

Express Digital Solutions is an electronic filing system for Architects, Engineers, and construction professionals that stores and retrieves all sizes of paper documents. With just the push of a button, Express Digital Solutions:

- Instantly and easily finds any document.
- Automatically creates backups of your paper files for safe, offsite storage.
- Secures sensitive documents from unauthorized access.
- Allows multiple users to access the same document at the same time.

Express Digital Solutions increases your bottom line by allowing you to:

- Reclaim office space.
- Increase efficiency.
- Improve customer service.
- Eliminate costly searches for lost or misplaced files.
- Access "A" to oversized "E" documents instantly from any PC across a LAN, WAN or via the internet with an easy to learn user interface that functions inside of a standard web browser without special software.

Express Digital Solutions applies powerful technology to improve productivity. But, what really sets Express Digital Solutions apart is its natural fit into your day-to-day business operations. It's pre-configured and pre-tested to eliminate costly, time-consuming integration woes, so you'll be up and running quickly and painlessly.



Reduced Labor Costs

Express Digital Solutions offers an efficient process for sorting, filing and retrieving records from your desk in literally seconds, allowing you to minimize your personnel requirements and assisting you in complying with the records retention requirements of your governing body. The GSA estimates that it takes on average 7 minutes to retrieve a file. With Express Digital Solutions finding that same file will take less than 2 seconds. And you can share it with others immediately including e-mailing or faxing it without ever leaving your desk.

Totally Accessible from Any Location

Standard PCs linked on a local area or wide area network (LAN or WAN) can scan, view, fax, print or email documents stored on a shared Express Digital Solutions system. Multiple users can even access the same document at the same time - an Express Digital Solutions stored document is always available. And all of this flexibility comes without the need for special software or equipment. Express Digital Solutions is built inside of a standard (yet secure) web browser that is very easy to learn and use.

Security Prevents Unauthorized Access

Express Digital Solutions has powerful security features allowing you to determine who in your institution has access to certain filing cabinets or folders. These security features protect the privacy and confidentiality of your cabinets, folders and documents. But even if a user is granted access to certain cabinets or folders you can also determine what you want them to do with documents they need to work with. You may for example not grant certain personnel "privileges" to delete or modify documents or to e-mail or fax them. The system keeps a complete audit trail on every document stored in the system and keeps track of what actions were taken on documents and by whom. These security features allow you to utilize your system with the peace of mind that comes with using one of the most secure and compliant devices ever developed.

Flexible Filing Options

Using Express Digital Solutions filing is easy and familiar, just like filing your paper files in folders and filing cabinets. Text-based filing permits extensive cross-referencing (or the ability to retrieve documents by searching for any words they contain). Data fields allow for a more structured filing system. We'll help determine exactly how Express Digital Solutions can work best for you.

Safety from Disaster

Mission-critical technology assets and operations require the highest-level security features, and the Express Digital Solutions data center delivers multi-level physical security. All areas of the centers are monitored and recorded using CCTV, and all access points are controlled via biometrics. The Express Digital Solutions datacenter features 24x7 onsite technical staff that proactively monitors our technology systems. All of your documents and files are backed up to two different locations each evening. There is no additional cost for this valuable disaster recovery feature.

Documents of All Sizes

Express Digital Solutions storage and retrieval options can not only be utilized for your office-size documents, but for all oversized engineering plans and documents.

Handy Document Annotation

Add highlights, sticky notes or other annotations to any document without altering its integrity. Plus, you can black out confidential information so only privileged users can view it.

Save Time and Money

Construction, engineering and architectural professionals all across America are already reducing their costs, and enjoying instantaneous access to vital information with Express Digital Solutions. Maybe it's time you did, too. For more information on how to improve your productivity and work quality, or to receive a free, fully-functional, no-obligation trial, contact Express Digital Solutions.