



# DocumentLOK

SECURE DOCUMENT IMAGING

Complete End-to-End Process Management  
for Your Company's Documents and  
Electronically-Stored Data

[www.keysoftwarellc.com](http://www.keysoftwarellc.com)

# Features



## Capture/Scan/Import

Use DocumentLOK™ to manage not only scanned documents and “traditional” electronic files (word processing, email, spreadsheet, etc.), but also audio files, video files, CAD/CAM drawings, etc. Any file format that is supported by Microsoft® Windows® is recognized and supported by DocumentLOK™.



## Index/File

Human error and manual indexing are relegated to the past with DocumentLOK™. Our hyper-flexible bvINTEGRATOR tool seamlessly integrates with your business system(s) to automatically apply metadata to your documents — guaranteeing accurate indexing.



## File

After being automatically and accurately indexed with little or no human intervention, documents are filed in the secure DocumentLOK™ repository, linked to the proper record within your primary business system — ensuring that your valuable data is in the correct place for quick and easy access. Our unmatched security features ensure that your data is accessible only to those with the proper permissions.



## Manage

Once inside the DocumentLOK™ secure repository, your documents can be annotated or routed through review or approval processes, or compiled/decompiled through our bvWORKBENCH™ module — giving you ultimate flexibility in the document assembly and submission processes.



## Retrieve

Thanks to our seamless integration with your primary business application(s), your documents are only a single click away. Retrieving documents from non-integrated repositories is equally easy, by navigating the intuitive tree structure, or using our powerful search features.



## Distribute

Print or fax documents directly out of DocumentLOK™ with only a couple of clicks. Email single or multiple documents, too — keeping them in their native file format(s) or converting them to PDF prior to sending.



## Archive/Purge

Proper regulatory compliance mandates a well-defined document retention policy. When documents have reached the end of their useful or legally-mandated lifecycles, though, you need the flexibility to choose how (or if) you want to dispose of them. With DocumentLOK™, you can choose to archive them to a CD, DVD, WORM drive, or any other media you desire — or you can purge them from your system completely.

“ We saw a 75% reduction in document distribution costs our first year after implementation. ”

# Benefits

## **Boost Staff Productivity**

A centralized document repository means that all of an organization's documents, unstructured data, and electronic files are always in the proper place at all times. Scanned documents, emails, and faxes are retrieved with a single mouse click, refocusing valuable staff time towards income-producing tasks instead of chasing paper.

## **Reduce Costs**

Copies of documents and files stored within DocumentLOK™ can be sent to a customer via an organization's email or network faxing software, or directly to another staff member's inbox with a single mouse click — virtually eliminating photocopy, postage, and courier expenses.

## **Improve Customer Service**

With all scanned documents and electronically-stored information in one centralized and indexed repository, an organization can respond to customer service needs instantly — without having to “find the file”, chase paper, or scour the network for a saved file. By emailing or faxing directly out of DocumentLOK™, critical documents can be securely in the client's hands before the telephone call has ended.

## **Enhance Disaster Recovery**

Network backups can only do so much. In order to be included, the network must know where to find the electronic files — which can be problematic when files are stored in disparate locations, including multiple local workstation hard drives. And, it is physically impossible for a network backup to include physical records or paper files. By including DocumentLOK™ in its overall disaster recovery plan, an organization is protected on all fronts. All documents and unstructured data are stored in one centralized and indexed repository, and there are no more paper files left to lose.

## **Integrate With Existing Applications**

DocumentLOK™ can integrate with virtually any Windows® or web-based application, allowing an organization to maximize the use of its current business systems and leverage existing technology investments to their fullest extent.

Bull Valley's hyper-flexible bvINTEGRATOR™ tool seamlessly links DocumentLOK™ with existing business systems to provide immediate, single-click access to scanned documents and other electronically-stored information without ever having to exit the source application.

## **Reinforce Regulatory Compliance Initiatives**

Multiple new laws and regulations are causing organizations to become mired in legal and compliance issues, sapping valuable productivity from already-strained systems. DocumentLOK™ gives organizations the tools they need to ensure the integrity and confidentiality of their documents, while maintaining accessibility for those with proper security permissions. Reduce Legal Exposures and eDiscovery Costs  
Unstructured data stored in unmanaged repositories across multiple platforms with no documentation of the contents and no cohesive policy for retention or destruction.

