET offers easy integration with multi-function office peripherals, instantaneous document retrieval, built-in delivery options and virtually unlimited storage space.

## Features

- **Seamless capture:** Add files scanned from a digital Multi-Function Peripheral (MFP) directly to DigitalCabiNET.
- **Image recognition:** Each page can be OCR'd, making the text available for searching by any key word(s) in a document.
- **Simple index:** Every CabiNET has an index template containing six unique index fields.
- **Custom filing structure:** Similar to a traditional cabinet, each of the 10 virtual CabiNETs has six separate drawers and each drawer has 26 folders (A-Z). Rename them all to suit your needs with a right-click.
- **Easy searching:** Quickly retrieve documents by browsing file folders, searching for a specific index value or by any keyword or phrase within a document.
- **Output:** Print, fax, or email documents directly from DigitalCabiNET.
- **Disaster recovery:** DigitalCabiNET ensures a secure archival of a company's essential documents.
- **Mark-up toolbar:** Easily add comments or annotations to document while preserving the integrity of the original.
- **Audit trail:** Keep track of vital information for auditing purposes, such as the markup.
- **Import wizard:** Centralize your important electronic files by importing and indexing them into your folders.
- **Merge button:** Streamline different documents by merging them into one file.

### About Liberty IMS

Liberty Information Management Solutions (Liberty IMS) is a leading software provider for the electronic content management industry. The company's flagship product is LibertyNET™, developed and marketed since 1987. A privately held company, Liberty IMS sells its products through value-added resellers and OEMs in a variety of markets including transportation, government, financial, education, legal, insurance, healthcare, manufacturing and law enforcement.



capture, manage, share

## Market Solutions

Because DigitalCabiNET is so versatile it is suitable for virtually any market, including transportation, government, financial, education, legal, insurance, healthcare, manufacturing, and more. Within each business, all departments can benefit, including human resources, accounts payable/receivable, sales, customer service and others.

- **Human resources:** Scan, store and track all resumes, employment applications, forms, reviews, correspondence and more. Implement retention requirements for resumes.
- **Shipping:** Scan and retrieve bills of lading, proof of deliveries and all correspondence for shipments and claims.
- **AP/AR:** Scan and retrieve support documents for aging reports. Improve

customer service by faxing or emailing supporting documents instantly to clients needing proof of payment.

## Why DigitalCabiNET?

- **Economical:** With DigitalCabiNET, you can easily replace an entire filing room and eliminate related expenses. The cost of paper archival and permanent storage can therefore be reduced.
- **Low Impact:** DigitalCabiNET installs to a network alongside your multi-function peripherals and services. Capture, fax, email or print, desktop-direct, in the seamless transition to electronic document management.
- **Smart:** DigitalCabiNET streamlines the filing process from A to Z. What previously required a round trip of the office is now accomplished directly from your desktop.

## Benefits

### Cost-effective

DigitalCabiNET can quickly pay for itself through improved employee productivity and reduced storage space and costs.

### Save time

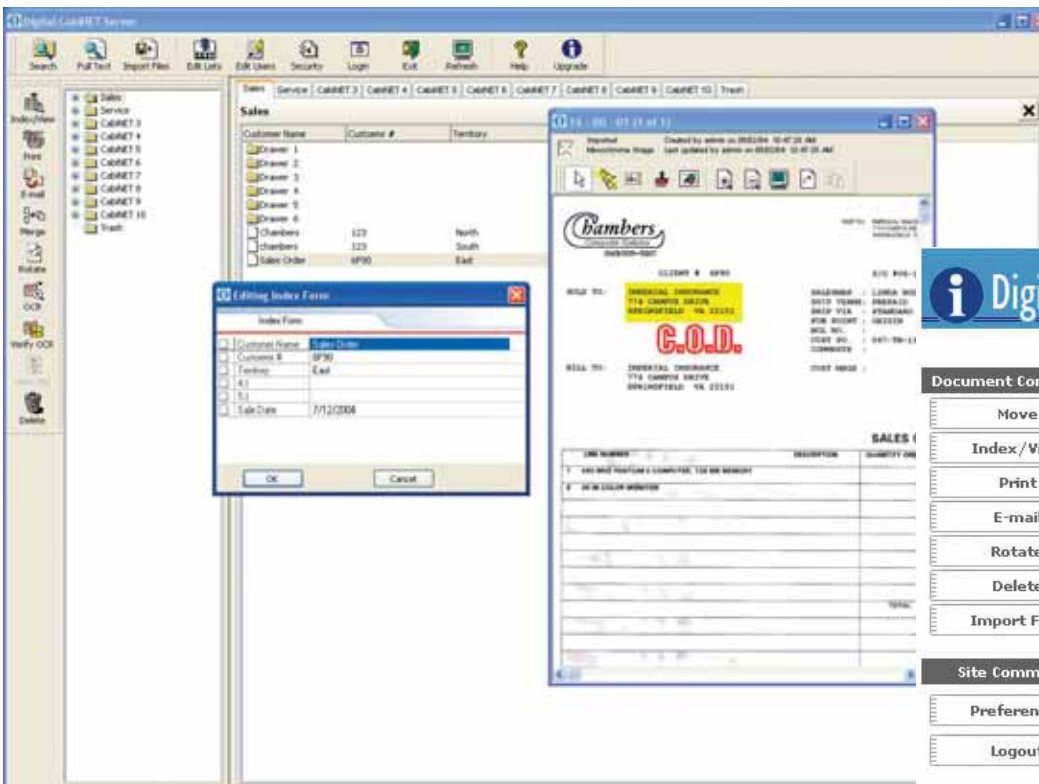
DigitalCabiNET enables companies to properly manage and quickly access documents, transforming information into searchable knowledge.

### Easy to use

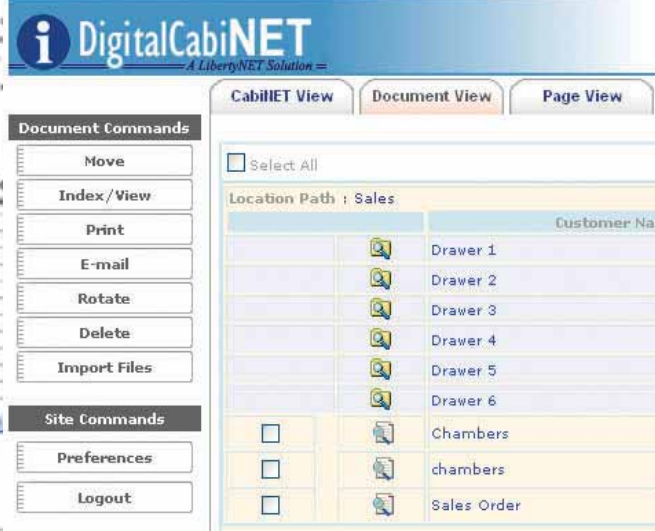
DigitalCabiNET's software makes document retrieval easy. Just point and click at the cabinet, folder and document, and it appears instantly on your screen!

### Expand your business

DigitalCabiNET protects your investment with a clear upgrade path to future needs. Effortlessly grow from a small business edition to a full enterprise solution supporting scores of users.



DigitalCabiNET is available both in thick-client (left) and thin-client (below) versions. The thin-client version enables users to access and manage documents remotely.



## Specifications

### Document/image input methods: Digital MFP

Document Management: Ten virtual cabinets with six drawers each containing 26 folders (Windows Explorer-style folder hierarchy)

Document Retrieval: Full text search, (stemming, Boolean, etc.), index field searching

Indexing: Interactive index template, Drag and Drop, Copy and Paste

Viewing: Document thumbnail, .PDF, zoom in/out

Output Methods: Print, fax or email (.PDF or .TIFF)

Security: Multi-user security with master administrator

### Recommended operating environment

Windows NT/2000/XP: 128mb memory; 110mb disk space req.; 150mb free disk space; 800x600, 256 color display; Pentium 500 CPU.

Server configuration: 256mb memory (512 rec.); 130mb base disk space req., plus 50k per page; 150mb free disk space; 800x600, 256 color display; Pentium 1000 CPU.