

# Powerful New docSTAR v3.9 Software Now Available!

**docSTAR 3.9 Highlights Include:** Searchable Text Annotations, Print Import 5.0, Administrative Enhancements, and two new add on modules; Records Management and Business Document Packages (BDP).

**SCHENECTADY, NY (October 14, 2008)** - docSTAR, a leading provider of document management software solutions, has released docSTAR Version 3.9. This represents a significant update to previous versions of the software. docSTAR's latest offering not only delivers complete, easy-to-use document management functionality...it now provides Searchable Text Annotations, Audit Trail enhancements, broader Native File support, and other significant administrative improvements.

Two new exciting modules - Records Management and Business Document Packages have been created to simplify the life cycle management of business records and provide organizations with intelligent workflows to increase productivity.

"We have been actively following industry trends and listening to our customers' requests for significant product features and our latest offering certainly delivers," said Ray Emirzian, docSTAR's Vice President of Product Development. "This version substantially enhances our already robust document management platform," continues Emirzian.

## **docSTAR Software Version 3.9 includes:**

### **Deleted Document Management**

The benefits of this feature include: efficient use of storage devices, reduced liability, and easier recovery of deleted documents. The Administrator's ability to review deleted documents has been expanded. The deleted date of each document is displayed and the list can be sorted by date or title. Finding a critical document, to be either undeleted or purged, can now be accomplished much more quickly.

### **Enhanced Administrative Features:**

- Deleted Document Housekeeping** - With v3.9, deleted documents can be automatically purged on a pre-defined schedule, which helps avoid problematic "disk full" conditions.

- Audit Trail Module** - The Audit Trail module has been enhanced to provide more detailed audit information which includes titles of deleted documents. Also, additional actions have been added to the audit trail, such as template edits.

- Native File Support** - With v3.9, the Native File module now offers broader compatibility and more convenience for users. The enhanced module offers: MS Office 2007 compatibility, the ability to store media attachments in email (i.e. voice messages to e-mail systems), and Zipped files.

### **Searchable Text Annotations**

The latest docSTAR software delivers enhanced Annotations functionality with Searchable Text Annotations. The Annotations feature provides users with easy-to-use graphic and text tools, such as sticky notes, that can mark up electronic documents and save these notes as annotations. With Searchable Text Annotations, users now have the ability to search for added content associated with the document and quickly jump to a specific point of interest in the document - providing users a convenient bookmarking feature.

### **Save Searches and Links**

Users can now save, load, and email document searches for convenience and streamlined collaboration. Team members have the ability to collaborate using saved documents and package searches\*. (\*When using the optional Business Document Packages module.)

**In addition to the v3.9 release**, docSTAR will also be releasing three optional modules to further extend the document management functionality that users have requested:

## **docSTAR Records Management**

The docSTAR Records Management, sold as an add-on module, is a cost-effective solution that automates document retention policies to help minimize risk and aid in regulatory compliance. docSTAR Records Management addresses the needs of administrators and records managers alike by providing comprehensive records management functionality. This helps to assist in properly managing scanned and other electronic documents from their capture or creation to their eventual archival or destruction. Administrators can customize the Records Management solution to comply with company processes and regulatory requirements.

"In addition to traditional document management capabilities, businesses require tools to properly manage records, according to a formal filing plan, to ensure compliance with regulatory requirements," says Emirzian. "By incorporating both document and records management capabilities, docSTAR v3.9 offers an integrated document and records management solution in an all-in-one package."

### **Some highlights of docSTAR Records Management:**

- **Promotes Compliance Strategies** - Meets statutory and regulatory requirements including Audit Trail and archival with HIPAA, Sarbanes-Oxley, SEC, and others.
- **Automate Document Life Cycle** - From creation to final destruction, docSTAR's Record Management can help organizations automate the document's life cycle.
- **Enforce Company Records Policies** - Organizations can easily implement defined records policies and retention procedures for all documents, including; scanned paper, emails, and other electronic documents, all from one application.
- **Save Space and Money** - When organizations exceed their server storage limits, Records Management provides an orderly way to dispose of documents... freeing up space on hard drives.

### **Business Document Packages**

docSTAR v3.9 introduces Business Document Packages (BDP), an add on module that allows businesses the ability to create intelligent workflows and increase an organization's productivity. docSTAR's Business Document Packages enables businesses to create a document checklist with "slots" designed to gather and track a set of documents necessary to complete a business workflow. With built in e-mail alerts and approval capabilities, docSTAR BDP helps organization's create and maintain a consistent, managed process for assembling document packages.

docSTAR's BDP helps streamline operations by routing documents to identified associates. "Having instant access to documents and built-in collaboration features allows tasks to be completed more quickly than ever before. Organizations can easily track deadlines and manage approval processes more effectively," says Emirzian.

### **Additionally, docSTAR BDP:**

- **Reduces Labor Requirements** - Eliminate tedious manual processes, such as distribution of items through inter-office mail.
- **Supports Compliance Initiatives** - Better control of documents with easily accessible audit trails results in improved compliance.
- **Tracks Deadlines** - Identify potential workflow bottlenecks by easily tracking associated deadlines.
- **Improves Workplace Productivity** - Increase throughput and reduce cycle times for greater productivity.
- **Better Manages Approval Processes** - Built-in e-mail alerts and approval capabilities help organizations create and maintain a consistent, managed process.

**Print Import 5.0**

With v3.9, docSTAR also releases Print Import 5.0 - expanding the functionality on previous modules. Import 5.0 permits users to capture any document as a time stamped image from any Windows application. The enhanced software now provides support for Microsoft Windows Vista, Terminal Services, and now also create Adobe PDF's.

**Availability**

Version 3.9 is available immediately through authorized docSTAR Business Partners. It will come standard with all new management systems, and upgrades to eligible installed products will be offered through the docSTAR SoftCare licensing program.

**About docSTAR**

docSTAR is a leader in easy-to-use document management software and systems. docSTAR allows instant access to documents and immediate cost savings while delivering ease of use, fast implementation, safety, and security.

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