

# PROFILE

## The Document Management Solution

*PROFILE* is a complete document management solution built with small to medium sized businesses in mind. Powerful and economical, *PROFILE* is the answer to controlling paper overload in your office. The *PROFILE* solution allows for the electronic storage of all your paper documents for instant and secure retrieval.

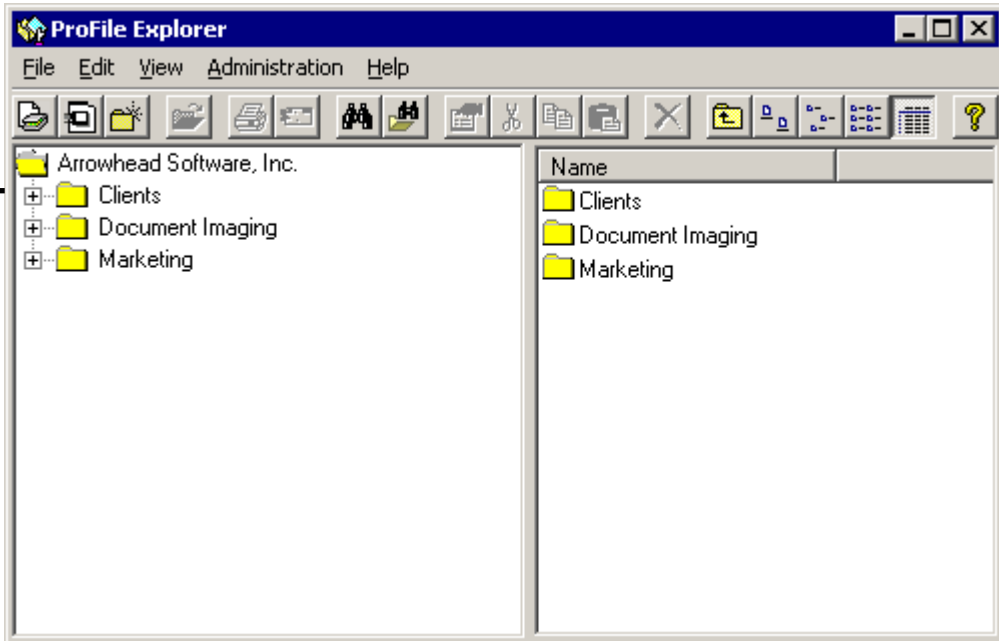
### PROFILE

<b>Saves Time</b>	Perform document searches and retrieval in seconds rather than minutes or hours.
<b>Saves Space</b>	Once scanned, paper documents can be removed to offsite storage without losing accessibility.
<b>Saves Money</b>	Increased efficiency of electronic document saves money every year over physical handling.
<b>Full Text Search</b>	Built in Optical Character Recognition (OCR) allows for the search and retrieval of documents from page content.
<b>Customizable Indexing</b>	Create indexing that fits your particular business. Increases search speed and relevance.
<b>Customizable Security</b>	Layer security to your specific needs. Control who can view, add, modify, or delete documents.
<b>Annotate Documents</b>	Add notes, stamps, highlights, and much more to your documents, increasing their relevance.
<b>Document Clean-Up</b>	Improve appearance of scanned images by straightening and removing speckles, lines, dots, and hole punches.
<b>Distribute Documents</b>	From <i>PROFILE</i> ; export, print, email and/or fax to any number of recipients.



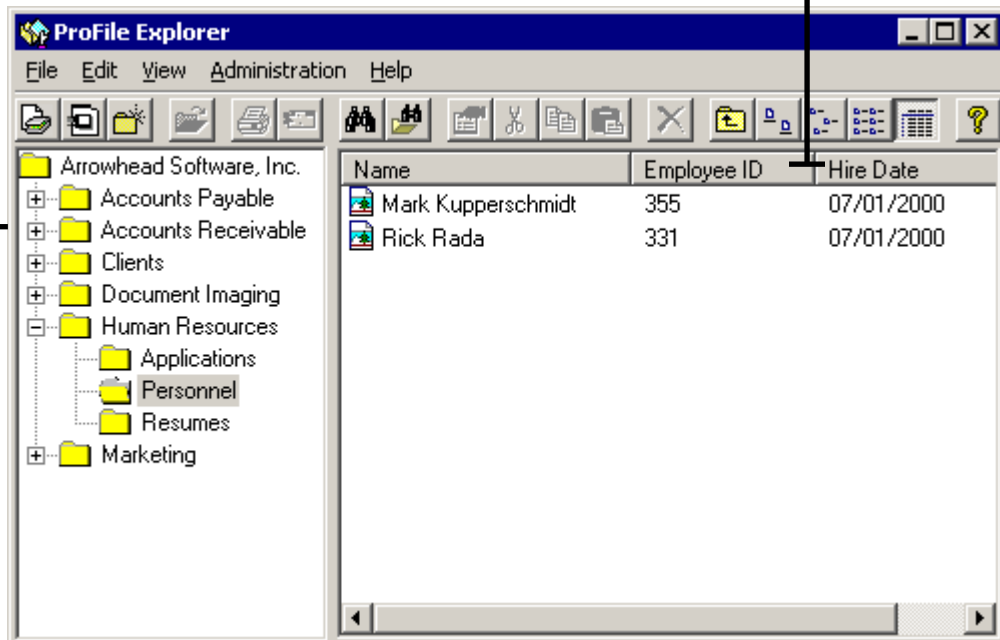
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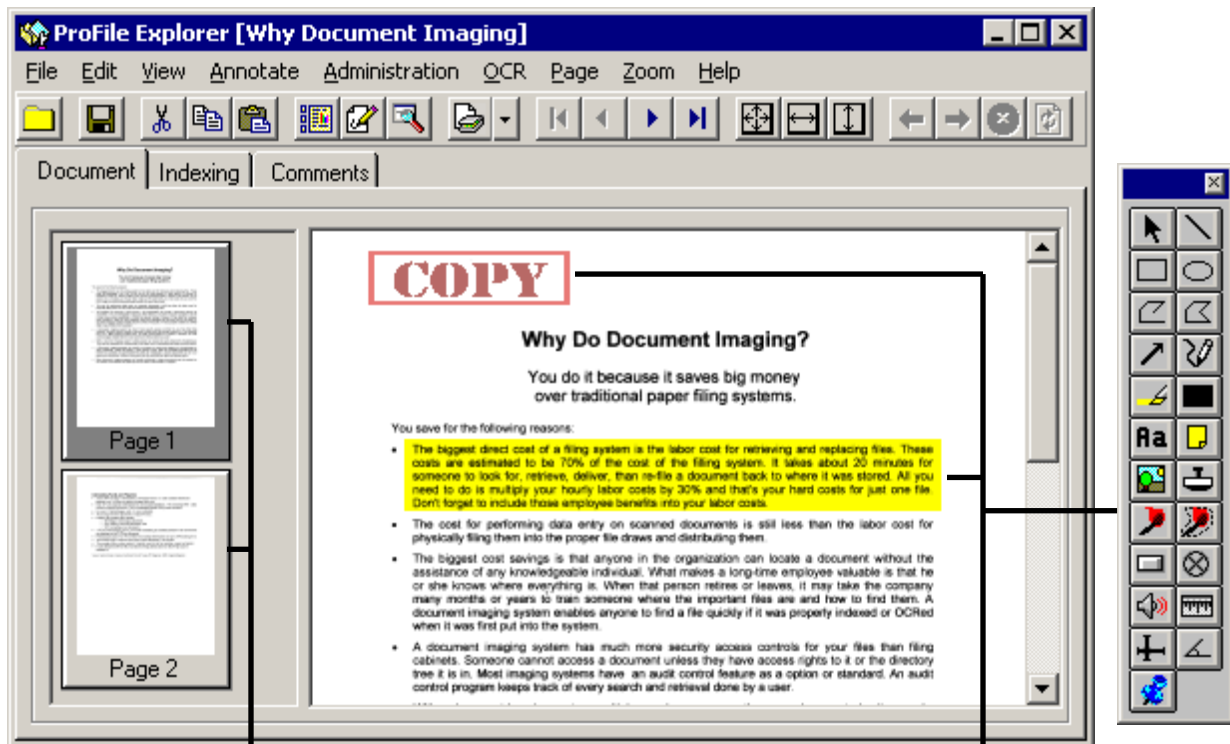


Customizable security allows you to control which users see what data. This feature allows multi-department use of *PROFILE* without sacrificing data security. Users are assigned to Groups and access permission is granted at the folder level. Permission levels include Read, Write, Modify, Delete, and None. This granular approach gives you full access control.

Customizable indexing in *PROFILE* allows you to create relevant, searchable data pertaining to your documents. Create indexes such as Employee ID, Hire Date or anything particular to your business.



When you open a document in *PROFILE* you have a number of powerful tools at your disposal. Set your custom indexing information or add comments to a document by clicking on the appropriate tab then input your information. You can clean up messy documents to improve their appearance from the Page menu. Effortlessly distribute a single page or an entire document via Export, Print, Email, or Fax. *PROFILE* does it all and is so simple to use with its familiar interface.



Thumbnail views can make navigation easier, or can be turned off for greater viewing area.

Annotation capabilities in *PROFILE* are extensive. Just a couple of examples are shown above. The highlighter lets you add emphasis to sections and the use of the many included or custom stamps may be used to add information.

## Capture and Storage

- Scan any paper document with any TWAIN compliant scanner
- Drag-and-drop allows for easy importing of electronic documents
- Data is stored in a non-proprietary Microsoft SQL Server® database
- Batch-scan using *PROFILE* barcode or OCR indexing capability
- Enhance images with *PROFILE* clean up and alteration tools; Deskew, Despeckle, Line Removal, Holepunch Removal, Rotation, Resize, and more

## Distribution

- Export documents to disk or network, print, fax, or email
- Distribution with *PROFILE* is simple while maintaining the integrity of your original data

## Search and Retrieval

- Browse familiar folder interface
- Search for documents by name or index value for speed and accuracy
- Full-text searches cover entire document contents
- Folder searches allow quicker access to large numbers of documents or faster input of new documents

## Indexing

- Create custom indexes for documents
- Create default indexes for folders that apply to all documents within
- Add searchable comments to your documents

## Data Integrity

- Auditing control allows monitoring of user activities on documents i.e. creation, access, modification and deletion.
- Deleted documents go into a recycle bin which can only be emptied with administrative access, protecting documents from accidental or intentional removal by users.

## Security

- Control access to Read, Write, Change, Delete, or None
- Users are assigned membership to groups and groups are given permissions to folders and documents
- *PROFILE* Security can be set explicitly or through inheritance
- All data is stored in Microsoft SQL Server® database providing an additional layer of security over file share storage