

Lost documents ?



THERE IS AN **affordable** SOLUTION



ImageWarehouse



What is **image warehouse** ?

ImageWarehouse is a powerful yet cost-effective and very affordable document scanning and document management solution.

ImageWarehouse is ideal for creating "DIGITAL FILING CABINETS" of scanned copies of paper documents such as POD's, customer contracts, client files, HR files, etc. Once indexed according to customer requirements, these paper documents can be easily searched for and viewed on your computer, saving incredible amounts of time. Office documents saved as Word, Excel, Powerpoint, e-mail or Adobe Acrobat can also be added to the "DIGITAL FILING CABINETS" so that a complete history of transactions can be kept together.

- **ImageWarehouse** improves staff productivity, morale and customer service by giving everyone quick access to the documents they need
- Quicker collections mean better return on sales
- Manage your accounts payables by tracking the paper associated with your purchases
- **ImageWarehouse** helps companies comply with the ECT Act, FICA, FAIS, King II, the Labour Act, Sarbanes Oxley and other regulations concerning the secure archival of documents.

Designed and developed in South Africa by document specialists with many years of experience in this field, it combines the latest technologies, takes into account local requirements and has been built to overcome the price barrier placed on this important business requirement by expensive imported prod-

**ImageWarehouse
is the answer
to**

**preventing lost
documents**



ImageWarehouse

Has the following important Modules :

- **Scan and Index** – comprehensive tools for capturing documents and attaching index information
- **Search and view** – for finding and viewing documents
- **Distribute** – for e-mailing, printing or faxing of documents
- **Administration** – for setting up and managing the system and the security

And it's so much more...

ImageWarehouse has the following core features and support:

Simple User Interface – **ImageWarehouse** has an extremely simple user interface. Users can start to use **ImageWarehouse** after a short training stint and can be searching for documents very quickly.

Implementation methodology ensures rapid ROI and rapid staff acceptance – based on a solid strategy adopted at many companies, we embrace management requirements and get staff buy-in and adoption by following a participative approach to the system design and the training.

Scanning / Indexing

User-Defined Index Fields – customers can specify the number of index fields per document and these fields can be configured individually to suit each department's indexing requirements.

Lookup Fields – create a list of specific values that are assigned against one or more fields. This speeds up indexing by supplying a simple drop down list to the user.

Indexing Zone Support – contains zone indexing support so that when an image is being indexed, the image will automatically move and zoom to the position of where the information is found on the image.

Auto indexing – to improve indexing productivity, indexing of one or two fields can be performed and then the balance of the index data can be pulled automatically from customer's accounting software, or any other software application. If combined with barcode indexing, then the indexing can be fully automated.

Remote Scan – contains a remote scan feature which allows the software to scan in documents to the local machine and then upload them to a remote server location.

Once there, these documents can be indexed into the correct document libraries.

Scanner support – **ImageWarehouse** supports both Twain and ISIS scanners and allows scanning in both black & white or colour. Storage Formats – **ImageWarehouse** can store scanned documents in TIFF (Group 4), JPEG, GIF and PNG. This enables many other software applications to view documents stored in **ImageWarehouse** and also supports storage of Adobe PDF or Microsoft Office documents including e-mails.

Search, view and distribute

Search – searching based on security rights can be performed on available document types. This is done through Internet Explorer. Wildcard searches can be included where the spelling is uncertain or only a partial number or name is known. Search results are displayed in a list. User selects document to view.

Extensive document viewing tools – the web browser based viewer provides all the usual viewing tools such as zoom, full page view, next page and rotate and are all accessible via clearly marked icon buttons.

Document Groupings – Multiple document groupings can be configured so that users can search multiple document types at once based on same fields found in different document types.

View Multiple Documents – Multiple documents can be viewed simultaneously.

Optional Java web applet viewer available – the Java based plug in provides flexibility for a wide range of integration opportunities and very fast performance on net-



works with very heavy traffic. This viewer also provides all the viewing tools found in the standard Internet Explorer viewer. Some additional tools not possible in Internet Explorer are also available, including fit to width, fit to page and go-to-page number.

Security

Security – ImageWarehouse has very tight security options. Users can be given only the capability that they require from full rights to search and view only.

Audit Trail – ImageWarehouse has a built-in audit trail which logs all the actions performed by users within the system. Useful for security and for determining training needs.

Document distribution

E-mailing documents – Users can e-mail documents stored in the repository to any e-mail address.

Saving documents – Users can save documents stored in the repository to their desktop for re-use, or to create a sub-record for specific clients.



Administration and setup

Admin module – The administration module is Internet Explorer based and allows customer's administrator or external support team to configure the system. Administrator functions include:
setup of – filing cabinets, document types, index field names, index field types, index field lengths, index drop down lists, security, user groups, audit log settings.

optional extras...

PDF and MS Office Support – documents in Adobe PDF format or Microsoft Office can be archived in the system with scanned documents.

Integration to accounting or other software – Various levels of integration with other applications is available.

Export Module – Export Module for exporting data and documents from ImageWarehouse to an external system.

Barcode – ImageWarehouse will read barcodes from the scanned images and place the data inside index fields for automatic Indexing.

OCR – The optional OCR module has two functions. Zone OCR allows the user to configure the OCR software to read text from a zone on the scanned page and place the OCR result into a specified index field. Use of OCR is however, very dependent on the type of document being scanned and the quality of these documents.

Forms Recognition – ImageWarehouse can utilise Forms Recognition software for entering data from forms. Again, the use of Forms Recognition software is very dependent on the type of document being scanned and the quality of these documents.



**Build on a solid
development
platform**



Requirements

The platform and system requirements :

ImageWarehouse has been built using the latest Microsoft development tools including .NET technologies and utilises either a Microsoft SQL Server database or Microsoft SQL Desktop Edition (MSDE). ImageWarehouse can therefore be scaled from a small single user to a departmental or a large enterprise wide system. Therefore it creates a strong platform for integration with other applications using these latest technologies.

Server requirements Microsoft NT4, Microsoft Small Business Server, Microsoft XP Professional, Windows 2000, Windows 2003. IIS and MDAC are also required.

Scan Index station requirements Windows XP, Windows NT4, Windows 2000, Windows 2003.

Search workstation requirements Windows XP, Windows NT4, Windows 2000, Windows 2003. Internet Explorer Version 6.0 or later is required.

Database requirements Microsoft SQL Server or Microsoft SQL Desktop Edition (MSDE) is required.

Web Service creates open architecture ImageWarehouse is configured and controlled through a web service layer. Therefore the application is open for integration.





ImageWarehouse

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i-systems



I-Systems is a software development company who specialises in document management, mobile development and .NET custom development.

We also partner with companies in providing them with software development and packaged software product skills