



- **Improve Availability of Information**
- **Single secure archive**
- **Improve Customer Service Levels**
- **Reduce risk**
- **Improve Information Security**
- **Improve Compliance**

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Desktop Output | Enterprise Information Management

Securely archiving documents containing transaction or client account details created within Microsoft® Word or Excel®, or Outlook® or Lotus Notes® email messages for example, has become an imperative. The plethora of local, network and shared drives, and removable media, gives rise to concern about the long term secure, archiving of PC based documents in an audited tamper-proof way.

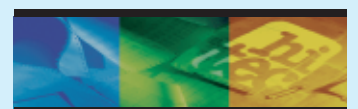
ds32.office is designed to address these issues and to also provide immediate access to authorised users to archived Microsoft Office generated documents, such as Word, Excel, PowerPoint® and Outlook, and Lotus Notes emails. Once archived, documents cannot be altered, amended or changed in any way. ds32.office also helps to enforce a secure corporate document retention policy.



Users select which documents or emails are to be archived – directly from the application – in accordance with corporate policies. These may be Word documents relating to Customer correspondence or minutes of a meeting, a spreadsheet containing data for analysis, or an email detailing confirmation of a transaction.

As a result of tight integration with Microsoft Office®, documents are archived directly from the desktop application to ds32.office. To comply with corporate standards, index fields may be made mandatory to ensure conformity throughout the enterprise - index fields may also be automatically inherited from the document properties and/or appended manually.

Archiving documents to ds32.office ensures that a true secure archived tamper proof copy of the document is retained, in turn reducing risks and improving compliance procedures.



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Once a search is completed and the electronic document or email retrieved – typically within a few seconds – the page or pages may be viewed, emailed, faxed or exported to a third party application at the click of a mouse. The ds32.office module forms part of the DataStore32 suite of software and can be used as a stand alone application or seamlessly integrated / combined with any other module.

The information lifecycle management functionality contained within ds32.office helps Customers to implement and adhere to retention policies. Information retained beyond its retention period can be as much of a liability as information that is destroyed too early!

Hitec Professional Service teams work closely with Customers to ensure a smooth implementation, leveraging investments in existing enterprise systems, increasing productivity, streamlining business processes and reducing costs.

ds32.office may be implemented as part of an enterprise-wide DataStore® Information Repository strategy, bringing together Microsoft Office documents and Lotus Notes emails with other content types, such as enterprise report management (application output), scanned documents and workflow. A single search using for example a Customer Number would return all documents related to that Customer, whether unstructured such as scanned or Word documents, or structured application output.

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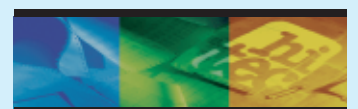
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