# desk**System**™

Community-based workflow and collaboration with intuitive document composition and editing

desk**System** is an easy-to-use desktop application that allows users to quickly compose and manipulate documents, form collaborative workgroup communities, and create personalized automated workflows and business processes for these documents.

Easily Compose & Edit Documents

Users can build documents from a wide range of file formats, mix multiple document formats, and include scanned papers into a single document. These documents can then be converted into searchable PDFs or other formats. Open Microsoft Office documents from within deskSystem. Convert TIFF and JPG images into Word, Excel, and searchable PDFs files with a single button.
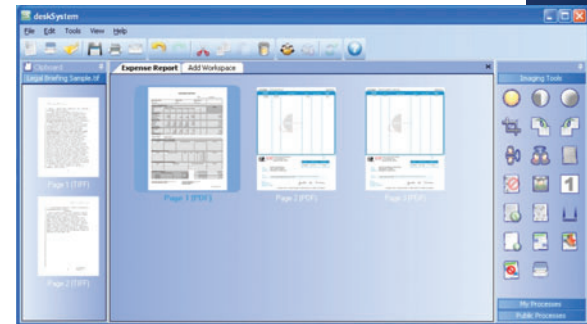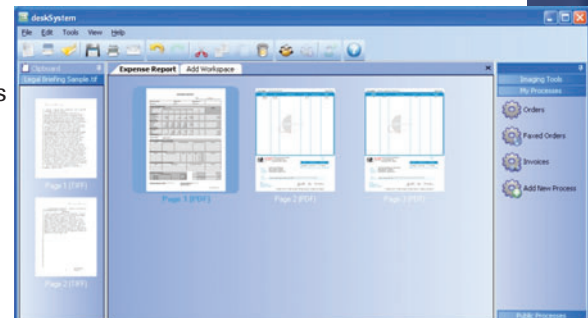
Build Collaborative Communities

The documents can be forwarded to members of a user-defined workgroup community for sharing, collaboration, document approvals, signatures, and other processing tasks. Easily communicate with others in the workgroup through messages that accompany the document or through instant messaging. Post documents to a collaborative workspace for others to comment and modify.

Create Integrated Workflow and Business Processes

The documents can also be sent to user-built workflows and business processes for automatic converting, routing, and a wide range of other processes. Workflows, fully integrated with desk**System**, are easily built and can be used solely by an individual desk**System** user or posted publicly for the entire workgroup to use. Workflows and business processes can be as simple or elaborate as desired; include such automated items as image manipulation, routing, file changes, depositing into document management systems, and much more.

deskSystem Benefits

> Create workgroup communities and send documents to others for their review, approval, and collaboration

> Build workflow and business processes for the automatic processing of documents that eliminate manual processing

> Automatically route documents in and out of DocRecord, deskRecord and SharePoint

> Easily and quickly compose and edit complex documents

Output to Document Management & SharePoint

desk**System** provides fully integrated outputs to DocRecord and deskRecord (Prism's SMB-to-Enterprise and desktop document management applications) as well as Microsoft SharePoint. Use desk**System** as a document check-in / check-out and file workflow engine for DocRecord. Automatically create document indexing information on-the-fly.

Scan Directly to deskSystem from Multifunction Printers (MFPs)

desk**System** has direct-to-application user-panel integration connectors with leading multifunction printer (MFP) companies. Scan directly from the MFP to a private or public workflow process, a member of your workflow community, to your desk**System** clipboard, and more. Convert the scanned document, through optical character recognition (OCR), into a searchable PDF, Word or other document.
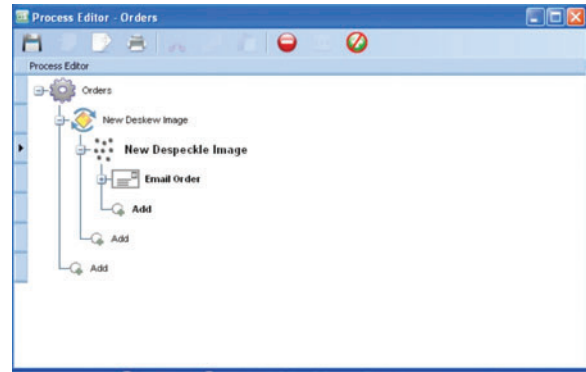
Prism Software

prism**software**

desk**System**

desk**System is Easy to Use**
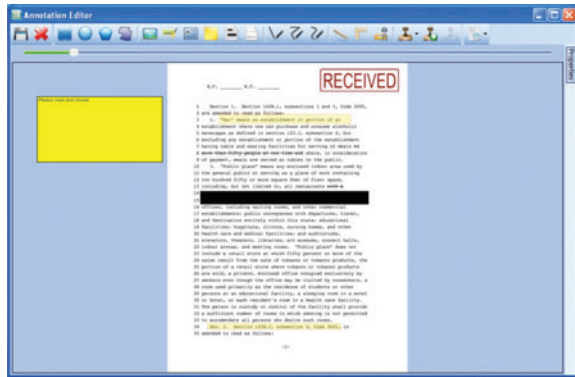
Easily construct and edit all sorts of documents. The built-in annotation editor allows you to mark up, add comments, redact, apply standard or custom stamps, and much more.

Workflows and business processes are quick and intuitive to build. The built-in editor allows you to build your unique processes through drop-down menus and easy configuration.

desk**System Features**

Collaborative Communities

• Build communities of coworkers with whom you would like to collaborate and share and process documents

• You can list individuals or form teams

• Documents can be sent for their review, comment, approval, signature, collaborative comments and input, and much more.

• desk**System** Reader allows others to participate in your deskSystem community – at no charge

Workflow & Business Processes

• Create simple or complex workflow processes for the automatic processing of documents

• Workflow processes and business rules eliminate having to perform repetitive tasks manually – saving time and money

• Fully integrated workflow – no need to export to third-party application or tools

• Perform full text and regional optical character recognition (OCR) to convert text images into readable text and text-based documents

Document Composition & Editing

• Compose simple or complex documents from many sources and types of other documents

• Open Microsoft Office documents for review

• Easily perform complex editing functions such as redacting, posting notes and comments, hole-punch removal, despeckle, and much more

• Scan directly from multifunction printers (MFPs) into deskSystem with its unique panel connector

• Wide range of imaging tools available

desk**System Reader**

For those coworkers that don't have desk**System**, you can still include them in your desk**System** community and send documents to them. The desk**System** Reader, available at no charge, allows those without desk**System** to view and comment upon your desk**System**-sent documents and then return them to you in desk**System**. There is no limit as to the number of desk**System** Readers to which you can connect. And, desk**System** Reader users can connect to an unlimited number of other desk**System** users. The desk**System** Reader is available from the Prism Software web site (www.prismsoftware.com) and is easily and quickly installed.

System Requirements

Operating Systems Supported

> Microsoft Windows 2000; Professional, Server (Retail and higher)
> Microsoft Windows 2003 Server (Retail and higher)
> Microsoft Windows XP; Professional (Retail and higher)
> Microsoft Windows Vista; Business, Ultimate, and Enterprise
> Microsoft .NET Framework Version 2.0

Hardware Requirements

> 100% IBM Compatible Computer
> Intel Pentium IV, 2GHz or greater
> 1 GB of system RAM or greater
> 1 GB of free hard disk space

desk**System** Applications

> Efficiently route documents for collaboration between community team members

> Automatic document processing such as invoices, insurance claims, loans, applications, forms, expense reports, reports, reviews, and much more

> By-pass email for your important documents for quicker processing and more rapid responses

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