



# DocuStor Evo3

Find when you don't know where to look

## FIND WHEN YOU DON'T KNOW WHERE TO LOOK



Merlin created DocuStor to provide low-cost management of scanned documents. There are many Electronic Document Management products on the market but they are, in the main, expensive and over-engineered for, what is in most cases electronic filing. Alone among its rivals, DocuStor does not charge for user licences, irrespective of numbers.

There are just six elements to master, and you can run your own document management system. These are:

- **Set up users and administrators**
- **Set up volumes**
- **Scan to PDF**
- **Upload to web**
- **Index on-line**
- **Search and retrieve**

Evo3 is the latest development of DocuStor that offers complete flexibility in creation and configuration of searchable fields introduced in Evo2, but also the ability to search document content using state-of-the-art search engine technology. It also provides advanced encryption facilities that offer total security from unauthorised access.

# EASY TO USE

DocuStor comprises three modules:

**SUPERUSER** to create new users, allocate them permissions and create and modify access levels.

**ADMINISTRATOR** to add, delete and amend documents in the system, create and amend metadata, and allocate documents to user access levels.

**USER** who can search retrieve, view, print and email documents up to their access level but cannot make any changes.

The appropriate module is opened at log-in: There is only one SuperUser, who may change his or her password frequently to ensure security, but this person can allocate as many Administrators as is required. Everyone else is, by default, a Search User who can see documents with an access level allocated to them by the SuperUser and all levels below. Each module has clear instructions for use included in the page.



The image shows the DocuStor.biz login interface. At the top left is the DocuStor.biz logo with the tagline "Online document archives". Below the logo are two input fields: "User Name" and "Password". At the bottom of the form are two buttons: "Submit" and "Reset".

## SUPERUSER MODULE



The image shows the "SuperUser Home" page. At the top left is the DocuStor.biz logo. The page title is "SuperUser Home". Below the title is a "Logout" button. The main content area contains a "Welcome to the DocuStor SuperUser Home" message, followed by instructions for the SuperUser role. Below the text are three columns of form fields for creating or amending user groups. Each column has a "Submit" button at the bottom.

ADMINISTRATOR SEARCH USER	ADMINISTRATOR SEARCH USER	ADMINISTRATOR SEARCH USER
Admin User Name	Admin User Name	Admin User Name
User Group	User Group	User Group
Address Group	Address Group	Address Group
Address Group	Address Group	Address Group
Administrative Permission	Administrative Permission	Administrative Permission
Search Permission	Search Permission	Search Permission
[Submit]	[Submit]	[Submit]

This module gives the SuperUser the ability to create and amend user groups. He or she can then create new administrators and search users, amend permissions for existing administrators and search users, allocating them to up to three user groups, plus the "available to all" user group 0.

For security reasons, only one SuperUser is permitted for each installation.

# ADMINISTRATOR MODULE



Documents are scanned to a pre-defined location. These may be then uploaded to the web site en masse, and indexed in one of two ways – by importing a csv file with the metadata related to each document image file, or manually, whereby the system displays each unindexed file in turn and provides fields for the Administrator to complete.



The top-level split is the Volume, more or less equivalent to a filing cabinet containing documents of a particular type. Up to four six formatted index fields can be distinctly configured for each and a user group allocated, defining who can access them. They can be grouped by the first or second field and data for each level so affected can be sorted either ascending or descending.

AMENDNEW VOLUME

Volume Name:

Reference (years):

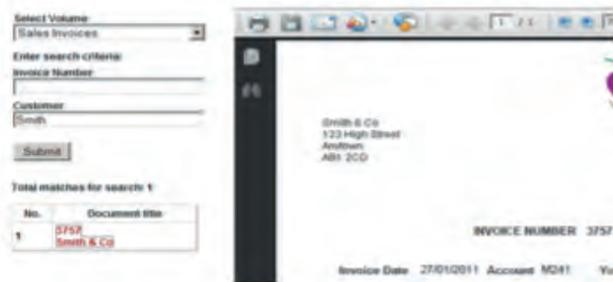
User Group:

Roll up Level:  None  Field 1  Field 2

Field	Mandatory?	Optional	Format	Sort
1 Year	<input checked="" type="radio"/> Mandatory	<input type="radio"/> Optional	Text	Ascending
2 Document Type	<input checked="" type="radio"/> Mandatory	<input type="radio"/> Optional	Text	Ascending
3 Section	<input type="radio"/> Mandatory	<input checked="" type="radio"/> Optional	Text	Ascending
4	<input type="radio"/> Mandatory	<input checked="" type="radio"/> Optional	Text	
5	<input type="radio"/> Mandatory	<input checked="" type="radio"/> Optional	Text	
6	<input type="radio"/> Mandatory	<input checked="" type="radio"/> Optional	Text	

# USER MODULE

If you know where to look, choose a volume (only those available to the user's designated user group will be displayed) and the appropriate fields will be displayed. Enter any character string (remembering to use % for a wildcard) in the field and press submit, then a list of documents satisfying the criteria will be displayed. Click on one to display the document in the right hand window:



Global Word Search is the new and powerful feature of Evo3 that allows you to find documents even if you don't know where to look. It uses the very latest search engine technology to find documents containing keywords that you know are somewhere within the content. It is lightning-quick and can search a library with many hundreds of thousands of pages and return results in less than a second. It can even let you refine your search with new words and go back to the previous state.



Just think of a word or phrase that will be somewhere in the document you're looking for and/or in its title fields. Just enter it and let Docustor do a lightning-fast search and display up to 25 results – any more and there would be simply too many to look through. In the example below, there are 958!

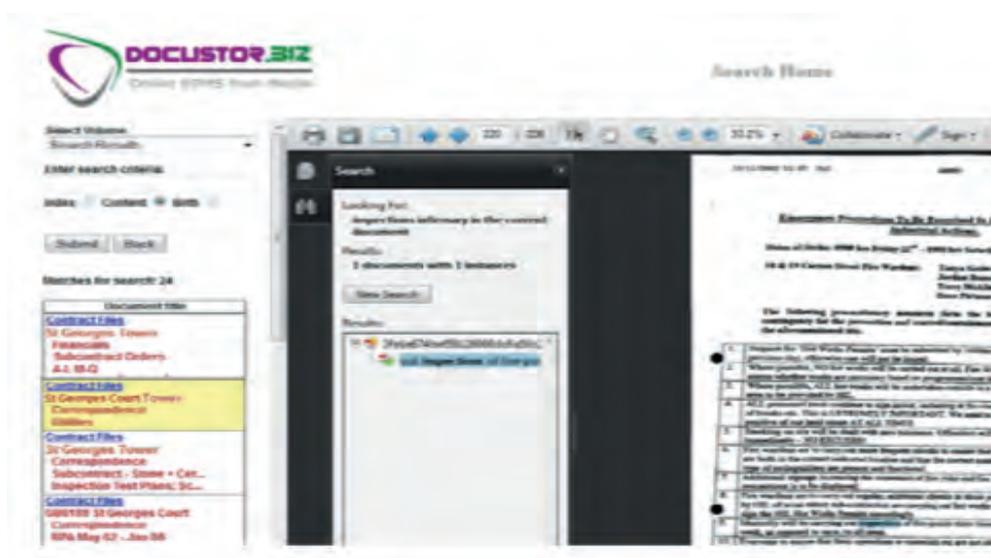


# USER MODULE CON...

So refine your search by searching the search results:



Try various words and combinations, returning to the previous state if you find you're up a blind alley, until you get down to a manageable number. The title data may be examined and a likely suspect chosen. By clicking on it, the document will open with a left margin containing a list of hits along with the first hit highlighted on the page itself:



# ENHANCED SECURITY

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One of the principle concerns about cloud-based technology is whether or not it is secure against unauthorised access. It is impossible for someone to open a document file without logging in as an authorised user and as coding held on the database is re-encrypted each time a document is opened, we have created a hacker's nightmare..

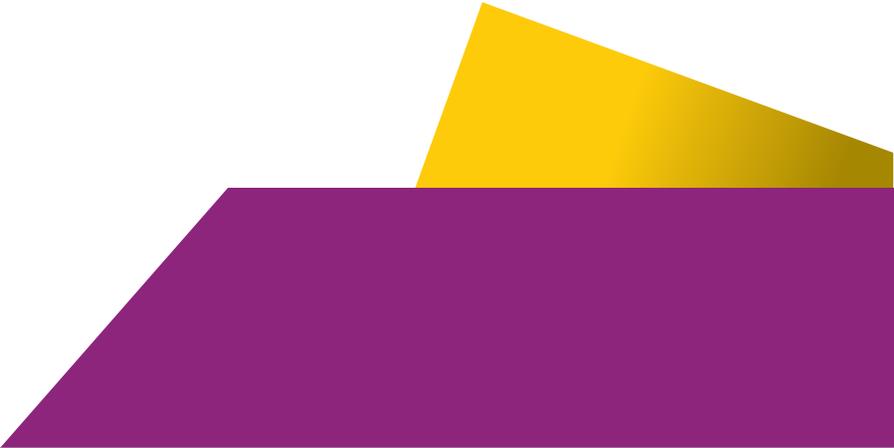
# LOWEST COST OF OWNERSHIP

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DocuStor offers simply the best value for money of any document management system on the market. Other low end products still end up costing many thousands of pounds which in these difficult times cannot be justified for digitising the filing system.

For any organisation looking to scan, store and retrieve its business documents but does not want to spend a fortune, DocuStor is the answer. The simplicity of the system has kept the development cost to a minimum, and even where a customised solution is demanded, the architecture has anticipated enhancements. So even in highly modified form the total cost is likely to be well below standard versions of its nearest rivals.

Best of all, there is no user licence cost – you buy the system and, via standard browser technology, any number of users can access the archives. The cost of access licences for rival products can often dwarf the price of the base module by a factor of many multiples, so DocuStor can offer an unrivalled return on investment.





**Merlin DMS Ltd**  
**Mandora House**  
**Louise Margaret Road**  
**Aldershot**  
**GU11 2PW**

01252 336363  
info@merlindoc.com  
merlindoc.com