

more than 10,000  
users  
enjoy  
the product



# *Office Light / SQL*

The *Office Light* software is comprehensive software for document management and retrieval.

While developing the software, emphasis was given to *Office Light* software's friendliness and ease of operation. The software allows control over the entire document archive, and provides an accurate and up-to-date status at any moment. The display is clear and enables every authorized employee in the organization to locate documents quickly and easily.

## Main features

**Full support for all types of incoming and outgoing mail** – cataloguing, sorting, handling and retrieving all Office files, scanned files, e-mails, faxes, mail hard copies, and any other Windows-operable file. The documents will be directly filed in the desired folder in an intuitive and friendly manner.

**Filing possibilities** – managing and filing all files types while focusing on Microsoft products. Automatic unique numbering. Filing according to office filing procedure, up to three physical levels and with no logical level limitation (e.g. first level – office administrator, second level – customer's name, third level – customer's file). Maximal flexibility in determining filing method.

**File scanning** – files can be scanned by accessing the scanning software through *Office Light*. Scanning is performed according to the regular logic of creating and filing a new document in *Office Light*. Any scanning software can be used.

**Filing from MS Office** – addition of a filing button to Office applications so that the user can perform filing even while editing the document.

**Filing from Outlook** – addition of a filing button to the Outlook application so that the user can file e-mails, faxes or any other item in the Outlook mail folder. Additionally, while filing, the item can be deleted from Outlook so that it is only filed in one location and through *Office Light*. This relieves the load on the Exchange server and ensures one copy in the system.

**Filing from Internet Explorer** – a possibility to import HTML files from websites and operate them through the *Office Light* screen. During the import process, the user characterizes and catalogues the file in an intuitive and friendly manner.

**Sending new e-mail directly from the software** – there's no need to switch to the Inbox screen to create and send new mail. In the case of Intranet mail, the file will be sent as a shortcut in order to avoid file duplicity.

**Managing document versions** – It is possible to create a new version of a Word document and receive indication from *Office Light* about Word documents with versions (the versions are managed under the same record in *Office Light* and under the same Word file).

**Search options** – a smart, easy, and friendly search engine. Locating files on several levels and with different sections, while focusing on all Boolean search options.

**Interfacing with the Exchange server and Outlook software** – filing of Outlook e-mails and items. Fax and e-mail connectivity.

**Information security** – information security management which reflects the organizational structure. Management of system maintenance permissions and permissions to access areas in the system. Compartmentalization of sensitive documents by means of permissions and document locking.

**Reminders** – management of a reminder layout for a document or folder.  
Creating reminders in Outlook with full software synchronization.

**Report generator** – producing reports based on the different section and search options. The user personally defines the report design, as well as the displayed fields and headings.

**Quick view** – MS Office documents can be viewed through a quick display. Additionally, documents can also be viewed through the quick view on computers not installed with MS Office applications.

**History** – Automatic import of all documents not created through the *Office Light* system; also applying the search options to documents not created through the system.

**Management and control of a digital image base** – ability to manage an image base in a single file with characterization of the base content and an option to watch images continuously. Directly downloading image files for control and location by the software.

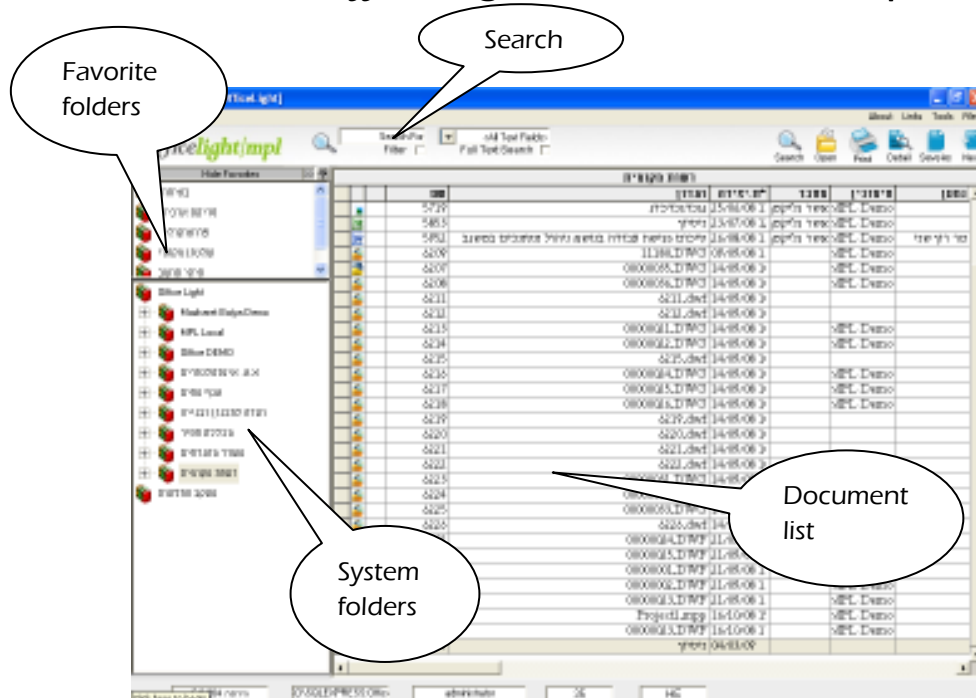
**Archive** – Creating a document archive as needed, as an operation relieving the load on the system. Locating documents in the archive can be performed by the regular search options. A search can be defined for regular documents and archived documents at once.

**Permission management** – Interfacing for the network permissions. A user cannot access a section/partition without the proper permission. There is no need to separately define permissions in the software.

**Hebrew** – full support of the source code in the Hebrew language.

**Software and hardware infrastructures** – full compatibility with Win98-Vista operating systems, Novell and NT networks. Full compatibility with all MS Office versions.

Office Light – Main Screen Example:



Among our customers you will find:

- Discount Bank, Mizrahi Bank, Tfohot Bank, Mercantile Bank, The Stock Exchange
- Israel Police, The Defense Ministry, Israel Postal Company
- KLM Airlines, ZIM Shipping Company, transportation plants
- Schneider Hospital, Ichilov Hospital, Carmel Hospital
- Migdal Insurance Company, Peltours Insurance Company, Shekel Insurance Agency, Makefet- Financial Services
- Amidar, Mishan Old-Age Home chain, IDF Disabled Soldiers Organization, Union of Towns for Environment Conservation
- Tel Aviv University, The Open University
- Rad Computers, Motorola, Mirs Communications, MALAM Systems, Ophir Optronics, Oceana, Nitron-Chemtec
- Gitam – advertising company, Promarket, Data Pro, Teleseker, Super Push, Haaretz newspaper
- Prof. and Attorney David Libai, Attorney Yosi Levi, Attorney Meltzer Hanan, Attorney Agmon Zvi, Accountant Yehuda and Co.
- Prof. Yitzhak Suari, Attorney N. Fineberg, Attorney Livyatan Rachel
- Herzliya Municipality, Tel Aviv Municipality, Jerusalem Municipality, Hagihon – Water Plants in Jerusalem, Maalot Municipality, Jerusalem Development Authority, Eilat Beach Development Company