

# Can't find what you're looking for?

We have affordable  
solutions for your  
business!



**SIMPLE DATA ACCESS (SDA) software gives you Complete Records Management Solutions with easy access to ALL your scanned and electronic documents!**

#### Highlights of the Simple Data Access (SDA) System:

- Organizes and stores all your computer-generated and paper documents
- Provides fast access and unlimited storage
- Contains built-in, easy to use scanning capabilities
- Offers multi-user access in one office or in multiple locations across the globe
- Runs with your current computer system - no additional hardware needed
- Requires minimal time to learn the entire system
- Is user-friendly because it utilizes a common sense approach
- Gives remote access to all your documents via the internet
- Tracks all user activities for easy monitoring
- Is the professional, secure, dependable, and affordable software solution

**SIMPLE  
DATA  
ACCESS**

SMART ELECTRONIC FILING AND  
DATA MANAGEMENT SOLUTIONS

# Buried in paper?

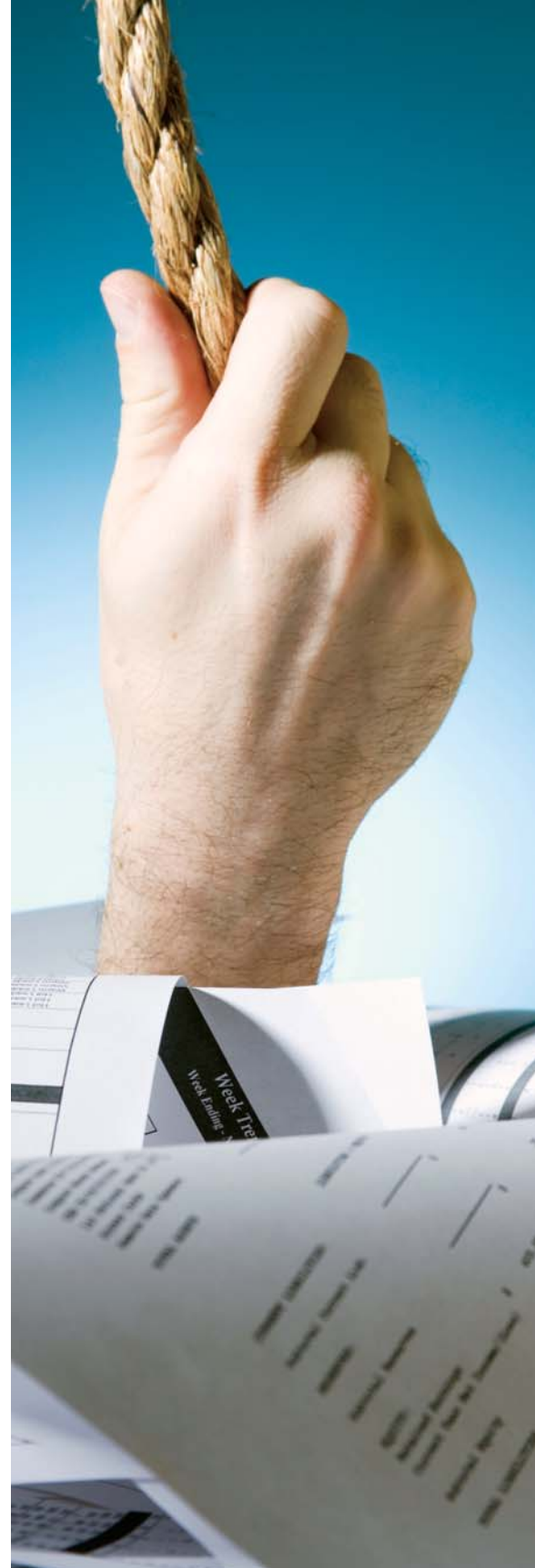
## SDA is your lifeline . . . . . . saving you time, money and aggravation!

### Benefits of Electronic Filing vs. Paper Record Keeping:

- On average, 7.5% of paper documents are lost. SDA eliminates this possibility.
- On average, 3% of paper documents are misfiled. SDA dramatically reduces filing errors and makes searching for documents fast and easy.
- Total labor costs for searching paper documents, paper reproduction, and liability exposure due to lost information can cost your company dearly.
- Save space - do away with filing cabinets that take up space you could be using for more productive purposes, and reduce expensive storage and retrieval costs.
- Paper storage is more prone to damage from flood, fire, theft, and other hazards than a backed-up electronic system that can be stored safely at multiple remote locations. The SDA "Export" function provides an added layer of back-up capability to export your data to disc, tape or other medium as needed.

### Why Switch to SIMPLE DATA ACCESS Software for Electronic Data Management:

- SDA saves you money. The total expense of conventional paper record keeping usually exceeds the investment in SDA and its operating costs.
- SDA allows you to file both your electronic documents and your scanned documents in the same location or folder.
- SDA's search capability not only works fast, it allows multiple people at multiple locations to access the same set of documents (both scanned and electronic files).
- SDA increases security. Scanned documents are un-alterable. Security level options and system safety features eliminate the danger of unwanted deletions and access rights violations.
- SDA can work with your present hardware capabilities. Additional computer hardware may be desirable only if your present storage capacity is inadequate.
- SDA accepts ALL types of files and formats, including paper documents, engineering drawings, x-rays, video tapes, pictures, music, voice, etc.
- SDA is a non-propriety system. You can import and export all types of documents without restriction.
- SDA involves no financial risk. In addition to a free trial period, you can decide to stop using SDA at any time with no future financial obligation (please ask your presenter for more details).
- SDA includes 7-day-a-week technical support.



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