

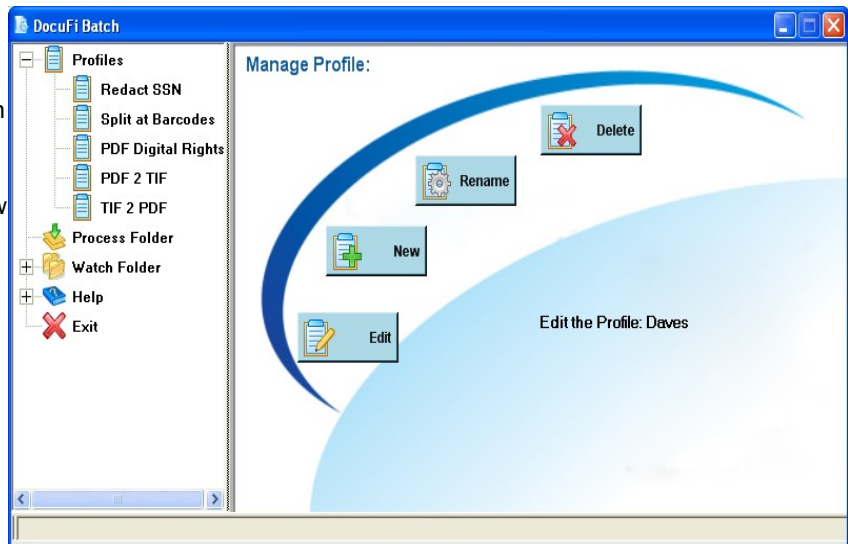


DocuFi Batch Software

Common Batch tools for your scanned or PDF documents

Simplify your common document processing needs with DocuFi Batch. A simple to use interface and rich functionality makes this an easy to Split, name and route scanned files in one step! DocuFi Batch Software adds intelligence and efficiency to your scanning process. Once you try it, you won't know how you scanned without it!

DocuFi Batch is simple to install and use in your environment. First, create a document profile where you can define specific tasks for all files contained in a specific folder. This includes image clean-up, folder or file naming or splitting to barcode pages, Date and time stamping, Digital rights for PDF exporting, and conversion of TIF to PDF or PDF to TIF. Name and save this information as a re-usable profile that you can assign to any Windows folder and you now have a batch scan process.



Flexible Document File Naming

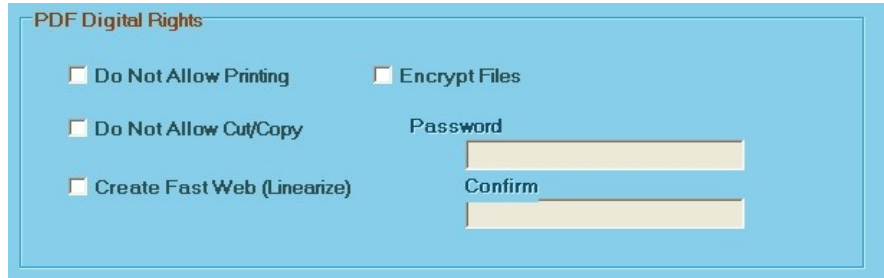
Automate the naming and destination path of your documents. Standard barcodes and text strings can be detected and extracted from your documents to help in defining the file name, target folder, or splitting needs of your documents. Assign date and time stamps along with other keywords, create folders based on a specific barcode and more.

Split at Barcodes – Use highly reliable barcodes to automate the file naming and splitting of your invoices, medical records, or other document records.

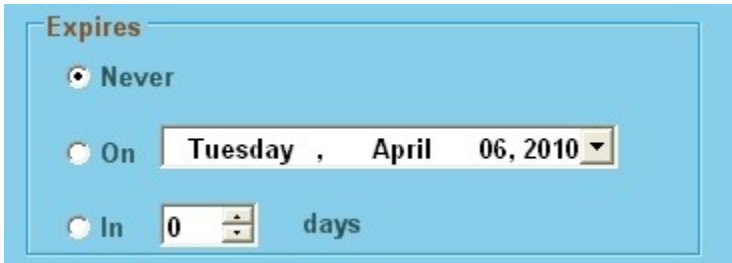
Name Files - Use barcodes, date, time, page count or any combination of these options to create a file name. In the file name field, you simply enter exactly how you want the file name created (for example, [barcode1]-[barcode2]-[date]). DocuFi Batch can read up to ten barcodes anywhere on a page.

Secure your documents

Apply digital rights to your documents to define user rights for printing, text extraction using copy/paste, and more. You can even assign passwords to all your processed documents in a folder using PDF encryption methods.



The screenshot shows a 'PDF Digital Rights' configuration window. It contains three checkboxes: 'Do Not Allow Printing', 'Do Not Allow Cut/Copy', and 'Create Fast Web (Linearize)'. To the right, there is an 'Encrypt Files' checkbox and two password input fields labeled 'Password' and 'Confirm'.



The screenshot shows an 'Expires' configuration window. It has three radio button options: 'Never' (which is selected), 'On' followed by a date dropdown menu showing 'Tuesday, April 06, 2010', and 'In' followed by a numeric input field set to '0' and the word 'days'.

More advanced security can be realized by utilizing the Content Sealed Format (CSF) which allows for highly secure documents. Define expiration dates based on a number of days or specific date. The viewer of the CSF format is a free utility making it easy and accessible

for your clients or staff.

Document Redaction that works

The need to remove sensitive personal data including Social Security (USA) or National Insurance (UK) Numbers, Patient records, Credit Card numbers or other user defined keywords can be accomplished with our Redaction technology. Use pre-defined scripts for common personnel data, or create your own scripts to remove the keywords from your documents. You can save your redacted documents to PDF, CSF or even TIF format.

What gets redacted (as examples):

Name: Dr. John Luke Williams, Jr.
SSN: Privacy Information or Social Security
111111111
Phone: 602-971-6061 Fax: (602)
Email: Privacy Information or

This report is about Dr. John L. Williams, Jr. (602.971.6061), has an email address

Processing - Attended or Automated

DocuFi Batch offers two ways to process scanned files. *Folder Watching* is fully automated windows service that provides unattended document processing. As documents arrive in registered folders, a user defined profile is utilized to define the requirements for your job. You can have up to 3 folders registered with the services which can be local, or network shared directories.

File Conversions

DocuFi Batch offers the ability to convert files between various formats including TIF to PDF, PDF to TIF and even office formats to TIF or PDF. Users requiring the more advanced digital rights capabilities can even choose the Content Sealed Format (CSF) as a output format.