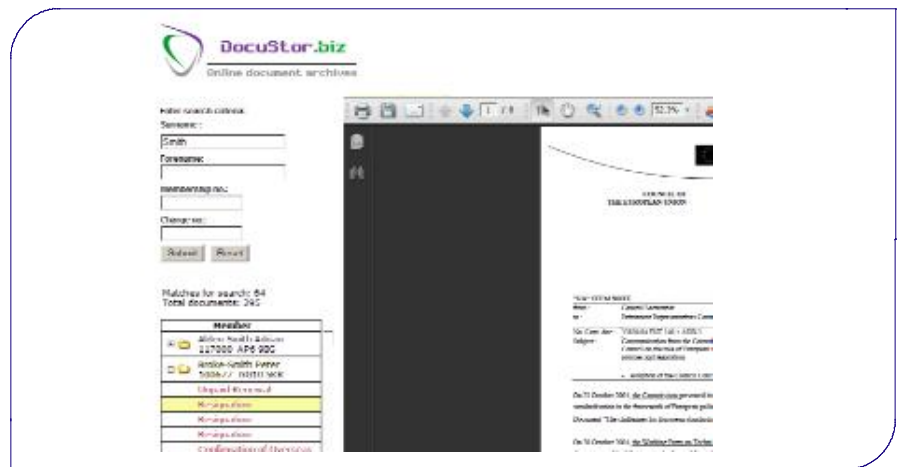


## DOCUSTOR EVO 2

Hampshire-based Merlin Document Management Solutions originally developed its Docustor.biz offering as an alternative to high-priced and complex DM solutions on the market, targeting the users of their bureau/scanning services. Many of these users had experienced upgrade problems with Windows-based DM systems as they had modernised their infrastructure to support Windows 7, and it became clear that a browser-based approach offered a 'future-proofing' that could not be guaranteed any other way.

The Docustor Evo web-based solution offers remarkably low Total Cost of Ownership alongside a simplicity of approach that will have an appeal far wider than just budget-aware organisations. Docustor is as far removed from some of the 'bloatware' available as it is possible to get - it has been designed to do a limited range of DM-related functions, and it does them extremely well. As it has developed into the latest Evo 2 version, so Merlin has added flexibility and scalability along with basic PDF handling tools.

Docustor comprises just four main parts: scanning (to PDF), web upload (to a secure hosted portal), online indexing and user admin & control. The entry level version (Docustor.biz) is perfectly capable of handling most basic archiving needs, and with Evo 2 Merlin introduces the capability to not only handle high volume folders, but also multiple user functions within the



system, making it a true multi-disciplinary solution. In an Accounts scenario, for example, the system can be configured to index documents as diverse as sales invoices, purchase invoices, delivery notes and bank statements, dependent on the specific indexing requirements of each (invoice numbers, account numbers, due dates, etc.).

Admin users can create and search folders for each document type, and any folder can have up to four separate searchable index fields. In the user interface itself, the search function is extremely straightforward and user-friendly, with the index fields displayed on the left of the window and the scan image on the right. Wild card searches can be performed by inserting a '%' symbol anywhere in the search text field. Users can of course only see volumes related to their user permissions as set up by the

administrator.

Sending a scan to PDF within Docustor is handled by two complementary modules, Docustor Capture and CutePDF. CutePDF operates in the same way as various PDF creation tools, installing itself as a virtual printer so that any files sent to that 'printer' will be converted to a searchable PDF image. Docustor Capture automates the file naming process so that all scanned images are given unique names automatically, using a format that combines the exact time and date of the PDF creation with the user name.

Docustor Evo 2 offers basic but functional web-based document management 'out of the box' at an almost frighteningly low cost of ownership: with little or no IT function involvement and no licensing fees, it is hard to come up with reasons not to give it serious consideration.

**More info: [www.merlindoc.com](http://www.merlindoc.com)**

## VERDICT

At under £1000 for its Evo 2 solution - with no additional user license costs - Merlin have come up with a DM system that any organisation or department can afford. Simple and straightforward, such 'no-frills' web-based DM could well attract a whole new customer base into scanning.