

# deskRecord™

Advanced Desktop Document Management

## About deskRecord

deskRecord is a complete desktop document management system. It allows you to quickly and intuitively file, search, retrieve, and share your important documents.

deskRecord, by Prism Software, has capabilities that far exceed both the Windows Explorer file system and simple desktop file management systems. deskRecord has all the advanced features required to completely manage your electronic documents.

deskRecord has features usually found in network-based document management systems – such as full integration with Microsoft Office applications, optical character recognition (OCR), and audit trails. It also allows you to organize, mark-up, change, track changes, and roll back to prior versions of your documents.

deskRecord provides easy search of and immediate access to your important documents – no more misplaced documents or tedious searches of your Windows folder system for important documents.

If you either outgrow deskRecord or simply want to add other users to your system you can easily and quickly migrate your documents and folders into DocRecord, Prism's low cost enterprise document management system for multiple local and Internet users.

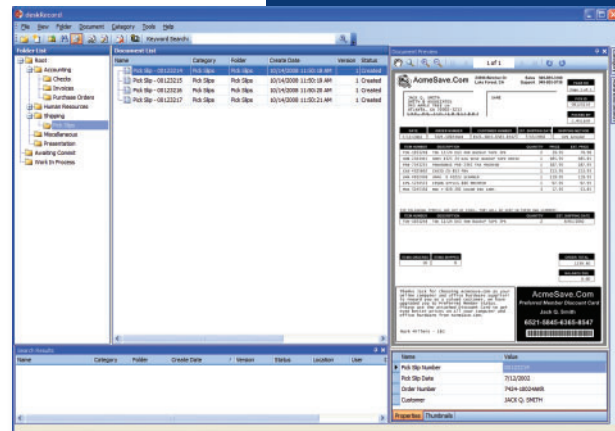
## Key Features

- > Converts scanned documents into text documents with optical character recognition (OCR)
  - TIFF / PDF; full page / zonal / barcode
- > Thorough document searches – full text & keyword
- > Easy and familiar folder / document structure
- > Document audit log / trail
- > View image thumbnails of all your files and documents
- > Unlimited file structure capabilities
- > Connect to external database
- > View over 300 different file types
  - Microsoft Office, PDFs, TIFFs, multimedia, drawing, database, email, CAD/CAM, and many more
- > Establish retention policies for your documents



## Benefits of deskRecord

- > Immediate retrieval of your documents
- > Quick document searches based on keywords and indexing
- > Decrease or eliminate the need for physically filing paper documents
- > Track and audit document versioning in real time
- > Instantly share documents via e-mail
- > Save documents directly from Microsoft Office applications



- > View Microsoft Office document thumbnails
- > Document check-in / check-out controls
- > Version control
- > Duplication policies
- > Document cross referencing
- > Dot / line / border / hole punch removal
- > Bates stamping
- > Relational database for indices and pointers
- > Work-in-process folders

Prism Software

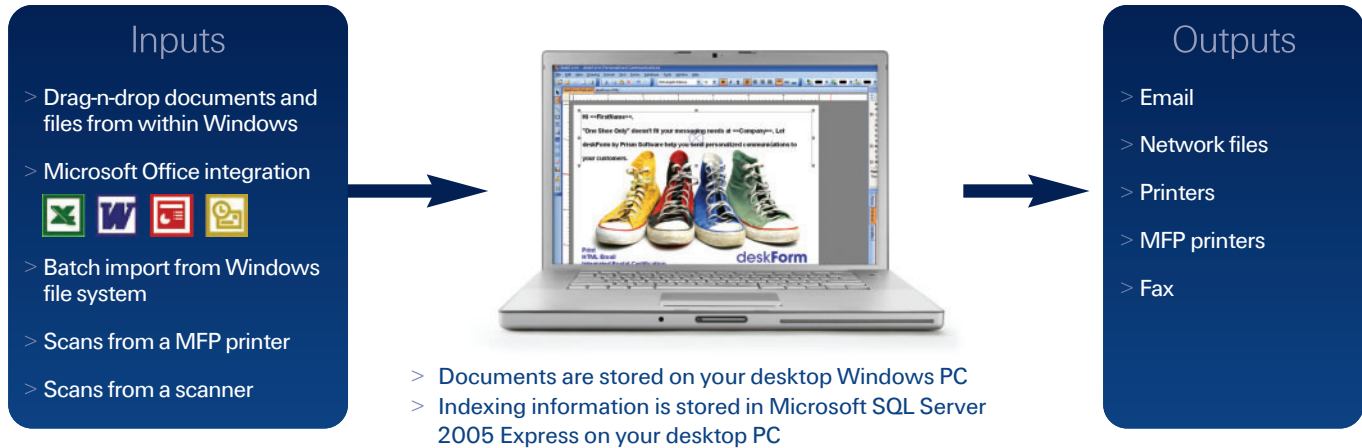


## How it Works

deskRecord is a complete document management system for your electronic documents that resides on your desktop Windows PC. Its folder structure is very similar to the Windows folder structure.

At the time of installation, deskRecord will also install the Microsoft .NET Framework version 2.0 and Microsoft SQL Server 2005 Express. deskRecord utilizes SQL Server Express to store your documents' indexing information; your documents are stored on your PC. This indexing information is used by deskRecord to properly store, search and retrieve all your files and documents.

The diagram below outlines the primary methods of inputting and outputting your documents, files and records.



## Grow deskRecord into DocRecord

deskRecord is built on the same architectural platform as DocRecord – Prism Software's enterprise document management application. You can easily migrate all of your documents, files, records and database to DocRecord's platform with one easy step. The user interface and all the features used are identical in DocRecord. DocRecord does have many more features as well as allowing multiple users to access and use the document management system – both on the local network as well as over the Web. DocRecord features include the automated filing and indexing of batch scans and batch document OCRing.

## System Requirements

### Operating Systems Supported

- > Microsoft Windows 2000; Professional, Server (Retail and higher)
- > Microsoft Windows 2003 Server (Retail and higher)
- > Microsoft Windows XP; Professional (Retail and higher)
- > Microsoft Windows Vista; Business, Ultimate, and Enterprise
- > Microsoft .NET Framework Version 2.0 \*

\* Provided by deskRecord during the installation process

### Hardware Requirements

- > 100% IBM Compatible Computer
- > Intel Pentium IV, 2GHz or greater
- > 1 GB of system RAM or greater
- > 1 GB of free hard disk space

### Database Requirements

- > Microsoft SQL Server 2005 Express \*



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