



# Utilizing the Document Services

24/7 access from any platform and any browser

DocuFi Document Services give you an affordable tool to perform common tasks with your documents. From simple image clean-up to password and digital rights or even redaction, our services are available to you 24 7 from Apple or Microsoft platforms. Our services are intended to give you tools that improve the value and flow of information within your organization.

## Operating in The Cloud

Our services operate on virtual Cloud Servers, providing flexibility and affordability we pass onto you. DocuFi Cloud computing is simply a set of pooled computing resources and document services delivered over the web. Cloud servers connect and share information based on website traffic needs across the entire network. DocuFi Cloud Services are provided "as a service" over the Internet, typically in the form of infrastructure as a service (IaaS), or software as a service (SaaS).

## Scalable Cloud Service Plans or a locally installed application

Our services are available in simple monthly payment plans that offer varying levels of capabilities and usage to meet your budget and document processing needs. If your demands grow or your security requirements demand functionality within your own network environment, DocuFi Batch provides you the same capabilities in a desktop shared application you install within your own environment.

**Dedicated or shared services** – Our services utilize cloud Servers that can shared with other users, or you can have your own dedicated server set-up and maintained by DocuFi or your own resources. Simply select the DocuFi services you require, a shared or dedicated plan, and if dedicated, the cpu requirements to meet your needs. As they grown, you can expand memory or add more dedicated servers.

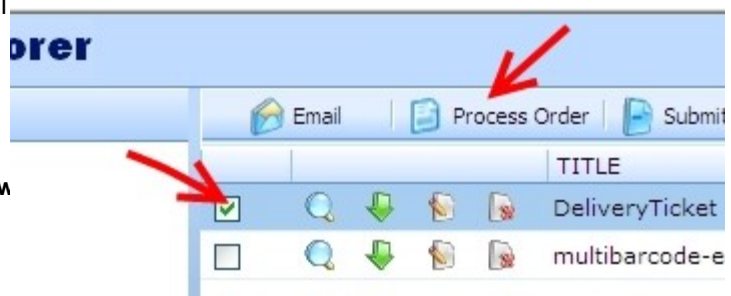
**Backups to Amazon** – Backup services are available to store your data files and databases using the Amazon S3 cloud infrastructure and Jungle Disk.

**Installed into your network environment** – Optionally, you can install the batch version of our solutions into your own network environment and utilize the folder watching service or process individual folders. Or simple upgrade from our online services to your own private document services.

## Using the online service

It's a simple process to submit documents for processing with our document services. This can be done with your own local files or with files already stored and maintained in our DocuFi archiving system. Simply perform a search or navigate to your desired document(s). Select the **check box** for the documents you want to submit, then select the **Process Order** command.

You can also submit files stored on your local computer with the **Submit Order** button. From here you can select what actions to apply to your documents and the job is submitted into the system along with your





email address. A database keeps track of your required processing needs and it is submitted for processing. You will receive an email confirmation identify what was requested by you, and the results are emailed back to you. You can optionally have the results stored into your own database.

It's a simple process but we've include an example. From the Sample Files/Scanned Images folder, select the delivery ticket file. This is a 5 page barcoded document that can demonstrate several functions in one pass. We have elected some image clean-up, digital rights to disallow print/copy, and we are having the system split at barcodes and apply the naming scheme. This will result in 5 files being emailed to you.

DocuFi Service Order	
Your Contact Info:	Email: <input type="text" value="dwilson@docufi.com"/> Phone: <input type="text" value="555-1212"/>
<b>Processing Options - Select an existing Profile or choose your options below</b>	
Document Services:	<input type="text"/> <input checked="" type="checkbox"/> Clean-Up <input checked="" type="checkbox"/> Digital Rights <input checked="" type="checkbox"/> Splitting <input checked="" type="checkbox"/> Redaction
<b>Processing Instructions</b>	
Image Clean-up:	<input checked="" type="checkbox"/> Straighten Page <input checked="" type="checkbox"/> Remove Noise <input type="checkbox"/> Auto Crop border <input type="checkbox"/> I
Digital Rights:	<input checked="" type="checkbox"/> Disallow Printing <input checked="" type="checkbox"/> Disallow Cut/Copy <input type="checkbox"/> Password Protect
Split and save files:	<input checked="" type="checkbox"/> Split at Barcodes <input type="checkbox"/> Remove Separator <input checked="" type="checkbox"/> File Naming <input type="text" value="Test@docufi.com"/>
Document Redaction:	Redaction Script <input type="text" value=""/> <input type="button" value="v"/>
<b>Delivery Format</b>	
Output Format:	<input type="radio"/> TIF <input checked="" type="radio"/> PDF <input type="radio"/> PDF/A <input type="radio"/> CSF