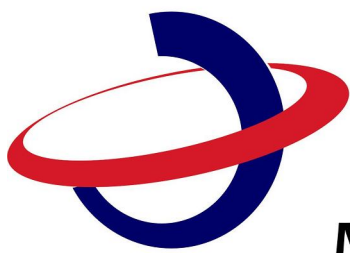


To see inside the box...



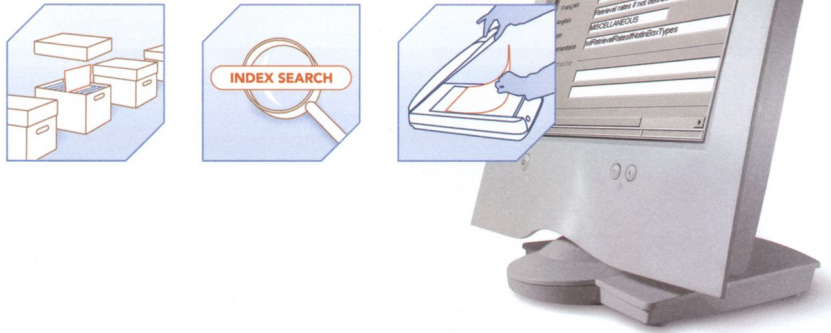
FILEMAGIC
**Global Information
Management Systems**

**FILE MAGIC P O BOX 80335 DOORNPOORT 0017
134 WANWYKSHOUD AVE GROOTVLEI**

TEL: (012) 5459600 FAX: (012) 5459602 CEL: 0827070034 E-MAIL: andre@filemagic.co.za CKNR: CK1991/028715/23
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Think outside the box...

**Never lose a file.
Put an end to wasted time.
Say good-bye to headaches.**



**EDC CLIENT
SOFTWARE**

So efficient

So efficient, you may never lose track of another document. So precise, you will never need to order a box or a pallet of boxes from your Record Center when all you want is a single document. EDC Client software's monitoring and tracking capabilities are nothing short of spectacular. Visibility is total, making you all-seeing, all-knowing and all-controlling in addition to allowing you to manage your internal documents electronically, with exceptional speed and accuracy, EDC Client offers options that provide seamless, effortless internet connectivity with your Record Center.

So easy

EDC Client software is interactive and highly scalable. It offers the latest in performance and compatibility. It's the ultimate support for your records and information management needs. It is also extraordinarily easy to use. When searching for items, you can filter your results to refine and qualify, perform full text Boolean searches or even call up a complete audit trail. This allows you to keep track of every file, within your office or at your off-site Record Center. It's a snap with EDC Client.

So flexible

Choose the level of EDC Client software that's right for you and your budget. Each offers different features to accommodate individual requirements. Effectively manage records archived internally or off-site even at multiple locations. EDC Client puts total control where it belongs: at your fingertips. It is fully customizable, allowing you to optimize the program to your personal needs.

So fast

EDC Client software lets you operate with lightning speed, dramatically shrinking the time from request to delivery. Every file in every box is immediately visible. Data replication capability is instant. With EDC Client, you're on top of every file, every second.

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So many benefits

- Identify, track, store, retrieve and manage storage boxes located at an off-site facility.
- Assign and print individual intelligent bar code labels for boxes to identify their contents.
- Perform full text search to help locate boxes.
- Establish retention calendars by box type.
- Track everything using SQL reports.
- Full indexing of all items, including Boolean and full text searches.
- Identify, track, store, retrieve and manage files located off-site.
- Additional 20 user-definable fields with an optional dropdown list for files.
- Subdivide boxes into as many individual files as desired, each with its own retention calendar.
- Manage and track all items both in-house and off-site.
- Dual retention calendars for active in-house and semi-active files and boxes.
- Circulation, inventory management, destruction and transfer lists of all in-house files and boxes.
- Scan files into an image format.
- Identify, track, store, retrieve and manage documents right down to the individual page.
- Manage, track, identify and retrieve documents in electronic form (EDM/ Electronic Document Management).

So affordable

The EDC Client platform is available in five different levels, ranging from basic to full-featured. So with EDC Client, you choose and pay only for what you need. In addition to being an affordable solution, this innovative program is a long-term investment that yields significant returns.

It saves time, increases efficiency and enhances productivity. Technical support is always available - and upgrades are always in the works, assuring a future of innovative features. So fast and flexible, so efficient and user-friendly, so very affordable...

Isn't it time for a solution that thinks outside the box?

Choose the level that's right for you

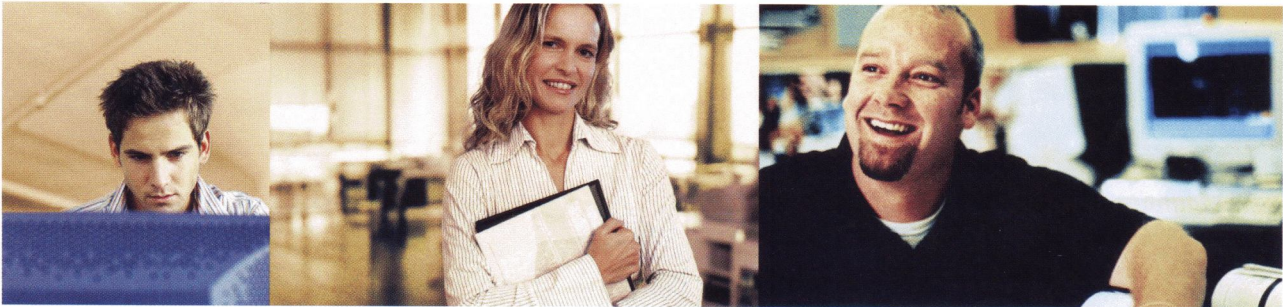
- EDC SBF (Semi Active Box & File)
- EDC SA (Semi Active & Active)
- EDC SAI (Semi Active & Imaging)
- EDC SAE (Semi Active, Active, Imaging, Electronic document Management)

**Direct access.
Total control.**

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An easier, more effective record management solution



"Going with DocuData is the best business decision we've ever made. Not only does this software make my job easy and enjoyable, it really contributes to the growth of our business. It has grown six times since we implemented EDC software in 1999." MICHAEL CARROLL, GENERAL MANAGER, LYNCO-RMC, BANGOR, MAINE, USA



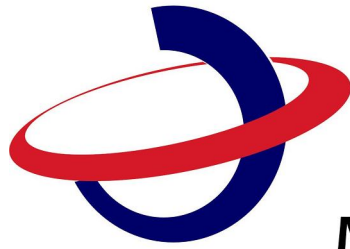
DocuData EDC Client software is a unique records management solution. It's interactive and highly scalable, enabling record centers and their clients to link more easily and more effectively than ever before. The advantages of working with EDC Client are significant and compelling.

- ▶ Links to the record center software
- ▶ Provides electronic ordering
- ▶ Offers imaging support
- ▶ Enables error-free electronic document management
- ▶ Provides a complete audit trail from creation to destruction, with no gaps
- ▶ Provides in-house file and box tracking for total control
- ▶ Performs active and semi-active disposal of documents based on retention schedules
- ▶ Prints user-defined barcode labels on standard laser printers
- ▶ Performs full text Boolean searches on records and images
- ▶ Assures user, function, departmental and document level security for total peace of mind
- ▶ Includes OCR support – Zone OCR
- ▶ Enhances speed and convenience through advanced secure Internet replication (with EDC Record Center)
- ▶ Includes file classification plan
- ▶ Imports files and boxes automatically or manually
- ▶ Features new integrated SQL report builder
- ▶ PDF, TIFF export



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FILEMAGIC

Global Information Management Systems

Thank you for your interest in File Magic's products and services. At File Magic we offer a total document management solution.

EDC Record Center (RC) Software

This proven solution is utilized in record centers worldwide, providing them the capability of total management control of their record storage facility while at the same time fulfilling the needs of their clients to track, manage and recall their documents globally.

File Magic offer a variety of different services to meet the needs and expectations of Clients. Our software solution can electronically track documents, images, files, boxes and tapes using 22 different statuses so you know exactly where your items are at all times. The software supports multiple buildings on a single database and offers you the ability for scan on demand retrieval with several image delivery options. Built into the solution are detailed electronic document tracking, space management capability, customizable report generators, and customizable retention scheduling. This will help you manage your documents most efficiently, decrease operating expenses and provide improved customer service to your most valued clients.

EDC Client Software is a versatile solution to create, protect, organize, track, recall and establish retention schedules for all documents and tapes - on and off-site - via internet. **EDC Client Web** fully automates web orders with real time validation. You can text search, create tape rotation schedules; even add boxes, files and tapes to inventory. You can choose the level of EDC Client software that's right for you and your budget. Each module offers different features to accommodate individual requirements so that you can effectively manage records archived internally or off-site — **even at multiple locations.**

Thank you in advance for reviewing our information. We look forward to speaking with you again about our solutions and perhaps arranging a suitable time for an online demonstration.

Sincerely

Andre Potgieter
File Magic



File Magic is a leading **box and file manufacturer – another reason
to consider us as your
one stop solution for your **document management.****

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