

# digital filing

**kwiktag**<sup>®</sup>

The Way You Manage Paper<sup>®</sup>

"Digital Filing" puts paper on the network instead of in file cabinets. For the management of incoming paper, Digital Filing is simple, productive and foolproof, as opposed to document imaging, which is complex, costly and change-intensive.

KwikTag<sup>®</sup> Digital Filing is a breakthrough paper-to-digital system, making it practical and efficient to manage paper documents digitally. KwikTag's patented tagging method enables a universal approach that brings Digital Filing to any department, any user and any document.

## Paper impacts your bottom line. Period.

It's a fact. Regardless of how "paperless" your business applications have become, incoming paper continues to cost you money. But when you can quickly and easily put paper onto the network as digital assets, you minimize their burden and maximize your digital advantage.

### KwikTag Digital Filing is Unique

- Patented tagging method simplifies the paper-to-digital process
- Works in the front office at the intersection of paper and people
- Utilizes Post-it<sup>®</sup> products to provide users with a fast, familiar process
- Leverages existing office equipment avoiding the cost of a new scanning department
- Blends paper capture with existing business applications
- Deploys quickly and inexpensively
- Scales from workgroup to enterprise

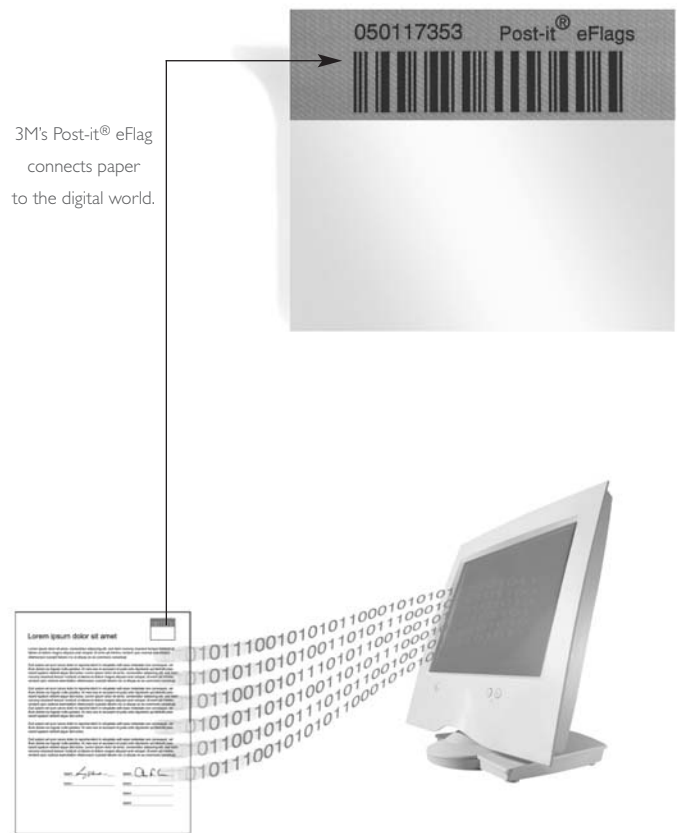
## Digital Filing benefits paper-intensive activities in:

### Businesses

- Law Firms
- Government Offices
- Healthcare
- Education
- Financial

### Applications

- Contracts
- Human Resources
- Accounts Payable
- Explanation of Benefits (EOB)
- Document Management



KwikTag Digital Filing transforms paper to digital assets providing users with a fast, familiar and productive way to manage paper.

"I've been in information technology for a long time and have looked at many technical solutions for many business needs. It is gratifying to see one that just simply works; and with regard to the paper problem, KwikTag does exactly that." *Jim Palopoli, Lee County Government, KwikTag Enterprise Customer*

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## Patented Tagging Method

KwikTag's simple 3-step process starts when a paper document arrives at a user's desk.

1. Filing instructions are entered into the computer using KwikTag's client software or existing business application.

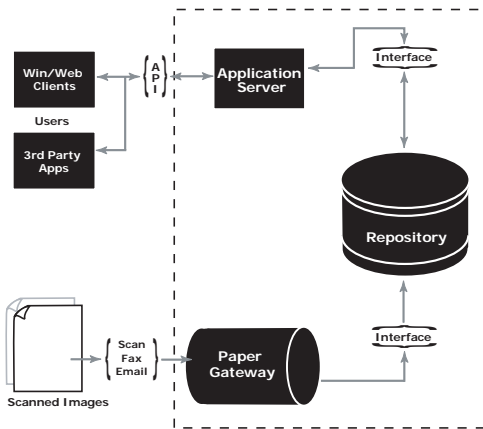
2. From a dispenser on the user's desk, the document is tagged with a barcoded Post-it® eFlag, placed on the first page. This sequenced barcode number is automatically linked with the document's filing instructions. Users repeat steps #1 and #2 as appropriate.

3. When convenient, stacks of tagged documents are dropped into any scanning device sending them to the KwikTag server. KwikTag then reads the barcodes, assembles the document pages, and stores the document according to the related filing instructions.



## Operational Flexibility

- **Enterprise** - unmatched as a paper-to-digital system standard simultaneously supporting the needs of multiple departments, replacement of conventional paper filing for hundreds or thousands of users, and widespread distributed capture.
- **Departmental** - configured for the needs of a particular department, KwikTag is a turnkey system to file, manage and retrieve paper documents digitally.
- **Embedded** - KwikTag's patented tagging method is embedded in the line-of-business application so that related paper documents can be filed and retrieved in-line with everyday work, without new software to learn.
- **On-Ramp** - connected with document management systems (DMS), KwikTag can be used to capture images and meta-data directly into existing repositories.



## KwikTag leverages existing company resources:

- Digital Copiers and multi-function peripherals (MFP)
- Network and production scanners
- Fax and Email Servers
- PDF and TIFF viewers
- Network storage devices

## Operating Environment

### Server

- Dedicated Server
- Windows Server 2000 w/SP4, IIS 5.0 or Windows Server 2003 w/IIS 6.0
- SQL Server 2000 w/SP3

### Client

- Windows 2000 SP3 or Windows XP SP1 for Windows clients
- MS Outlook
- Internet Explorer v5.5 or above

## Patented Technology

- Unique index-before-scan tagging method
- Logically and physically disconnects scanning from indexing
- Automatically inventories storage cartons for paper retirement
- Post-it® eFlags in pop-up dispensers

## Paper Gateway Processing Services

- Barcode recognition
- Document separation
- Automatic page orientation (Auto Upright)
- Automated process and integrity controls
- Flexible storage formats: TIFF, PDF or optionally OCR'd PDF (Image+Text)
- Automatic delivery to KwikTag and external repositories

## KwikTag Application Services

- Scan-to-Email enables users to distribute documents automatically as attachments or encrypted link
- World-class data entry capability with Type-Ahead, Auto Entry and picklists
- Organizational tools such as Folders-on-the-Fly, column sorting and filtering
- VeriTag®, provides process and error control through page count and scanned date verifications
- eCovers barcoded-on-demand cover sheets, facilitate a variety of applications where physical "tags" are impractical
- KwikTag Electronic Documents captures existing office documents, i.e Word, Excel into a KwikTag drawer

## Optional Components

- KwikTag Global Search (KGS) adds full-text search capability, users can now search for documents via content as well as meta-data
- Import enables addition of TIFFs or PDFs from existing repositories or external applications
- Export creates a Portable Repository on DVD for remote users and outputs KwikTag data for archiving, reporting or importing
- KwikTag's Software Development Kit (SDK) enables external applications to file and retrieve documents via web services or HTML

www.kwiktag.com

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