

Simple just got easier.



Unleash Your Full Business Potential with
MaxxVault Document Management

| DOCUMENT MANAGEMENT

Making the right decisions can be a tricky thing to do, especially if you don't have the right information. Missing, old or incomplete information can impact decisions, delay healthcare decisions, compromise legal cases and otherwise misinform.



So how do you keep track when the information is spread between different applications, stored in different locations, hidden within network directories, strewn through various e-mails or isolated on a particular workstation? The answer is as easy as MaxxVault.

Keeping your documents in a central, secure repository that is accessible anywhere there is web access ensures that you can collaborate using the most recent, up-to-date version of the document. There is no need to comb through files, folders or e-mail attachments. A quick index or full-text search delivers the document along with all prior versions of the document. If a change was made minutes ago at head office, the worker on the road or in a satellite office will access that new version.

And if it is needed, the entire history of the document is kept, including all previous versions of a document. So, if you need to find a deleted paragraph from a Microsoft Word policy document, you have it; if you need to know when the comments from a different doctor were added to a patient's x-ray, you can find out; and if a building development data analysis spreadsheet needs updating, it is at your fingertips.

Best of all, MaxxVault is able to manage all of this without the need for tedious check-out and check-in procedures. Users that have editing privileges will be able to launch their documents in the native software application and make the necessary changes and then store them automatically back into MaxxVault as a new



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version. MaxxVault handles the automatic versioning of the files and stores the previous version as a link under the *Versions* tab. If a user is editing a document only they can change it at that time. All other users will only be able to view the prior version as "Read Only". MaxxVault also has the "Add-Ins" feature for Microsoft Office 2007 and Outlook 2007. This feature allows Microsoft Office Applications to directly store and index files within MaxxVault.

Benefits

- Simplify document review process
- Centralized Document Repository
- Improve document quality control
- Access correct and most current document version
- Document content management
- Content Approval and Publishing features
- Enhanced Document Audit History

