



Dexterity DIGITAL
dataSTOR

With so much complexity today dataSTOR simplifies business processing by providing fast, simple, reliable and secure access to your digital assets.

dataSTOR helps hundreds of customers run their business more efficiently so speak to us on how we can assist you.

@DEXTERITYDIGITAL

www.dexteritydigital.com 3012 William Nicol Drive Brynston South Africa





Leading the Digital Transformation of Enterprise Content Management

Dexterity, a Metrofile Group company, is a leader in digital content services. Thousands of companies trust us with their physical records and information management and now hundreds of companies trust our digital document management solutions. Dexterity is at the center of every businesses digital transformation agenda.

With our **dataSTOR** product, we improve the efficiency of business processing, allowing for the access to any company document or record at the fingertips of your employees.

Our software allows for the rapid resolution to customer requests and enquiries. With enterprise grade security and encryption, your business documents are safe and accessible only to those with the granted access.

dataSTOR reduces the cost of storing, accessing and distributing information that was traditionally paper based, and with pricing in local currency, you are guaranteed full pricing predictability.

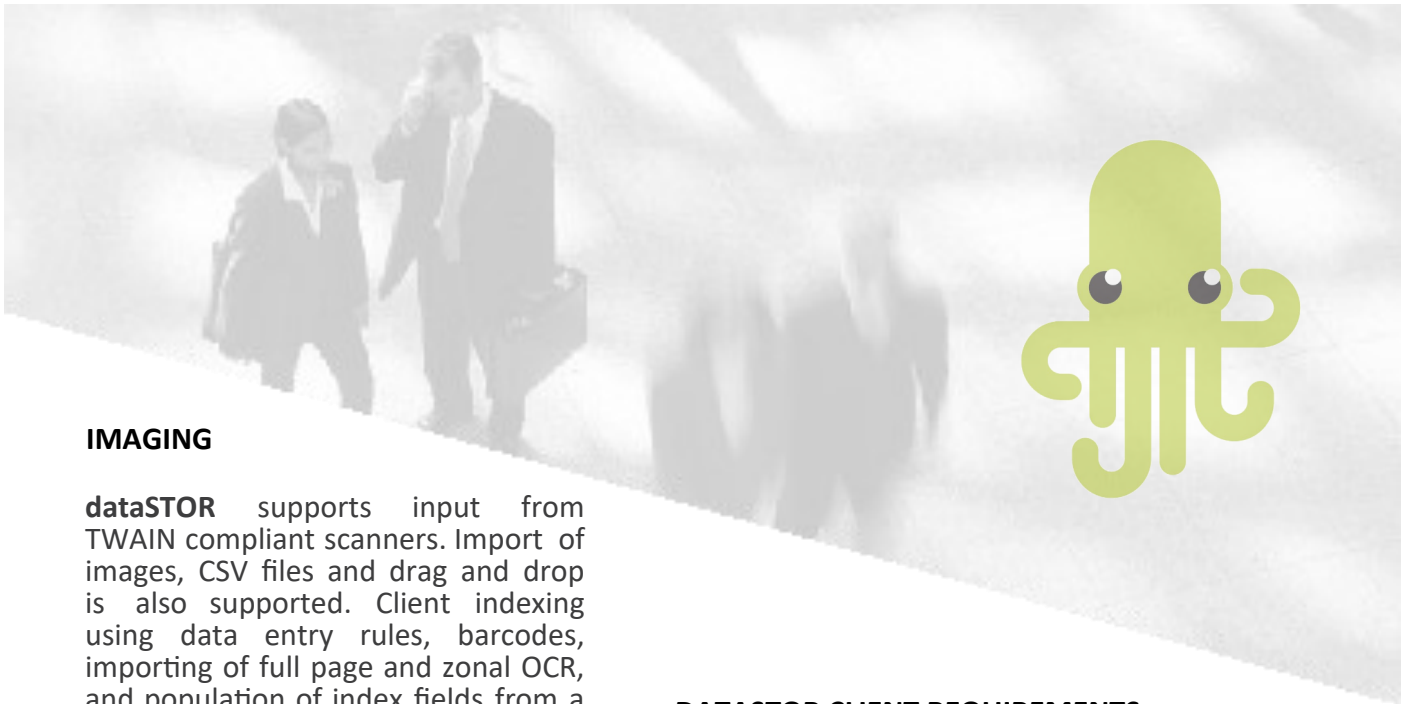
As a record management solution, **dataSTOR** assists in compliance adherence and business continuity.

dataSTOR is designed to utilize cost effective technologies that work within clients existing IT infrastructures, and to leverage the investment in these infrastructures. dataSTOR is easy to implement and to use with all the requirement to process the many types of fixed content through the complete lifecycle - capture, management, storage (archive), retrieval and distribution.

EDMS (*Electronic Document Management System*) dataSTOR provides the type of flexible EDMS needed by organisations to meet the requirements of new regulations and legislation. Collaboration is made possible to archive unstructured content, from various sources, into a single secure repository, ensuring company information assets are properly managed. Content can be Word documents, Excel spreadsheets, scanned images or any other unstructured electronic data.

EMAIL ARCHIVE dataSTOR provides a simple, scalable process for capturing and managing emails in an archive. The flexibility is given to keep or destroy company centric e-mails, based on choice, instead of the amount of mailbox or server space you have been allocated.

- Access Control
- Advanced Routing
- Archive any file format
- Auditing
- Batch Importing
- Batch Searching
- Batch Updates
- Built in viewers (No dependency on 3rd party software)
 - * Images
 - * PDFs
 - * Microsoft Office Word, Excel,
 - * Outlook
 - * HTML
 - * RTF... and more
- Developer API (module)
- Developer Web Service (module)
- Document Comparer
- Document Content Searching
- Document Encryption
- Document Sticky Notes
- External database lookups
- Indexing
- Internal Messaging, with read and receipts
- PDF Annotations



IMAGING

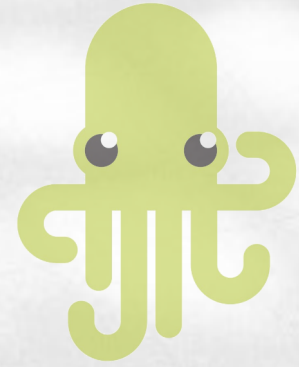
dataSTOR supports input from TWAIN compliant scanners. Import of images, CSV files and drag and drop is also supported. Client indexing using data entry rules, barcodes, importing of full page and zonal OCR, and population of index fields from a CSV file is supported.

WEB PORTAL

dataSTOR allows authorized clients to search and view content from one, or multiple repositories. The results of a global search, which can be across multiple repositories for one query, will be viewed via a web based viewer for all supported document formats. **dataSTOR** Web supports multiple different devices and browsers (Windows, Android & Apple browsers)

ADVANCED ROUTING

dataSTOR can be configured to cater for different document authorization or routing processes. These advanced routing process can be configured to flag action points or move folders around the organization for approval. Actions can be configured per stage and can be used to mark as actioned, add/edit documents, add emails, update indexes and launch external programs.



DATASTOR CLIENT REQUIREMENTS

- 2.8 GHz CPU
- 2 GB system memory (4 GB is recommended)
- 1 GB of free disk space
- Microsoft .NET Framework 4
- Windows XP SP3
- Windows Vista Home, Professional (32bit/64bit)
- Windows 7 Home, Professional, Enterprise or Ultimate (32bit/64bit) - SP1
- Windows 8 (8.1) Home, Professional, Enterprise (32bit/64bit)
- Windows 10 Home, Professional, Enterprise (32bit/64bit)
- Windows Server 2008 Standard or Enterprise (64bit)
- Windows Server 2008 R2 Standard or Enterprise (64bit)
- Windows Server 2012 Foundation, Essentials or Standard (64bit)
- Microsoft SQL 2008 Express, Standard or Enterprise
- Microsoft SQL 2008R2 Express, Standard or Enterprise
- Microsoft SQL 2012 Express, Standard or Enterprise
- Microsoft SQL 2014 Express, Standard or Enterprise
- Microsoft SQL 2016 Express, Standard or Enterprise

