










## Overview

DynaFile™ is a web-based document management solution that uses the internet, technology and robust networking to facilitate the transfer information in real time and on-demand. Fully featured, DynaFile gives businesses the flexibility and infrastructure to go from paper filing cabinets to an electronic file system without having to build the framework from scratch.

With DynaFile, you can do more than just share files. DynaFile gives you the tools to do business.

## Features

<p><b>Web-Based</b></p>  <ul style="list-style-type: none"> <li>Remote web-based access</li> <li>Browser based viewing</li> <li>Access files anytime, anywhere</li> </ul>	<p><b>Document Imaging</b></p>  <ul style="list-style-type: none"> <li>Barcode document scanning</li> <li>Print-To DynaFile virtual print</li> <li>Save-To DynaFile virtual drive</li> <li>Batch processing</li> </ul>	<p><b>Document Collaboration</b></p>  <ul style="list-style-type: none"> <li>Version Control</li> <li>User permissions</li> <li>Commenting &amp; annotating</li> <li>Concurrent document access</li> </ul>
<p><b>Document Storage</b></p>  <ul style="list-style-type: none"> <li>Customizable storage space</li> <li>File Hosting</li> <li>File backup &amp; collocation</li> </ul>	<p><b>Document Retrieval</b></p>  <ul style="list-style-type: none"> <li>One-click filter</li> <li>One-click sort</li> <li>Thumbnail Preview</li> <li>One-click Download</li> </ul>	<p><b>Document Indexing</b></p>  <ul style="list-style-type: none"> <li>Free Text Fields</li> <li>Drop Down Lists</li> <li>Date Selections</li> <li>Custom Fields</li> </ul>
<p><b>Document Annotating</b></p>  <ul style="list-style-type: none"> <li>Floating annotations</li> <li>Highlighting</li> <li>Checkmarks and arrows</li> <li>Custom stamps &amp; watermarks</li> <li>Sticky notes</li> </ul>	<p><b>Users Groups</b></p>  <ul style="list-style-type: none"> <li>Unlimited Users</li> <li>Create user groups</li> <li>Custom permissions</li> </ul>	<p><b>Document Sharing</b></p>  <ul style="list-style-type: none"> <li>Email</li> <li>Electronic Fax</li> <li>Encrypted private and public Links</li> </ul>

## Benefits

### Remote Access

Web-based solutions like DynaFile store documents in one virtual location that can be accessible from virtually anywhere using a web browser and internet connection.

### 24/7 Security and Recovery

Stored information is monitored 24/7 by network administrators and backed up for disaster recovery.

### Storage Capacity

Unlimited amounts of files can be stored in DynaFile with customizable file storage subscription options.

### Scalable for Exponential Growth

DynaFile provides scalability and flexibility to fit any size business.

### Synchronized Updates

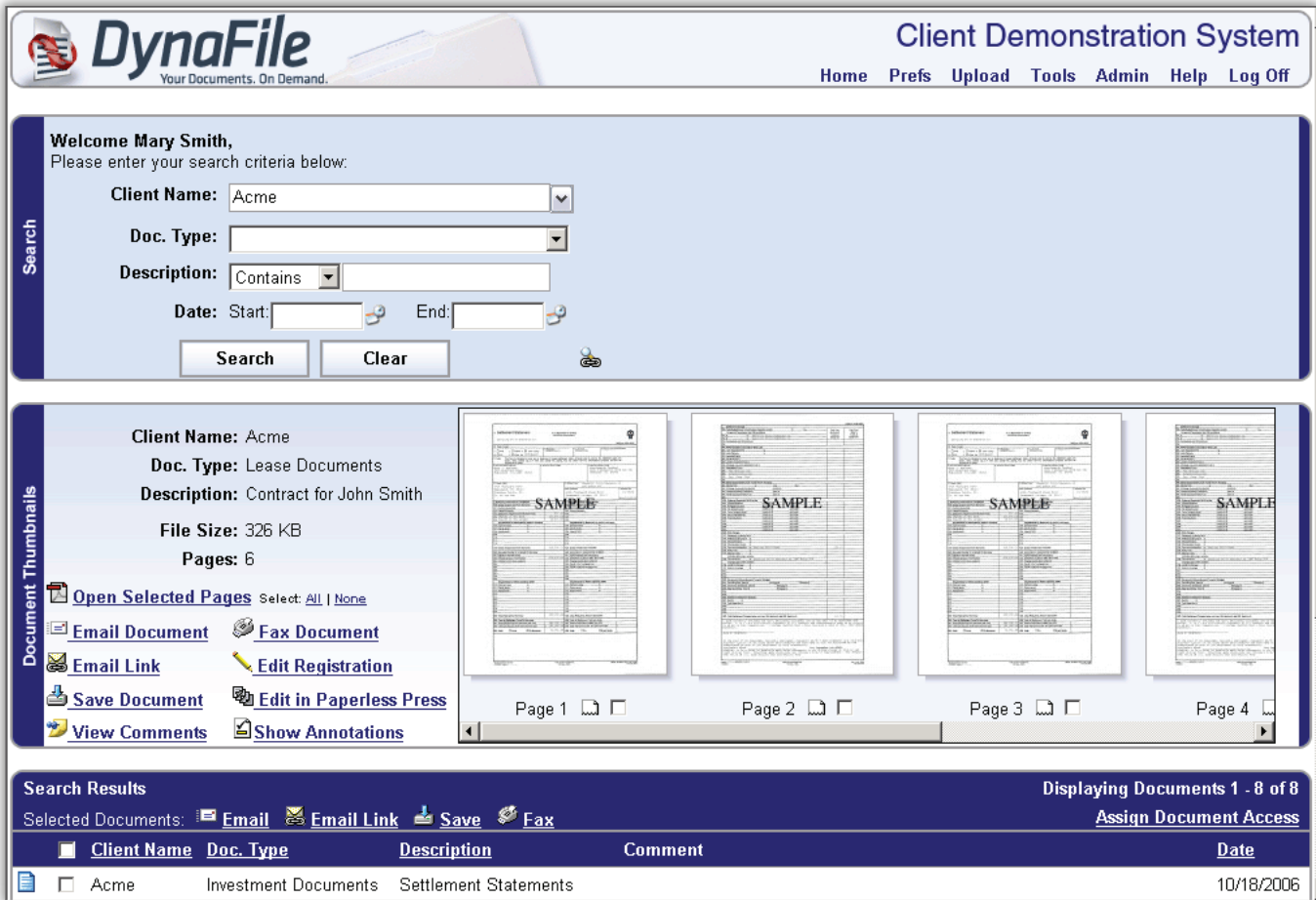
DynaFile makes uniform and synchronized updates to the system that won't interfere with daily business operations.

### Reduced Cost

DynaFile is a pay-as-you-go software solution. Call DynaFile today to get a free quote at 1-888-510-FILE (3453)

## DynaFile Screenshots

Preview, email, fax, or share links to documents



**Client Demonstration System**  
Home Prefs Upload Tools Admin Help Log Off

Welcome Mary Smith,  
Please enter your search criteria below:

**Search**

Client Name:

Doc. Type:

Description:

Date: Start:  End:

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**Document Thumbnails**

Client Name: Acme  
Doc. Type: Lease Documents  
Description: Contract for John Smith  
File Size: 326 KB  
Pages: 6

Select:  All  None

Page 1 Page 2 Page 3 Page 4

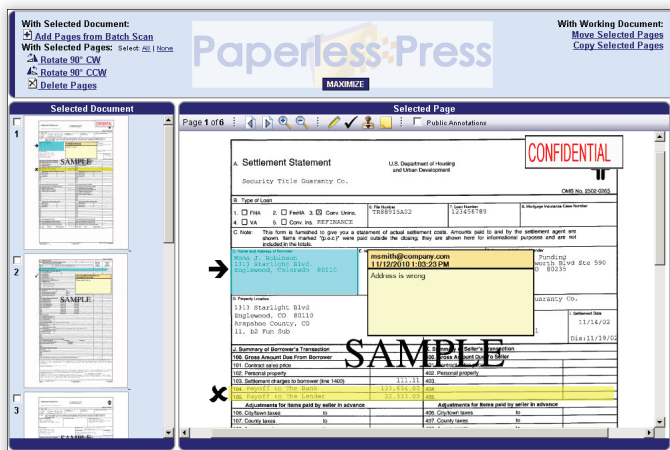
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**Search Results** Displaying Documents 1 - 8 of 8

Selected Documents:

<input type="checkbox"/>	Client Name	Doc. Type	Description	Comment	Date
<input type="checkbox"/>	Acme	Investment Documents	Settlement Statements		10/18/2006

Highlight, comment, and markup documents



**Paperless:Press**

With Selected Document:

With Selected Pages:

With Working Document:

Selected Document: 1, 2, 3

Selected Page: Page 1 of 6

Public Annotations

**CONFIDENTIAL**

**SAMPLE**

U.S. Department of Housing and Urban Development  
Security Title Guaranty Co.

1. Type of loan:  FHA  FHAS  Conv. Loan  Conv. VA  REFINANCE

2. Loan-to-value ratio:

3. Loan-to-cost ratio:

4. Loan-to-value ratio:

5. Loan-to-cost ratio:

6. Loan-to-value ratio:

7. Loan-to-cost ratio:

8. Loan-to-value ratio:

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96. Loan-to-value ratio:

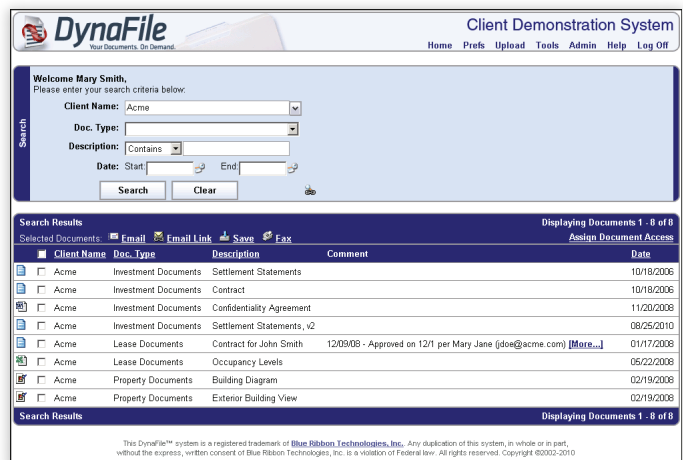
97. Loan-to-cost ratio:

98. Loan-to-value ratio:

99. Loan-to-cost ratio:

100. Loan-to-value ratio:

Filter, sort and download documents



**Client Demonstration System**  
Home Prefs Upload Tools Admin Help Log Off

Welcome Mary Smith,  
Please enter your search criteria below:

Client Name:

Doc. Type:

Description:

Date: Start:  End:

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**Search Results** Displaying Documents 1 - 8 of 8

Selected Documents:

<input type="checkbox"/>	Client Name	Doc. Type	Description	Comment	Date
<input type="checkbox"/>	Acme	Investment Documents	Settlement Statements		10/18/2006
<input type="checkbox"/>	Acme	Investment Documents	Contract		10/18/2006
<input type="checkbox"/>	Acme	Investment Documents	Confidentiality Agreement		11/20/2008
<input type="checkbox"/>	Acme	Investment Documents	Settlement Statements, v2		08/25/2010
<input type="checkbox"/>	Acme	Lease Documents	Contract for John Smith	12/09/08 - Approved on 12/1 per Mary Jane (jdoe@acme.com) [More...]	01/17/2008
<input type="checkbox"/>	Acme	Lease Documents	Occupancy Levels		05/22/2008
<input type="checkbox"/>	Acme	Property Documents	Building Diagram		02/19/2008
<input type="checkbox"/>	Acme	Property Documents	Exterior Building View		02/19/2008

**Search Results** Displaying Documents 1 - 8 of 8

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