

O-DOCS Online Document Management System

“Document Management Systems go to Court” – InfoWorld 12/27/2005

That’s right. The chaos and pandemonium seen time and again after disasters such as 911, Katrina, Tsunami etc. has brought Electronic Archival of Documents to the fore front. A **New Federal Ruling** is on its way mandating organizations to convert paper documents to electronic formats and archival of business critical information for quick Recovery.

Is your company compliant with
“Electronic Document Management”?

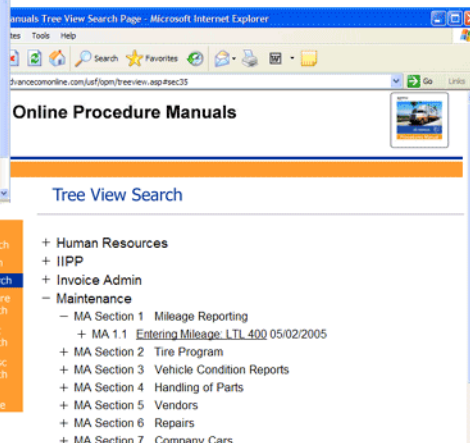
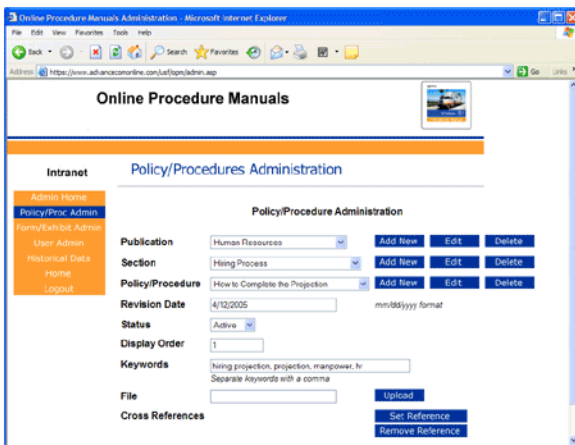
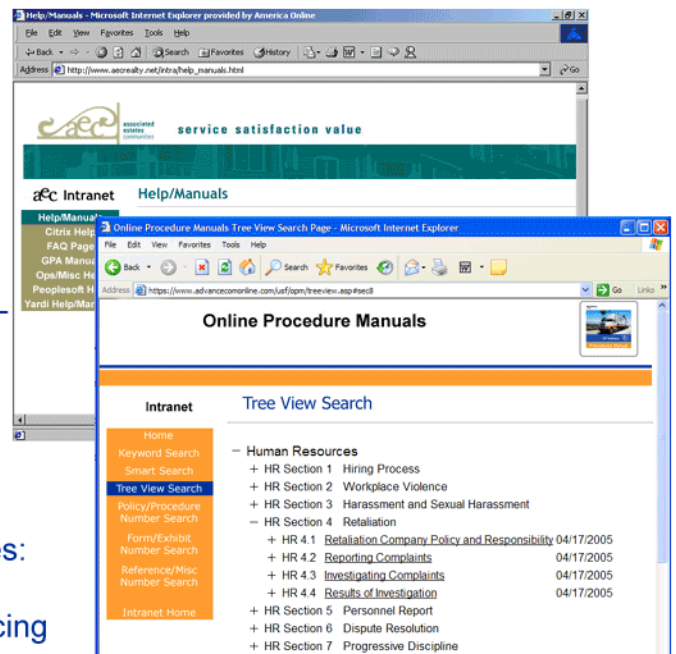
High Cost of Managing Paper Based Environment (Gartner Group, Forrester and AMR):

- 1 in 10 documents will be misfiled and permanently lost
- It costs, on average, \$150 to find a missing document
- It costs up to \$350 to recreate a lost document
- Employees spend avg. 1hour daily searching for documents
- With HIPPA, Sarbanes-Oxley, Basel Acord II, SEC Rule 17, EPA, FDA - Freedom of Information Act to name a few, organizations can be found liable for improper or inadequate document archiving - facing lawsuits and very large fines.

O-DOCS offers a powerful, secure, intuitive, and affordable document management solution to manage and share paper and digital documents. Cut costs, improve productivity, and meet compliance requirements.

Primary Features:

- * Indexing
- * Cross-referencing
- * Archival
- * Multiple Searches
- * Independent of Document Type & Format
- * Version History
- * High Security
- * No Add-ons or Plug-ins



Gain a new level of control and security over your documents: store and retrieve documents immediately, manage versions, publish documents to the Web, manage any format like Word, Excel, PowerPoint, PDF, AutoCAD, image files, faxes, scanned documents, multimedia files and much more.

Our product is extremely reliable and used by small, medium, and large organizations to help streamline and manage their electronic documents/records.

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