



ACCESS AND ORGANIZE ALL YOUR DATA. FAST.

Save time and cut expenses with software and services from SecondLook Solutions.

Your company's information is on computers, in file cabinets, on microfiche or microfilm and can be scattered across multiple locations. Whether you're just trying to find and organize your company information or must respond to document, e-discovery or other information requests when your company is a party to litigation, the time has come to organize it into a **manageable**, **searchable** and **easy-to-access** format.

SECONDLOOK – A NEW APPROACH TO AN OLD PROBLEM

SecondLook provides features that help you save time, cut expenses and organize your documents, including:

- Eliminate pre-processing, organizing and OCR. Documents are made term searchable (OCR'd) upon upload to your site.
- Organize information in familiar folders-within-folders format. Organize folders at any time into an unlimited folder structure that can be renamed by the user.
- Apply up to 10 customized and searchable meta tags at any time on upload and/or on your site.
- Integrate all of your company information no matter how or where it is stored.
- Merge individual pages into multiple page documents and rename them as needed.
- Collaborate through the cloud through secure email – your documents and information remain secure on SecondLook's servers.

- Advanced search – using words, numbers and more – delivers **highlighted** results for the information you are looking for. Save the searches for use by your team. Annotate documents with pre-set or free form meta tags.
- Store an unlimited amount of documents.

WE MAKE THE CLOUD WORK FOR YOU

As business moves at an ever-increasing pace, so does the need for easy access to your company information. Today, you need the ability to find what you need when you need it. SecondLook's cloud-based application is the answer. Secure and universally accessible, your information is never hard to use or difficult to reach. As a cloud-based company, SecondLook maintains the computers and software – leaving you to concentrate on your business. SecondLook Solutions puts the cloud to work for you.

SecondLook Solutions is among the most versatile and easy to use document management systems available today. Anyone with a computer and an Internet connection can use the SecondLook application to find and organize their information. SecondLook can be deployed **quickly** – it is possible to begin using the application **in a week or less**.



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UNPRECEDENTED SEARCH

Once documents are uploaded to your customized document management system, users will be able to:

- Find documents using standard searches as well as Boolean, wildcard, proximity, phonic and numeric range searches.
- Search by the metadata tags that are customized to your needs.
- Search across notes that have been added to documents by your team.
- Search by unique identifiers including barcodes.
- Save commonly used searches for collaboration with other users.

No matter how many documents you upload, accurate **highlighted** search results get returned within seconds, enabling your team to quickly find and organize the information they need.

SCAN AND INCORPORATE IMAGES AND PAPER

SecondLook's management of your company information would not be complete if it could not integrate documents with other corporate information. SecondLook will scan legacy records of any type and turn them into easy-to-access, fully searchable digital files.

We can scan:

- Paper documents
- Microfilm and Microfiche
- Photos
- Unusual sized documents, including engineering and architectural drawings

BACKUP

With all your paper documents and drawings scanned and uploaded to SecondLook's document management system, your company can be assured of the safety and security of its information. If disaster ever strikes at home, all corporate information will be preserved on SecondLook's servers.

SECURITY

Using SecondLook's advanced security settings:

- Regulated industries can maintain documents under federal and state regulations.
- User rights can be managed according to each user's function within the company.
- Documents containing sensitive client data can be securely maintained for limited numbers of users.
- Record retention and destruction schedules can easily be managed.

BUILT FOR YOUR BUSINESS

SecondLook's document management system is so versatile, it can accommodate the needs of many different industries, including:

- Legal
- Financial
- Insurance
- Healthcare
- Government

SEE SECONDLOOK TODAY

SecondLook Solutions document management system is so rich in features and easy to use, it must be seen to be fully appreciated. Call **516-596-8711** to schedule a demo. You and your team could be using SecondLook within days of signing a hosting agreement!

To learn more about the many features and benefits of SecondLook's document management system, please visit www.secondlooksolutions.com.

SecondLook's development team has been collaborating on document and data management projects for more than 10 years. SecondLook Solutions was created in response to a need in the marketplace for a web-based document management system that is easy to use, quick to deploy, feature rich, and cost effective.



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