



## MAXXDOCS 6.5 FEATURES

**MaxxDocs delivers outstanding value to companies needing powerful document management at an economical price.**

MaxxDocs 6.5 comes out of the box with up to 15 named users and is designed to manage up to 1 million documents per repository. MaxxDocs fits perfectly into a department or small business that wants to save costs associated with filing and managing documents, improve their availability, and at the same time strengthen document security. Fully-featured and simple to use, MaxxDocs delivers the tools needed to make moving from paper to electronic files easy. MaxxDocs 6.5 is an annual subscription based on premise software solution.

<b>IMPORT</b>	
TWAIN Import	Import directly from any TWAIN compliant scanner.
Kofax Import	Import directly from any Kofax compliant scanner.
Kodak Import	Import using Kodak Capture Pro software.
MFP Integration	Access MaxxDocs directly from Sharp OSA and Kyocera HyPAS-enabled MFP control panels.
Scheduled Import	Scheduled import from network folder: Choose day, week, month and time of day, import to any MaxxVault folder.
Barcode Reading	Read barcode values and auto enter these values in the index form. Can be performed manually or as part of the import process.
Barcode document bursting	Separate incoming scanned pages into different documents when a barcode is read.
Drag and drop import	Drag documents from the desktop or a network folder directly into MaxxVault. Desktop client.
Import via Browser	Upload documents and index data right from your web browser.
<b>INTERFACE</b>	
Scan Folder	Folder dedicated to new, incoming documents. Once indexed they are sent to the appropriate standard folder.
Standard Folder	Folder capable of storing any number or type of electronic files.
Customizable Folder View	Users see only the folders that pertain to their tasks.
Themes	Customize the user interface color, document view, layout, etc. Desktop Client only.
Toolbar location adjust	Move the toolbars to just about any location that suits the user. Desktop Client only.
Toolbar view customize	Customize which buttons appear on the toolbars. Desktop Client only.
Toolbar text config	Show or hide the toolbar button text. Desktop Client only.
MaxxFLOW – Document Routing	Configure structured document routing processes. Desktop Client only.
Right click function shortcuts	Right click on documents and folders to quickly access functions. Desktop Client only.



<b>INDEXING</b>	
Index Forms	Set up the exact index fields values required for every document type used
Index fields	Store all the metadata needed for proper identification of the document
File Name Indexing	Write the document file name to a searchable index field
MaxxConnect	Customized scan and indexing interface for Sharp and Kyocera MFPs. XML indexing support for: eCopy, PSIGEN, Canon, Cardiff, Capella IBM & Objectif Lune.
Document Name Indexing	Write all or part of the document file name to one or more searchable index fields.
Folders	As many root folders as required (by department, by customer, by patient, etc.)
Sub folders	As many subfolders (and sub-subfolders, etc.) in each root folder as required
Make Index Field Mandatory	Force users to enter a value in an index field when indexing.
Hide Index Field	Keep some selected field values hidden from general users.
Read Only Index Field	Prohibits changes to the index value.
Index field label color customization	Example: Mandatory field labels could present in a different color.
Date select index field	Calendar tool available for easier date selection.
List select index field	Select one or more index values from a custom list.
External Database Lookup	Database Lookup module that allows index data to be populated from 3 <sup>rd</sup> party MS SQL DB.
Index search	Search for documents based on a particular index value or a combination of values.
OCRVault	Use OCR technology to render scanned documents text searchable.
Full-Text Indexing	Full-text search of electronic and scanned documents.
Index search customization	Choose which index fields and folders to include in the search.
Document index tab	Properties window - quickly access all the index values for the document.
Document notes tab	Properties window - add notes here for more privacy and space.

<b>SECURITY</b>	
User Security	Over 25 functions to allow or restrict.
Group Security	Over 25 functions to allow or restrict.
Secure document from user /group	Restrict access to documents to only certain users.
Document history	View user access and print history for each document.

<b>DOCUMENT MANIPULATION (Desktop Client)</b>	
Email docs from MaxxDocs	Email a document directly from within MaxxDocs.
Split documents	Split pages out of a document into a new document.
Merge documents	Combine two or more documents into one document.
Remove pages	Eliminate pages from a document (TIFF and PDF).
Re-order pages	Change the order of the pages in a document (TIFF and PDF only).
Export documents	Export documents from MaxxDocs for use in other systems.
Rename documents	Change the name of the document.
Move documents	Change the location of a document in MaxxDocs.
Copy documents	Make a copy of a document within MaxxDocs.
Delete documents	Delete documents from MaxxDocs to recycle bin or wipe completely.
Print	Send documents to any printer on the network.
Print to TIFF file	Print (convert) any type of file in TIFF format - choose with or without annotations.
Print to PDF file	Print (convert) any type of file in PDF format - choose with or without annotations.
Launch to native application	Open a document in the application that created it, i.e.: Word, Excel, PowerPoint, etc.
Auto launch to native application	Automatically open a document in the native application when selected.
Native Viewer	View documents within MaxxDocs directly (TIFF, PDF, JPG, GIF)

<b>DOCUMENT MANIPULATION (Desktop Client)</b>	
Thumbnail viewer	View a thumbnail of all the pages in a document for quick navigation.
Navigate pages	Jump to the next page, end of document, previous page, first page, or "go to" page number.
Redactions	Black and white redactions.
Draw line	Draw lines on a document.
Apply text box	Insert a text note directly on the document.
Highlight	Apply highlights to important areas of the document.
Free-hand tool	Draw on a document.
Choose line color	Change the color of a line (straight or free-hand).
Choose fill color	Change the fill color of a highlight or text box.
Bates Stamping	Place sequential identifying numbers on scanned documents.
Redo markup	Redo the markup most recently deleted.
Undo markup	Undo the markup most recently applied.
Delete markup	Remove a markup applied to a document.
Copy markup	Create an exact copy of a markup.
Zoom in and out	Magnify or reduce the size of the document on the screen.
"Rubber band" zoom	Create a zone over the document to indicate the area that should be magnified.
Markup select	A pointer tool used to select mark-ups on a document.
Rotate Document	Temporarily or permanently rotate documents.

<b>BROWSER INTERFACE FEATURES</b>	
File Import	Import files directly from your web browser
Indexing	Index newly imported documents or update existing index fields
Search Full Text or Index Values	Search for documents based on a particular index value or a combination of values. Full-text search of electronic and scanned documents.
Email docs from MaxxDocs	Email a document directly from within MaxxDocs.
Move documents	Change the location of a document in MaxxDocs.
Copy documents	Make a copy of a document within MaxxDocs.
Print	Send documents to any printer on the network.
Publish Folder Feature	Only have folders you want people to have access to available via the browser interface.
Browser Security	MaxxDocs web server supports TLS / SSL certificates