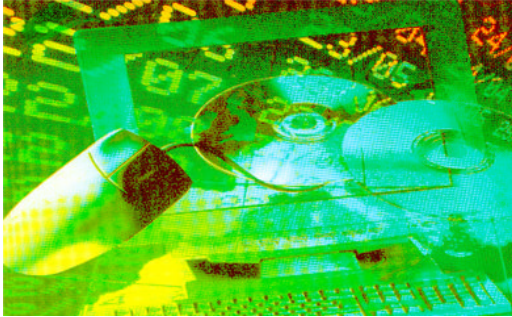


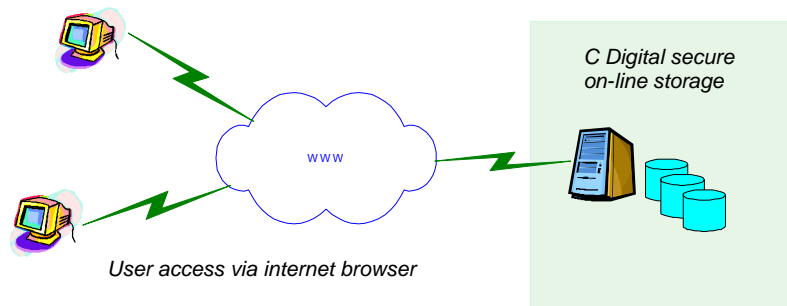
C-Library - Internet Imaging



Manage your corporate documents efficiently and provide fast desktop access

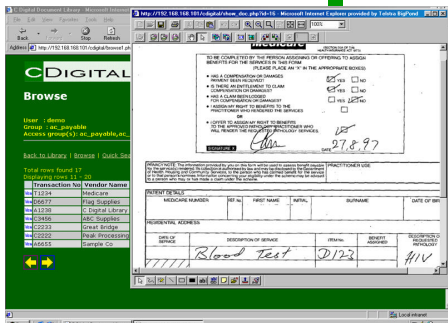
C-Library is a document library system that offers a totally managed imaging retrieval service using web-based technology. C-Library will maintain your images on a secure server and provide you with the ability to retrieve and view any document via a desktop browser (eg. Internet Explorer and Netscape).

**Easy,
Innovative
and
Affordable**



Benefits. Some of the reasons why your organisation should take advantage of the C-Library service:

- **Minimal capital outlay.** Dew Technologies offers a turnkey package which includes all hardware and software. We offer affordable, no-hassle rental plans that allow you to reap the benefits of using this system today.
- **No maintenance required.** We remove the management headaches that are associated with the maintenance of computer hardware and software. Leave it to the experts at Dew Technologies to maintain a system that is tuned for maximum performance.
- **No special software required.** Nearly all PCs bought today come with the software needed to use our C-Library service. This means that there is no additional cost for specialised imaging software to be loaded on your PC. Your internet browser is all you need to access documents from the document library.
- **Store and retrieve any type of files.** C-Library is designed to store all file types including scanned tiff or jpeg images, Word and Excel spreadsheets, PDF files and CAD drawings.
- **Access by remote users.** C-Library provides your organisation with the ability to share documents with remote offices. Regional offices, interstate or overseas, can have easy access to their files.
- **Secured access.** C-Library can be configured to ensure that access is only permitted via the use of authorised user logins. In addition, we can provide systems where authorised users can only see certain documents.
- **Fast and affordable setup.** Be image-enabled in less than a day. Because there is no specialised equipment or software, your organisation becomes productive almost immediately.



View documents on your PC
using your current web browser

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Document imaging has never been so easy and affordable. Contact us today and let us show you how we can web-enable your documents.

*Tax office
approves the use
of imaging ...*

Tax Invoice
Invoice No: 4884

24/2/2001
XYZ Supply Co.

*Savings of up to
98% of filing space
and being able to
retrieve
documents within
seconds ...*

*Customised
solutions to meet
your
requirements ...*

Applications. Document imaging technology is used in many industries and applications. Some of these include:

- **Accounting records.** All organisations are required to keep their tax records for at least 5 years. The C-Library system is fully compliant with the Australian Tax Office guidelines for a record-keeping system.
- **Proof of Delivery.** Have a system that provides you with a fast and easy method to retrieve delivery dockets and shipping manifests.
- **Application forms,** contracts, agreements, credit approvals and all types of important legal documents. Document imaging provides your organisation with a system that ensures original documents can be kept safely.
- **Personnel and superannuation** files have to be kept for long periods of time and may require constant access.
- **Quality control** documents that provide a record of any tests, checks and work completed, can be efficiently filed.

Benefits of Imaging. Improve your organisation's productivity and have better control over paperwork. The use of the C-Library system offers a range of benefits including:

- **Space Savings** - Up to 98% of existing office space used for the storage of physical files can be recovered for other uses. In many instances, this recovery of office space and avoiding the need to acquire more space, will justify the cost of an imaging system.
- **Easier and faster document retrieval.** An imaging system gives users the ability to view the image of documents on their desktop PC within a few seconds. This improves office productivity and customer satisfaction, through faster access to information.
- **100% file integrity.** Unlike paper files, once documents are captured into the imaging system, there are no lost, misplaced or misfiled documents.
- **Multiple access.** An imaging system provides multiple users with the ability to view the same document concurrently. Users can be in separate physical locations without the need to maintain duplicate filing systems.
- **Cost effective and easy Disaster Recovery.** Duplicate files can easily be implemented to provide an effective DRP strategy.
- **Improve work processes.** Document imaging can be designed to support work procedures and assist in the re-engineering of a business workflow.
- **Regulatory Compliance.** Meet your tax and legal obligations to maintain business records in a simple and efficient system.

Products and Services. The C-Library system is part of our range of products and services that we offer to our clients. Our solution offering includes:

- **Imaging Components.** We provide a range of equipment such as document scanners from leading vendors like Kodak, Canon, and Fujitsu.
- **Bureau Conversion Services.** We offer the option of outsourcing the repetitive and manual task of scanning and indexing. This is an ideal option for bulk conversion or when documents are converted on a periodic basis. Document conversion services can be provided on-site or off-site.
- **Systems Integration and Turnkey Solutions.** Allow our experienced technical team to provide all equipment and services to meet your requirements.