Secure and organized storage of your valuable document assets

DocuLex ™
Document Management Software

Goby Capture—Document Capture and Filing Software

Electronically capture, index and deliver documents to secure network storage, providing multiple advantages for improved productivity, efficiency and savings.

Benefits include:
- Document access by multiple users
- Greatly reduced paper storage costs
- Centralized storage of both scanned paper and electronic documents
- Elimination of lost and misfiled documents
- Greater security for compliance with Legal and Privacy requirements
- Reduced transportation cost for delivery and distribution of documents

Bottom line: less stress, more peace of mind.

Goby Capture is easy for the document-imaging beginner to use, but also flexible for the experienced user. Perfect for small offices, document-intensive departments, and enterprise-wide document management.

It is a customizable solution, allowing you to select the exact method needed to achieve your desired results through the benefits of managing documents electronically.
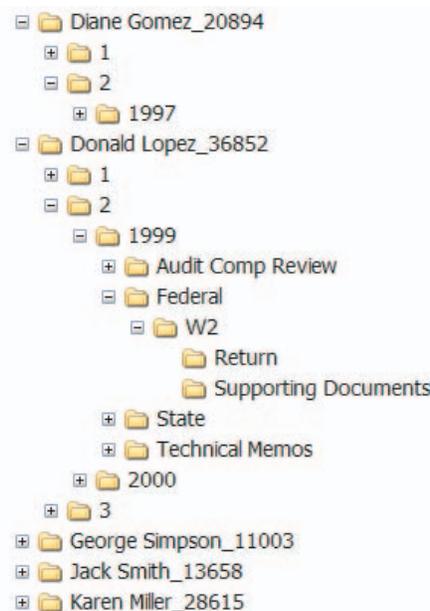
Goby Capture
Convenient Distributed Capture & Indexing
Goby offers a streamlined approach to indexing and capturing both electronic and paper-based files. Walk up and scan your daily document workflow utilizing the convenience of digital copiers and network scanners.

MS-Office files and e-mails are captured, indexed and stored along with the supporting scanned paper files.

Automatically create and manage custom-designed folders which complement your existing paper filing method.

Automatically create and manage custom-named files utilizing the meta data values that best describe the document.

```
□ Diane Gomez_20894
    ⊞ 1
    □ 2
        ⊞ 1997
□ Donald Lopez_36852
    ⊞ 1
    □ 2
        □ 1999
            ⊞ Audit Comp Review
            □ Federal
                □ W2
                    Return
                    Supporting Documents
            ⊞ State
            ⊞ Technical Memos
        ⊞ 2000
    ⊞ 3
⊞ George Simpson_11003
⊞ Jack Smith_13658
⊞ Karen Miller_28615
```

Remote or Local Document Capture and Indexing

Paper and Electronic Document Capture, Indexing, File Naming and Secure Delivery to a Custom Network Folder or Remote Server

Custodial Responsibility and Legal Compliance

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Goby Capture is designed to maximize the scanning feature of your digital copiers or network scanners, providing walk-up convenience for scanning, indexing, archiving and sharing valuable documents. Capture operates in conjunction with mixed brand MFP units currently on your network, including any new additions.

Goby Capture consists of two separate running components: Goby Profiler operates from the user's network or desktop and Goby Monitor runs unattended from a network server or dedicated workstation.

The Goby Profiler enables the user to profile and catalog documents from their desktop. Paper-based documents will receive a profile form prior to scanning, which includes custom index metadata. Several options are available to generate the profile form from your existing software package.

Once the documents are recognized by Goby Monitor, the custom-named documents are saved as searchable files, then forwarded to organized custom-named folders. Goby Monitor will also forward files to WebSearch or other popular document management programs.

Goby Profiler

...opens at the user's desktop and is free to distribute among other desktops. With document in hand, the user enters information in a document profile form on the screen, then prints the form with their local desktop laser printer or digital copier. The user simply scans the document along with the printed profile form (like a fax cover page). For MS-Office users, the profile form data remains electronic along with the digital file.

Goby Monitor

...recognizes the 2-D barcode on the profile form, fully indexes the accompanying document, names the file, and then forwards the fully searchable file to the user-defined destination. Once processed, the profile form is deleted from the document.

The destination may be one or many locations, including an FTP address, e-mail, printer, local or network custom-named folder and the user's desktop.

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Learn more today

For more detailed information about Goby Capture or other Document Management solutions, please contact DocuLex or your local DocuLex representative.