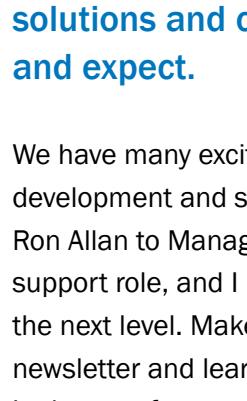


DOC.IT NEWS | Q2 2020

President's Corner



I hope that you have been staying safe and healthy. Quite a bit has changed since the last newsletter and I am sure the last few months have presented some new and unique challenges. What has not changed is our commitment to providing you with the highest quality document management solutions and customer support that you have come to know and expect.

We have many exciting updates to share from the world of product development and support. I am delighted to announce we have promoted Ron Allan to Manager of Support. Ron has years of experience in a technical support role, and I have no doubt he will bring our customer experience to the next level. Make sure to read through the development section of the newsletter and learn about the new offerings we are working hard to bring you in the next few months.

My team and I welcome the opportunity to better understand how you are managing your business at this time and offer our willingness to work with you to find solutions to what might be new and unique challenges. We look forward to helping you meet your growth goals in 2020 and welcome your thoughts, comments, and suggestions. Get in touch with me at kmurray@doc-it.com.

Be well and stay safe.

KEVIN MURRAY, PRESIDENT

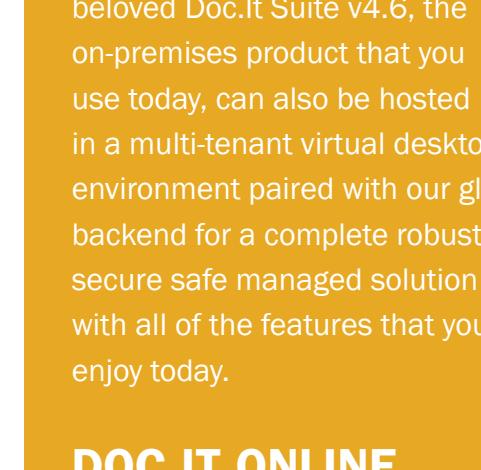
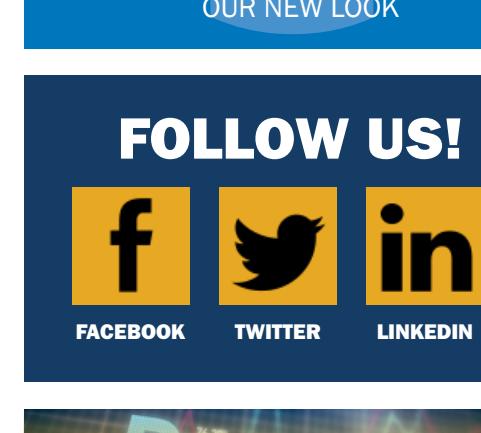
Product Development

Technology over the past 10 years has exploded; we can access content from anywhere, at any time, on almost any device. Because consumers expect instant access and instant feedback, businesses, and markets, regardless of size, must embrace this trend. How will technology transform in the next year – or three years from now? We have seen solutions enter the market with great innovation, only to be replaced with something else in the blink of an eye.

There is a downside with instant access to content, however. Criminal organizations have been exploiting consumer behavior at unprecedented levels. As we look forward to the future, we must ask ourselves, how do we embrace consumer expectations while ensuring their data is safe and secure from identity theft?

Our solution is Doc.It v4.6 with NextGen Technology, which completely rethinks security. Doc.It v4.6 has been developed from the ground up around User Token-Based security and access controls. Authorization to access content is now a trusted relationship between the identified user and our trusted platforms making hacking tools a non-issue. However, most breaches to data came from tried and tested password brute force attacks. Doc.It software is very much aware of this threat and whenever brute force is detected, the suspected unique internet address will be blocked for a period of time notifying your administrators in real-time of the potential security threat. Doc.It Suite utilizes 2-factor authentication, requiring a one-time code to be entered during login so that accounts cannot be compromised.

Sadly, not all data breaches come from outside threats but also from within. Doc.It Suite v4.6 now has File Encryption at Rest; every file ID is uniquely encrypted with 256-bit encryption.



DOC.IT SUITE HOSTED CLIENT (Q3 2020) – Our current beloved Doc.It Suite v4.6, the on-premises product that you use today, can also be hosted in a multi-tenant virtual desktop environment paired with our global backend for a complete robust secure safe managed solution with all of the features that you enjoy today.

DOC.IT ONLINE EDITION (SAAS) (Q4 2020) – A fresh new modern web-based client paired with our global backend for a true always available on any platform solution. The features are the same as our existing v4.6 Suite accessible via web browser.

Support and Services

Though circumstances have changed due to COVID-19, the award-winning support you have come to expect from our Doc.It support team has not. Our staff works continuously to hone their support skillset as we prepare to deliver Doc.It Suite v4.6 later this year.

With the release of Doc.It Suite v4.6, Doc.It Email Converter will be replaced with a new Outlook Add-In. Additionally, to best support the continuous changes made by Microsoft to Microsoft Office, we are moving away from using the redemption .dll Add-In and will implement our new Add-In. Our new Add-In will support both 32-bit and 64-bit versions of MS Outlook from version 2010 to 2019.

Helpful Tips From Doc.It Trainers

RENAME DOCUMENTS: Instead of accessing document properties to rename documents by using the right-click properties option or the pencil icon, documents can be renamed by clicking once on them and pressing the F2 button on your keyboard.

MAKING REPORTS: It is common to run into situations in which you make several reports in Universal Reporter that are similar but not identical. Instead of recreating each report from scratch, reports can be made by cloning one report using the clone button (), giving the clone a new name, and then only modifying the few filter criteria that are different.

SEARCH, SCAN, AND MY INBOX: If you have used Doc.It Suite for many years you may be used to going back to the Doc.It Dashboard for searches, Doc.It Scan and My Inbox. These functions can be launched directly from Binder Explorer. The last three buttons in Binder Explorer (), Launch Document Search, Doc.It Scan and My Inbox.

