

Simple just got easier.



Unleash Your Full Business Potential with
MaxxVault Document Management

| DOCUMENT MANAGEMENT

Making the right decisions can be a tricky thing to do, especially if you don't have the right information. Missing, old or incomplete information can impact decisions, delay healthcare decisions, compromise legal cases and otherwise misinform.



So how do you make informed decisions when information influencing the decision is spread between different applications, stored in different locations, hidden within network directories, strewn through various e-mails or is isolated on a particular workstation? The answer is as easy as MaxxVault.

Keeping your documents in a central, secure repository that is accessible virtually anywhere there is web or mobile access ensures that you have access to the most recent, up-to-date version of the document. There is no need to comb through files, folders or e-mail attachments. A quick index or full-text search delivers the document along with all prior versions of the document. If a change was made minutes ago at head office, the

worker on the road or in a satellite office will access that new version.

And if needed, all previous versions of a document remain available. So, if you need to find a deleted paragraph from a policy document, you have it; if you need to know when the comments from a different doctor were added to a patient's x-ray, you can find out; and if a building development data analysis spreadsheet needs updating, it is at your fingertips.

Best of all, MaxxVault is able to manage all of this without the need for tedious check-out and check-in procedures. Users that have editing privileges will be able to launch the documents in the native software



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application and make the necessary changes and then store them back into MaxxVault as a new version. A user need only click the “version” button and MaxxVault will store the previous version as a link under the Versions tab in MaxxVault. To prevent simultaneous edits, only the first user to access the document will have “Save” ability. All other users will only be able to view the prior version as “Read Only”. Microsoft Office 2007 and 2010 users will also be able to save the document as a new version from the MS Office toolbar. They even have the ability to save the current version as a PDF to prevent further changes.

Benefits

- Simplify document review process
- Centralized Document Repository
- Improve document quality control
- Access correct and most current document version
- Document content management
- Content Approval and Publishing features
- Enhanced Document Audit History

The screenshot illustrates the integration of MaxxVault into Microsoft Word. The top window shows the Microsoft Word ribbon with the 'MaxxVault' tab selected. A context menu is open over a document area, with the 'MaxxVault Actions' option highlighted. The bottom window shows a document titled 'affidavit.docx' with two versions listed in the ribbon: 'Sept 18' and 'Sept 27'. The 'Versions' tab is active. A table below the ribbon lists the document versions:

Document Name	Create Date
V1-affidavit.docx	1/31/12 9:28:46 AM
V2-affidavit.docx	7/30/12 5:27:21 PM
V3-affidavit.docx	9/07/12 12:42:27 PM
V4-affidavit.docx	9/18/12 9:47:13 AM
V5-affidavit.docx	9/27/12 8:45:40 PM



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