



# ddxSuite

With Dash's ddxSuite™, document management simply means streamlining your entire document life-cycle — reducing the time you spend delivering; filing and finding your valuable business documents.

No more distributing multiple copies. No more filing. No more standing at the fax machine. No more manual version control. No more lost or miss-filed documents.

The ddxSuite is the solution to all these problems.

*"With ddx we are able to be much more responsive to our customers."*

*Julie  
Customer Service Manager  
Western Plows*

*"The ddxSuite paid for itself in less than two months!"*

*Jane  
IT Manager  
Alto-Shaam*

## Simple, fast, and cost effective document management & delivery.

With Dash's ddxSuite™ you deliver and find documents better, faster and with less effort — reducing costs, boosting productivity, improving communications, and increasing profitability.

Every day your business uses paper and forms to communicate vital information — with customers, vendors, and staff. This communication is critical — but costly: in labor, space, materials and time lost. ddx eliminates all of this. Simply "print" your Business Documents and they are automatically distributed by email, fax or to printers and filed for all to see.

### **ddx is:**

**SIMPLE** — Just print and go. ddx handles the rest: it automatically prints, faxes, emails and archives the documents that your Business produces daily — such as invoices, purchase orders, CAD drawings and more. And it supports almost any type of file, including scanned documents and Microsoft Office — so use it for any document.

**FAST**— ddx gives you lightning-fast, easy access to all of your vital documents. Your users can easily add to the archive or search, re-print, email and extract copies. ddx automatically collects and organize disparate types of documents from many sources into coherent logical groups so they are easy to find when you need them. With ddx "Delivery Preferences" your documents are delivered the way each individual customer, vendor or other "destination" prefers — and all automatically. ddx takes care of it for you.

**CONNECTED** — With Dash's ddxPort™ Form Recognition technology easy integration is a real ddx advantage. You can automate processing of any structured form that you can print, from almost any source — with no special programming. And, unlike OCR-based solutions, ddxPort is always 100% accurate.

Dash offers pre-integrated packages to work with many Business Systems and ERP packages. And ddx can easily be integrated with your business's software too.

**SAFE & SECURE** — ddx offers you the comfort of knowing that all your information is safe and secure. Your documents are never accidentally lost, deleted or changed. Viewing rights and revision control let you decide who can access what. And a complete copy of your archive — whether it would fill one, or a room full of file cabinets — can be stored safely off-site protecting your business against any disaster.

**COST EFFECTIVE** — ddx pays for itself — over and over. It cuts your document storage, retrieval and delivery costs by as much as 90%. Return on Investment is often as little as three months!

It's easy to learn and fast to implement — so it's quick to deliver benefits to your business. Your staff is freed from manual tasks to spend more time strengthening your business relationships. The ddxSuite simply makes it fast and easy to deliver and manage all of your documents.



0125460  
0125460

Contact Dash today for more information.



# ddxSuite

## FEATURES

- Integrate & Automate with your ERP/Business System, office software, CAD on any Operating System (Windows, Linux, Unix, VMS, etc.).
- Hands-off delivery & archival - to multiple destinations by fax, email or printer.
- Automated Form Recognition with *ddxPort*™ technology.
- Easy & fast to find documents.
- Search capabilities – sifts through thousands of documents in seconds.
- Individualized delivery preferences per business partner, per type of document.
- Customize forms easily, plus add special text, graphics or watermarks for each destination.
- Documents are organized in flexible “virtual” folders. Familiar Windows Explorer-like navigation and display.
- Selectable “views” allow a document to exist in multiple virtual folders.
- Stores any type of file: PDF, MS Office™, scanned pages, forms, reports & more.
- Revision Control – with check out / check-in.
- User Security Control.
- Annotations to archived documents.
- Simple add-to-Archive via Drag-and-Drop, Print-to-Archive, or automated processes.
- Easily reprint, email, fax or extract copies preserving the original.
- Full transaction logging lets anyone check on history or status.
- Minimal Server & Storage requirements – as little as 40gb for 1 million pages

## BENEFITS

- Fast ROI - substantial labor, space, forms and postage savings immediately.
- Serve business partners more effectively with less effort: deliver and find documents instantly.
- Seamless integration takes full advantage of your existing systems.
- Share your documents without making multiple copies.
- Archive new documents quickly and automatically with or without scanning.
- Simple: locating or sending a copy is as little as one click away.
- Low training requirements. A few minutes, and users are already productive.
- Expandable: Easily add users as your company grows.
- Easy on your budget.

## REQUIREMENTS

### Operating System options include:

- Windows 2003, 2000 server. Clients: XP Pro, Vista

### Hardware (Server and Client information) - PC Compatible

- Server: 1.5 GHz Pentium 4, 1gb Memory and 30mb Disc Space minimum or better.  
Our customers have experienced as many as 1 million pages stored in as little as 40gb.
- Client: 1.5 GHz Pentium 4, 512mb Memory and 6mb Disc Space

## OTHER DASH PRODUCTS & SERVICES



**jetStream mfg** – Simple Visual Shop Control & Planning – featuring drag & drop scheduling

**Custom Programming** – for business systems, Stand-alone or enterprise-level applications

### ddxSuite

- *ddxConnect* – automated document delivery by multi-point fax, email and laser form printing
- *ddxArchive* – Document Management and Archive
- *ddxPublisher* – Add any digital document to *ddxArchive*
- *ddxPort* – Form Recognition for non-invasive integration with business systems & office software
- Revision Control
- User-Security

Dash Inc.  
PO Box 131  
Sussex, WI 53089  
Phone: 262.628.5500  
Fax: 262.628.3161  
www.dashdev.com  
dash.info@dashdev.com