



Digibility offers powerful features that are typically only found in software packages costing substantially more. Many features make it easier than ever before to store, secure, distribute, edit, track, manage, re-store, share, and audit your valuable information assets.



Essential to content ...



Most companies do a better job of securing their office supplies than they do with their business-critical information!

Few organizations take the time to consider the substantial risks they expose themselves to because:

- Security on documents and content is applied haphazardly.
- Critical documents and intellectual property are often store exclusively on laptops and workstations that could be damaged, crash, lost or stolen.
- Document stored on a shared network drive may be deleted and lost with no means of recovery.
- No audit trails exist of whom and who made what alterations and performed actions on stored documents.

The Digibility Solution Advantage:

Reduce redundant effort necessitated because it's often much easier to recreate something than it would be to try and locate it.

Reduce time and effort involved in figuring out who has the latest version of a document, and recovering when various revisions overwrite each other.

Reduce unnecessary usage of network storage devices and network bandwidth, because the documents are dispersed everywhere across the enterprise, rather than centralized

Digibility Provides a solution that will:

- Streamline your business processes and lower your stress level
- Allow you to easily share information in your office
- Make you more responsive to your customers
- Transform your content into a valuable, instantly-retrievable resource
- Eliminate duplication of information
- Assure fast reaction to queries, audits and other legal actions
- Empower employees to become more productive
- Facilitate the ability to comply with the Access to information ACT
- Enable employee collaboration
- Safeguard your documents and content

Electronic documents that are the very lifeblood of the modern business are often taken for granted!





Features at a Glance

- Ease of Use
- Quick access to all permitted content
- Powerful Searching on Document META and Attachments
- Digibility graphically represents the organizations storage structure
- Check-In /Check Out Control
- Version Control
- Audit Trails
- Emailing of Content from Digibility
- Container Content Profiling
- User Maintained and managed Workspace
- User managed document self service
- Native format viewing
- Support all electronic media
- Easy to manage and administrate
- No HTML or other conversions needed
- Integrated into Windows™ via Drag and Drop functionality
- Collaboration via powerful Workflow Integration
- Document and Container Security Control
- Open Source database support (MySQL)
- Easy recovery of deleted documents in Digibility System recycle bin
- Improve and enhance your organizations Business process
- On-going developing of new features to suit our clients
- And much more features & functionality

Why You Need it!

- Digibility manages content so that you can spend time on the things you want and need to do!
- Digibility eliminates time wasted searching for lost information. Decreasing duplication, errors, customer response time and anxiety associated with not being able to find a document when needed.
- Digibility enables you to permanently improve your ability to manage information effectively. For people, departments and companies whose success or failure depends on the ability to access information quickly, Digibility can provide confidence, effectiveness and peace of mind.
- Digibility enables you to reduce the volume of paper in your life – greatly reducing paper overload and the problems associated with it.
- Digibility makes sharing content easy. You can assign access to some content, while maintaining the ability to keep other content private.
- Digibility enables you to easily comply with retention guidelines set by the Access to Information Act as well as organization standards.
- Digibility frees you from dependence on others to locate content



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**Manage documents and information like your
business depends on it... Because it does!**