



Treeno 4.0

The Evolution of Enterprise Document Management

Treeno Enterprise Document Management 4.0 has all the features and functions of an enterprise-class electronic document management system □ without the high cost. Powerful and intuitive, it is the perfect solution for small and medium-sized businesses, departments and large organizations.

Treeno offers valuable functions with a simple, intuitive user interface. It is a proven platform that works where you do: on desktops, laptops, tablets and smart phones.

Treeno 4.0 represents more than 10 years of system experience with customers in an array of industries. It delivers powerful functions at a price that offers a compelling ROI.

It Starts at the Treeno Dashboard

The Treeno Dashboard allows each individual to choose from a variety of layouts to customize their home page with the functions they need to work most efficiently. Important common functions such as the Inbox, Workflow Tasks and Cabinet list can be displayed after login to simplify work and streamline performance.

Priority	Notes	Date Due	Date Notified	Department	Cabinet	Folder	Tab/Document	Workflow	Node Name
1		1/17/2012	1/17/2012 10:11:02 AM	Rockingham	Accounts Payable	3456227 Carroll Inc. 10-27-2011		AP Approval	approv invoice
2		1/31/2012	1/31/2012 3:02:50 PM	Rockingham	Accounts Payable	123456 York Distributors Corp 2011-11-12		AP Approval	approv invoice
3		1/17/2012	1/17/2012 10:17:10 AM	Rockingham	Human Resources	222 Jane Lawrence 2011-09-25 Sales	1-25-2012	New Hire	Review Applic
			1/31/2012			333 John			

The Treeno Dashboard places all important tasks at the user's fingertips.

To learn more about Treeno, call us today at 1-800-540-1123, email info@edcbizsolutions.com.

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The Treno Document Center

This is where the action takes place. Manage all your electronic documents and files. Upload documents and files easily with any number of methods. Find information quickly. View a document on the Treno Virtual Viewer regardless of file types. Any electronic file type can be stored and retrieved in its native format.

The screenshot displays the Treno Document Center interface. At the top, there is a navigation bar with tabs for Dashboard, Document Center, Inbox, Workflow Tasks, and Search Results. A user is logged in as 'tom Rockingham'. Below the navigation bar, there is a search bar and a list of invoices. The invoice list has columns for Invoice Number, Vendor Name, and Date. The selected invoice is 'YDC Invoice 1-17-2012.pdf' with a size of 62KB. To the right of the list, a preview of the invoice is shown, featuring the YDC logo and a table with columns for various fields.

Invoice Number	Vendor Name	Date	Actions
289376	White Company	2-1-2012	Start Workflow Edit Delete
456738	Grafton Inc	1-30-2012	Start Workflow Edit Delete
0987890	York Distributors Corp	1-18-2012	Start Workflow Edit Delete
555987	Strafford, Inc.	1-17-2012	Start Workflow Edit Delete
555777	York Distributors Corp	01-17-2012	Start Workflow Edit Delete
3456227	Carroll Inc.	10-27-2011	Process Workflow Edit Delete
123456	York Distributors Corp	11-12-2011	Process Workflow Edit Delete

Thumbnail	File Name	Creator	Creation Date	Size
	BILL OF LADING.pdf	tom	2/1/2012 2:26:22 PM	54KB
	Purchase Order.pdf	tom	2/1/2012 2:26:22 PM	56KB
	YDC Invoice 1-17-2012.pdf	tom	2/1/2012 2:25:50 PM	62KB

From the Treno Document Center just roll your mouse over a file and the Treno File Preview lets the user see what the file is without opening it.

Quick and Easy File and Document Search

System Search □ Type in a word, phrase or number and Treno searches all files, document types and folders for keyword metadata. Treno quickly returns the prioritized results based on the closest match by folder, document type, file level naming conventions and then by OCR text.

Boolean Search □ Complex searches are easy with Treno advanced search capabilities. Users can search □begins with□, □does not include□, □contains□, and many other useful search criteria. The Boolean search algorithm ensures users find the exact information required.

Integrated □One Click□ Search □ When an application is integrated with Treno the user simply clicks the Search button on TrenoConnect. Files and documents previously linked will pop up on their screen.

Efficiently Manage Files and Documents

Treno File Preview □ With Treno there is no need to open every file to determine if it is the one you want. Simply roll the mouse over a .tiff, .pdf and .jpeg file, and see a high-resolution preview without opening the file. It□s a unique Treno feature and an important time saver.

Treno Virtual Viewer □ With the Treno Virtual Viewer you can open any file, regardless of whether you have the native application on your desktop or smart phone. The Viewer supports over 100 file types without plug-ins. It also provides □view only□ access to secure sensitive information. CAD files are optional.

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Versioning □ Manage and control all changes to a file or document. Versioning facilitates collaboration and ensures that users always have the latest correct file. Authorized users simply *check-out* and *check-in* electronic files automatically.

Redaction □ Electronic White Out □ Secure information on any document with Treno Redaction. Click your mouse on the information that needs to be hidden. The redaction block is burned into the file so that external users cannot remove the security overlay.

Annotation and Mark-up □

Annotation provides the ability to electronically mark up files. Choose the color and highlight an area of a file. Stamp or overlay text. Draw arrows or shapes. The new file, as well as the unchanged original file, resides within Treno.

Keep Your Information Secure

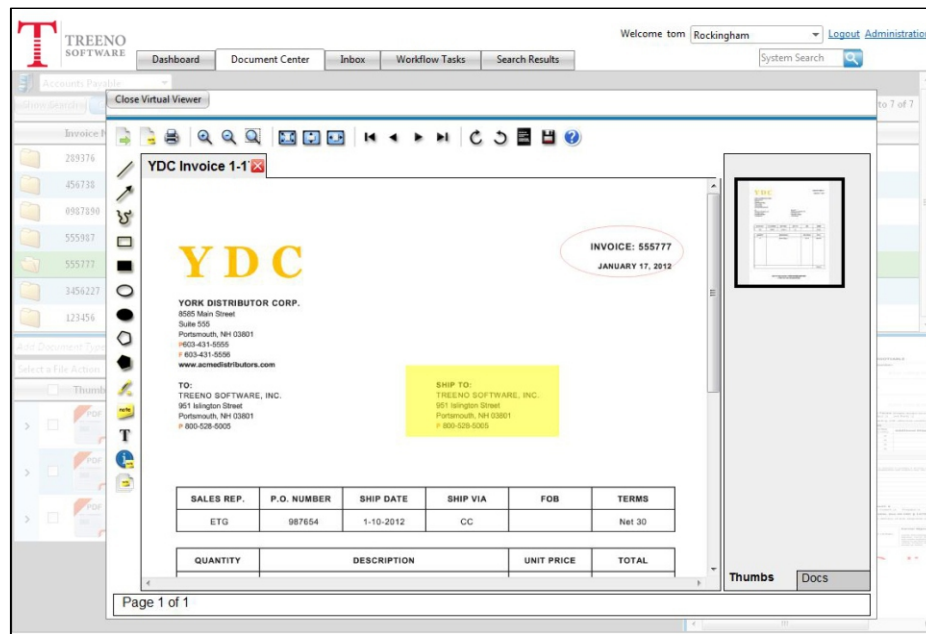
Treno security lets you control user access to the system and the actions they can perform. The permission set determines how users interact with cabinets, folders, file types and individual documents and files. Manage security at four levels:

- System
- Department
- Group
- User

Detailed Audit Trail □ All system transactions in Treno are audited. The audit table displays a history of transactions based on defined search criteria.

Document Level Audit □ All activities for a specific file are recorded and stored. With a drop-down report, users can look up the history of any file. A detailed report tracks any action with the file, as well user name, date and time.

Compliance Report □ The Treno Compliance Report identifies which required documents are missing as part of a folder.



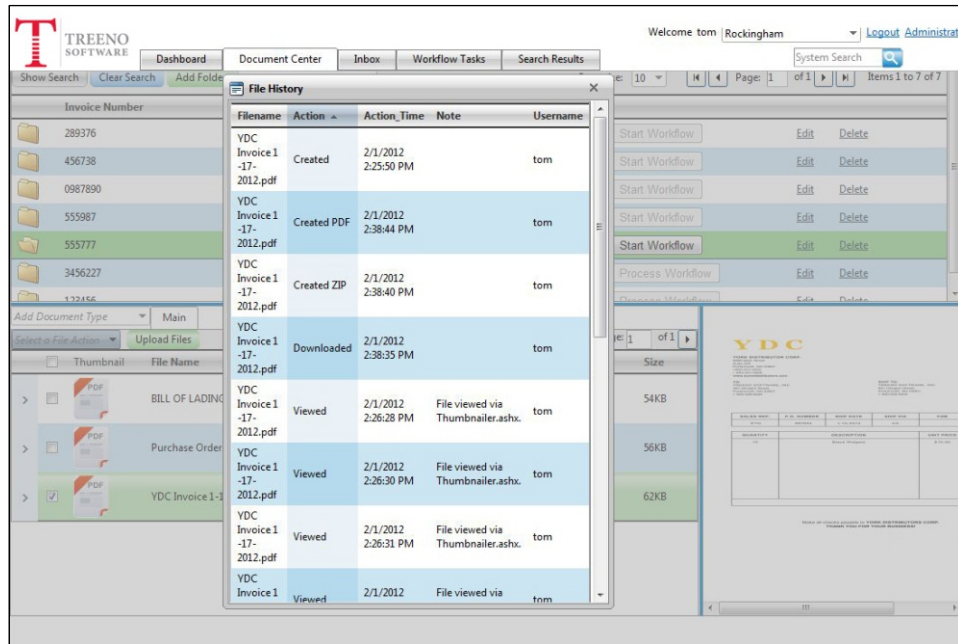
The Treno Virtual Viewer allows users to see a file without having the application on their computer. The Treno Virtual Viewer increases security with select "view only" user access.

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Treno Document Level Audit provides a detailed history of all document actions for increased security and compliance.



Automated Workflow

Treno Workflow allows an organization to automate recurring business processes. The automated workflow routing mirrors current business processes without having to physically move files and paperwork. Users can be pointed to the file that requires their attention via an email notification or via their Workflow Tasks tab. Treno Workflow reporting increases efficiency by maintaining visibility of bottlenecks.

Application Integration and Extension

Treno SDK SOAP Developer's Toolkit □ Extend Treno with other applications, portals, websites and more. The application programming interface (API) allows a programmer to push or pull data, barcodes and images to and from Treno.

Deployment Options

You decide how and where to deploy your Treno document management system:

- Locally on your own server
- In the cloud with the secure Treno Document Management Cloud SaaS

Any way you choose to deploy Treno Document Management you will quickly see the benefits of enterprise-class document management features and functions.

About Treno Software

Established in 2002, Treno Software is a leader in the Enterprise Document Management (EDM) industry. Treno Software was one of the industry's first to embrace cloud computing with the Treno EDM Cloud (SaaS) and to provide web-based solutions offering secure global mobile access. Treno Software's mission is to provide their customers with operational workflow efficiencies and measureable return on investment (ROI) through the fast installation and implementation of their fully secure, highly reliable, and easy-to-use, web-based Enterprise Document Management (EDM) Solution.

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