



# Archivist

Document Management System

**Secure, Cost-Effective, High-Speed, Document Processing Software.**

**Introducing the award winning Document Management Solution, Archivist.**

**The Archivist System has been specifically designed to facilitate the transition from a traditional paper based Archiving System to a secure, easy to use, PC based solution.**

- Simple Electronic Filing.
- Easy to install & use.
- Makes customer and company information instantly available.
- Allows documents to be shared in a secure environment amongst unlimited users.
- Share information instantly via fax or email.
- View documents via a Company's website or intranet.
- Scan documents instantly using Archivist's barcode sensitive software.

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**HaulTech**  
DOCUMENT MANAGEMENT

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Archivist works with all Windows operating systems from 98 upwards. The software is able to process and index thousands of documents each day and store them directly to a PC (approximately 16,000 A4 documents per gigabyte of hard disk – based on 200dpi black & white scanning.).

Operatives have the option to index scanned images by using up to five search terms of their choosing. This means, when a document is required at a later date the operative can interrogate the system and find the image in seconds. Common search criteria include, date, invoice number, job number, order number, load number, customer etc.

Once retrieved images can then be manipulated and printed. Archivist also enables the user to export images electronically by fax or e-mail. Furthermore, images can be uploaded to the user's own website or exported to a third-party track & trace website, e.g.

**www.docsontheweb.com**

The system is available in two distinct configurations



## Archivist XPRESS

### ArchivistXpress

A single user system, that works with a scanner from a dedicated scanning station.

**Input:** Allows user's to scan, store and retrieve images scanned into the system.

**Output:** Images can be printed, faxed & e-mailed.

### HaulTech

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### Single or Multi User Archivist System

This option is fully scaleable, and can be added to, when extra clients, scanning stations or file servers are added.

**Input:** Images can either be stored on the scanning station or on the customer's server. The system can read the majority of barcodes, which drastically speeds up document processing times by removing the need for detailed indexing.

**Output:** The system is network-able and allows the user to export, e-mail or fax multiple documents simultaneously.