

Enterprise Document Capture and Imaging Solution



The success of any business depends highly on the availability of information. The traditional office set-up involves stacks and stacks of papers, which accumulate fast. Paper files are often hard to find. Records are usually misplaced. Or they may be borrowed by a co-worker and get lost in the process.

Those days are gone! Asian Business Solutions, Inc. (ABSi) delivers the cost-efficient solution to address these needs. **EDCIS v1.0 (Enterprise Document Capture and Imaging Solution)**.

EDCIS v1.0 is an application designed for storage and retrieval of scanned documents. It delivers a cost-efficient solution to manage paper files by allowing you to capture, convert, store and retrieve paper documents as digital images. This technology solution allows you to share online electronic documents and images within a group, scaling up to the whole department. Electronic document and image retrievals can be done in seconds, online and real time at your fingertips, without the risk of misplacing and losing important documents.

EDCIS v1.0 Application Modules

DOCUMENT CAPTURE

- Option to import image, video or Microsoft Office files (i.e. Word, Excel, Powerpoint)
- Imported / transferred files may or may not have document attribute files associated with them
- Option to choose source of import:
 - (1) floppy, (2) magnetic disk or (3) CD
- Generates audit files for reference (in the form of a report)
- Generates documents attribute files for the images while indexing for easy restoration
- Option to link to existing application database for validation of entries
- Option to copy indexed files (with document attribute file) automatically or manually)
- Option to reject images or files if indexed information is erroneous
- Generates audit files for reference (in the form of a report)
- Synchronization of database information and indexed images in the server repository (also known as Committal)
- Has temporary and permanent image folder and database to ensure successful transfer of images and their associated information
- Facility to verify accuracy of information and images before synchronization
- Option to reject images or files before synchronization
- Generates audit files for reference (in the form of a report)

RETRIEVAL

- Query for and viewing of electronic documents stored in the repository
- Displays a list of index fields to choose from as criteria to use for searching
- Index fields may be custom-defined
- Predefined index fields are generated upon installation of the system
- Capability to determine what documents can be viewed by the logged on user
- Generates audit files for reference (in the form of a report)
- Facility to define columns to display in the result grid
- Capability to print the document displayed in the viewer
- Authorization is determined based on the logged on user
- Capability to zoom documents to a specified zoom percentage
- Lets user rotate and flip document if necessary
- Capability to display document images and navigate through the pages of a multi-paged image document
- Capability to view office files or video files by launching them in their native application
- Capability to email the document displayed in the viewer
- Authorization is determined based on the logged on user
- Capability to save queries or templates globally (in the database server) or locally (in own workstation)
- Capability to retrieve saved queries or templates from local or global location

MAINTENANCE

- Lets users update document class information
- Capability to set security as to who can access documents in

- specified document class
- Capability to set index fields or retrieval keys of the document class
- Update and addition of custom index fields
- Choice of data type per index field
- Update and addition of user information for system access rights and security
- Capability to set security and access rights of a user to a module
- Capability to set security and access rights of a user to the group(s) which he/she is associated with
- Update and addition of group information for system access rights and security
- Capability to set security and access rights of a group to a module
- Capability to set membership of a group to other group(s)
- Update and addition of security rights information of the EDCIS system
- Facility to define security rights of the EDCIS System
- Update and addition of data types of the EDCIS System
- Facility to define data types to be used by the EDCIS System

REPORTS

List of document classes

- Option to print only a list of documents classes (enumerated)
- Option to print a list of document classes together with other details associated with them

List of Indexes

- Option to print an enumerated list of index fields
- Option to print a list of index fields with their associated information details

List of Users

- Option to print an enumerated list of users
- Option to print a list of users with their associated information details like group associations, access rights

List of Groups

- Option to print an enumerated list of groups
- Option to print a list of groups with their associated information details like group associations, group members, access rights, etc.

List of Modules

- Option to print an enumerated list of modules configured in the system

List of Data Types

- Option to print an enumerated list of data types configured in the system

Retrieval Report

- Option to print current day's retrieval transactions
- Option to specify date range when printing retrieval transactions

Import Report

- Option to print current day's import transactions
- Option to specify date range when printing import transactions

Indexing Report

- Option to print current day's image indexing transactions
- Option to specify date range when printing image indexing transactions

Synchronization Report

- Option to print current day's synchronization transactions
- Option to specify date range when printing synchronization transactions

EDCIS v1.0 Business Benefits

Increased Productivity

Eliminate the time spent searching for files, and provide realtime, multiple access to the same documents, allowing personnel to take more effective and timely actions.

Better Security and Control Over Information

Prevent unauthorized access to documents and ensure that only the authorized users get documents when they are needed.

Space Savings and Improved Office Workpace

You can save space and facilitate a clean, well-organized office, creating an environment that is professional and more conducive to productive work.

Better Audit Trails

Establish a complete audit trail of the life of a file, both from creation and processing of documents, as well as showing who has used them throughout the document's life cycle.

Reduce Paper Storage Expenses

Recapture vault or files space, file cabinets, folders, labels, and costs of off-site storage. Eliminate the need to maintain big office spaces solely for records keeping.

Always up-to-date Information

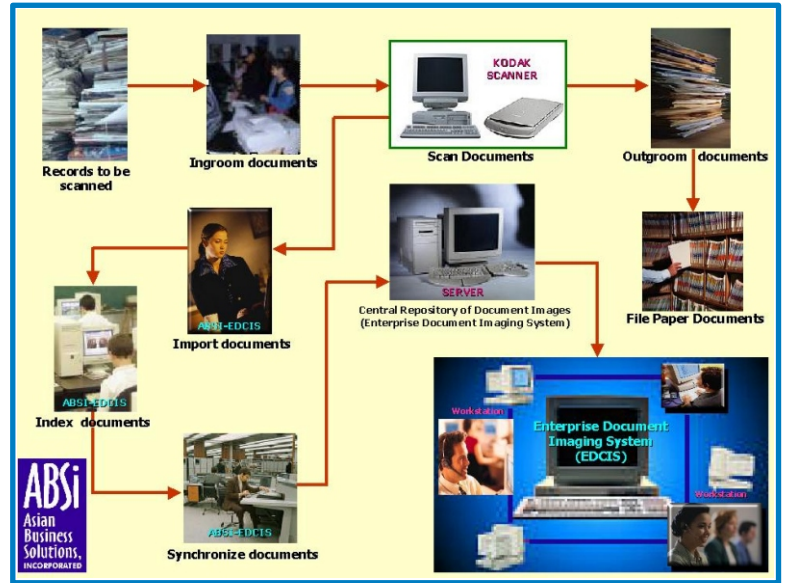
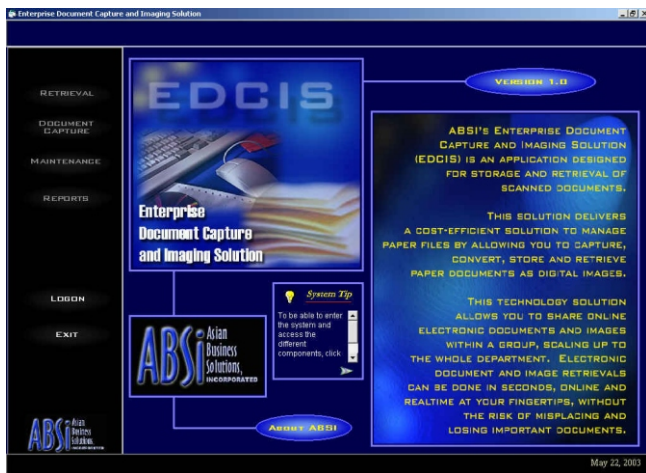
Images may be accessed simultaneously by a number of users in the network, thereby eliminating the out-of-file and/or lost-documents situations.

EDCIS v1.0 allows concurrent usage of the same document, so only one master copy is in circulation.

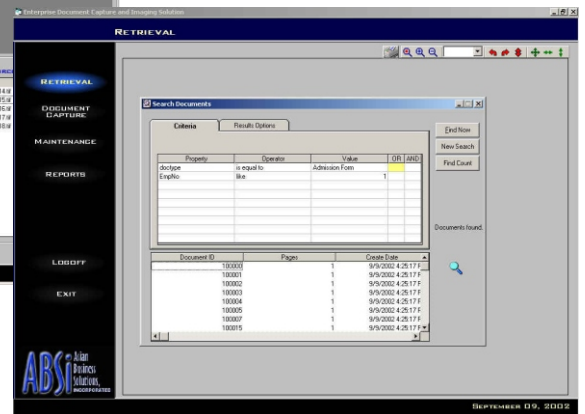
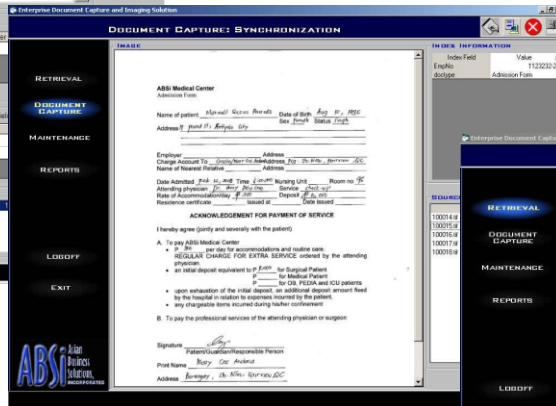
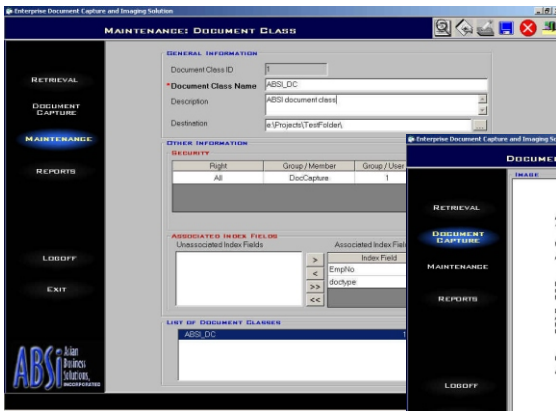
Reduction in Paper Creation

The EDCIS v1.0 solution will eliminate the time and expense associated with copying, photocopying, faxing and distribution of documents.

EDCIS v1.0 Sample Screen Shots



EDCIS v1.0 Architecture



UNDERLYING TECHNOLOGY

