

# Simple just got easier.



Unleash Your Full Business Potential with  
MaxxVault Document Management

## | DOCUMENT CAPTURE

**The MaxxVault Electronic Document Management System (EDMS) is revolutionizing the business world. Converting paper documents to electronic files enables greater efficiency, reduces costs and improves document security.**



Likewise, saving electronic office files in MaxxVault Enterprise enables collaboration, ensures proper revision tracking and enforces regulatory compliance. Making document capture easy is one of the most important features of any EDMS solution. For this reason, MaxxVault Enterprise makes importing all of your documents and information a snap.

Eliminating paper documents has never been easier with the increased number of scanners available in most organizations, many of which are already in place as a feature of your photocopier. Documents can be scanned directly to MaxxVault Enterprise from any Kofax or TWAIN compliant scanner. Multi-Function Peripherals (MFP) sold by the major copier companies can also scan and send paper documents directly to MaxxVault

to initiate electronic workflow. MaxxVault can also be configured to accept faxes that are captured by a fax server.

Your business software, such as SAP and Oracle, print invoices, reports and other documents to paper. These documents can be captured electronically right from the application, saving on excessive paper printing with the added bonus of providing faultless full-text searching. In addition, documents from any application can simply be "printed" as a PDF directly into MaxxVault, or files can be dragged and dropped into a MaxxVault folder just as you would move any other file around your desktop.



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[www.MaxxVault.com](http://www.MaxxVault.com) | 24x7 Support Line: 877 842-9500 Option 2

E-mail can contain vital information, so MaxxVault can be set up to capture it directly from your Outlook folders. And let's not forget workers that are in remote offices or telecommute! Scanned images or electronic files can easily be imported via our web interface ensuring that no vital document is left out of the loop.

The entire range of your documents and electronic files can be imported into your MaxxVault central library with ease using tools that already exist or come as part of MaxxVault's standard features.

Maximize access to your information with MaxxVault!

## Scan

- TWAIN
- KOFAX
- MFP

## Line of Business App print spool capture

(invoices, reports, checks, etc.)

## Import Files from desktop

- Drag and drop
- Bulk capture from folder
- Import network folder tree

## Import From Outlook based on rules

## Fax server capture

## Web document capture

## Online forms and E-forms

## Save From MS Office Applications:

- Word
- Excel
- Outlook
- PowerPoint

## Print to:

- TIFF
- PDF

