

# Document Manager

## **Document Imaging**

You can scan, import and retrieve images in both centralized and distributed environments. The system supports images created by fax servers, email and digital copier applications. Uses standard indexes for barcodes, OCR and data matching from external sources.

## **Digital File Manager**

You can import and index digital files from any source with direct printing capabilities. Convert files to .TIFF and index to new or existing files within your system.

## **Application Integrator**

This makes it easy to map fields, create buttons and hot keys, and query results associated with your existing applications. You can also create links for indexing, data validations, ERM and web services. Calls can be made for custom user interfaces and web portals.

## **E-Forms**

Create your own library of forms and dictate the creation, distribution and filing protocols. Forms can also be populated from within the system or external sources. You decide the workflow for completion and printing.

Forms can be in Word, HTML or XML formats and supports barcodes. When printed, the barcode is used to automatically scan, index and store the completed document. You can also use forms created from your other applications.

## **Workflow**

Typical examples of automated workflow are vendor invoice and human resources hiring processing. Workflow tasks are distributed to responsible staff regardless of geographical location. It gives you the oversight to manage tasks impossible to control in a manual paper environment.

## **Physical File Tracking**

You can create color coded labels with bar codes to track physical files and archive boxes. You can also track and manage file requests and returns, fax specific pages and scan files for quick viewing online.