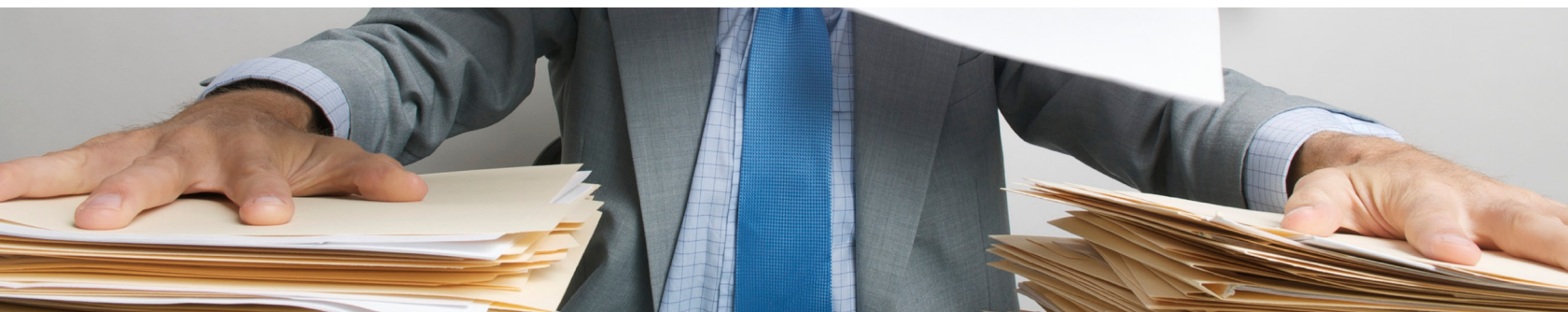




VO Docs™

Manage, Store, Retrieve, Editing And Revise

Virtual Office brings you VO Docs, the most effective revision tracking solution for managing, storing, retrieving, editing and revising documents. VO Docs supports users and process managers in a way that dramatically increases effectiveness.



Regardless of the business challenge, users are able to:

- Find the right information quickly within the right business context
- Automate through workflow approval process and document compilation automation
- Collaborate and revise content more efficiently
- Process documents with increased speed and accuracy
- Store important business documents securely
- Leverage important information assets while ensuring maximum security

VO Docs system features:

Capture paper and electronic documents from inside or outside the company via your method of choice, including e-mail, fax, scanning devices and manual upload.

You can maintain your documents' attributes with our bulk migration features. All content undergoes optical character recognition (OCR), enabling full-text search.

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VIRTUAL OFFICE™
The freedom of global collaboration

Document Revision and Version Control

allowing users to manage the creation, revision, storage, routing and auditing of electronic documents, including:

- File check-in and check-out
- Viewing, mark-up and annotation
- Version control
- Secure and redundant file storage
- Routing and approval of documents
- Full audit trails showing all activities on each document



File Organization

is easy since it includes a classic folder-tree structure to display and manage folders and files. When browsing, the folder tree is displayed on the left side of the application, making it a snap to locate and organize files.

You can also link related documents that share common attributes and create virtual document sets. These features are designed to streamline business processes by grouping documents that are referenced simultaneously.



Keyword tags and metadata add additional search content that enhances document organization over folder-based storage. can also link related documents that share common attributes and create virtual document sets.

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Storage

Storage allows for secure, permission-based access from any web-based device with Internet access while removing the headaches of centralized storage and accessibility.

To ensure you're not storing data you'll never need, administrators can specify how many previous versions should be retained. Regardless of whether you have a gigabyte, terabyte or even more data, Virtual Office can help you manage your data and files.

Search

features are robust and include the ability to search by text, title, author and attribute fields (metadata). Advanced Search queries allow users to refine their searches to a granular level, returning only the best matches.



Access and Permissions

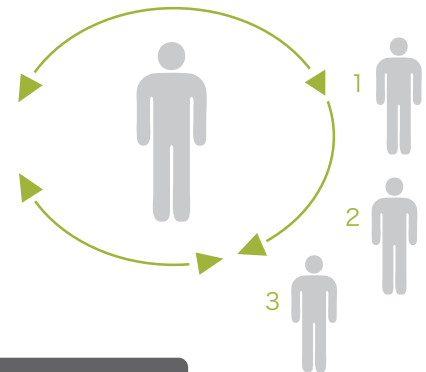
Are easily set to define access levels, viewing, editing and deleting privileges – and can be set at the document or folder level.

VO Docs even allows you to explicitly grant or deny document access to individuals, user roles or entire groups. You can even limit users' ability to download, view and leave online-only comments to documents that further enables sharing with large, diverse communities.

Project



Shared Folder



Workflows coordinate and automate document processes, save time, and facilitate project management

Reporting and Alerts

Reporting and Alerts keep you informed as things change in your system. For instance, when new documents are added to an important folder or when you have work to complete in a workflow, Virtual Office Document Management will inform you of the changes either in real time or with a daily summary.

Reports are an important component of the VO Docs document management solution, and help you measure the productivity benefits of your organization's document-centric applications. Options range from Basic Reporting, to Advanced Reporting and Custom Reporting.

Workflow and Collaboration

Workflow and Collaboration allows users to set Document Rules and basic Routing. Approval workflows help establish simple processes and sequential workflows in minutes. Advanced Workflow streamlines even the most complex business processes with full business process management and can extract necessary information from eForms and place it into customized documents. In addition to workflows, VO Docs allows you to view and mark up almost any document without downloading it.