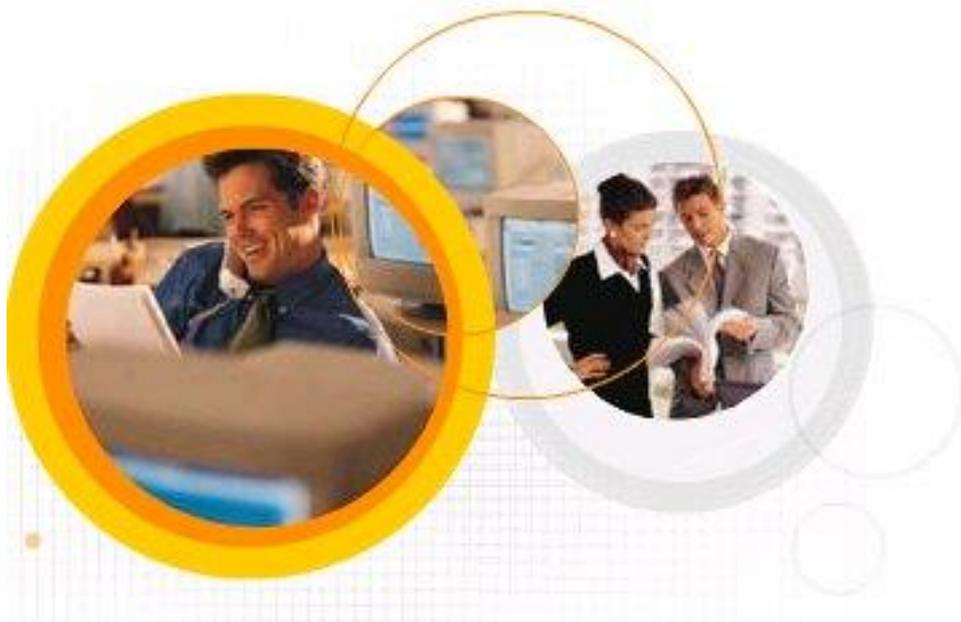


Electronic Document Management Small to Medium Enterprise Systems Overview

Technology by DOCOSOFT



1 Introduction

DOCOSoft is a document management software development company with offices in Dublin, London, and Tokyo. DOCOSoft own the sole rights to its software and its software is developed at the company's HQ at the Belfield Innovation Park, Dublin, Ireland.

This document will focus on our document management systems for small and medium sized enterprises.

2 Overview of Electronic Document Management Systems

3 easy steps to a 'Paper Light' office with DOCOSoft electronic document management software

Imagine being able to find a file you are looking for with a touch of a button. Never lose a document again, and be able to distribute it instantly.

Step 1



SCAN your documents with a click of a mouse.

Step 2

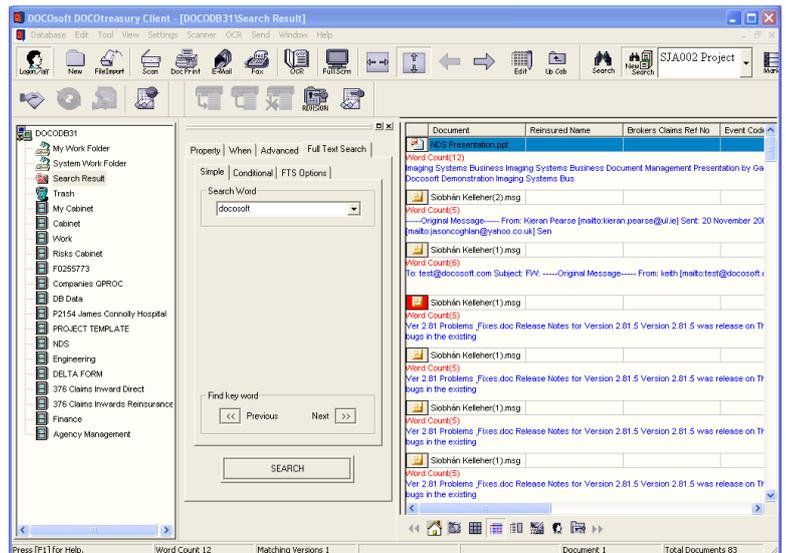
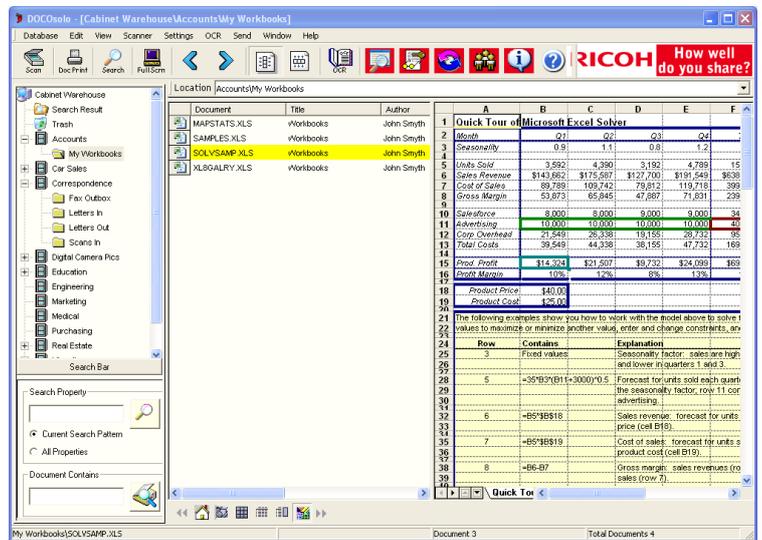


INDEX files using pre-defined fields that can be automatic with templates or barcodes.

Step 3



RETRIEVE any document instantly, using search fields or document content.



You can also have the following features with DOCOSoft electronic document management software



ORGANISE DOCUMENTS



HIGH SPEED VIEWING



CONVERT DOCUMENTS USING OCR



EMAIL



PRINT



FAX



IMPORT ELECTRONIC DOCUMENTS



MULTI FUNCTIONAL PRODUCT INTERFACE



IMAGE TOOLS



CONTENT SEARCH



FORMATS include MICROSOFT OFFICE, IMAGES BMP, JPG, SCAN TIFF, PDF, WEB HTML, CAD, etc.

3 Summary of SME Document Management Systems



DOCOsolo™

- Professional Single User DMS System



DOCODesknet SBE™

- Professional Client Server DMS System

DOCOsolo

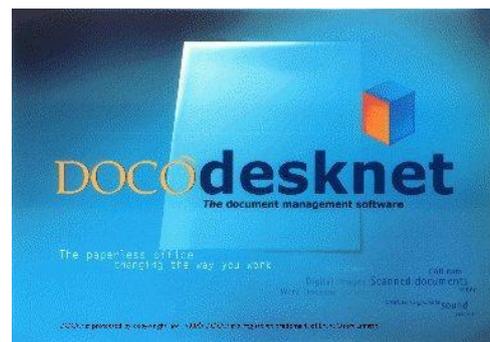
DOCOsolo is our entry-level product. It is designed to be used by a single user for managing documents on a stand-alone PC. This product would be used by a small business, where the organisation and management of paperwork is an issue. DOCOsolo uses one database. This database can be customised to suit the needs of the customer.



- Professional single user system.
- Supports over 300 File Types as a viewer
- Unlimited Document Indexes
- Add documents directly from MS-Office applications
- Add emails with attachments directly from MS-Outlook
- Advanced Multi-Tiff operations for printing and viewing
- High speed Colour tiff/jpeg scanning and viewing
- Dockable Channel Bar

DOCODesknet SBE (small business edition)

This is DOCOSoft's client/server offering specifically for small and medium enterprise companies. This is a robust and powerful Document Management product for the sharing, storing and retrieval of vital corporate information across the network. Users have the option of using application based clients or web based clients for access to the system. This product will fit in between DOCOSoft's low end stand alone and entry level systems and its high end MS-SQL based enterprise systems as it uses the Microsoft Express SQL database.



DOCODesknet SBE is for companies that do not have a dedicated IT infrastructure, or who are looking for an entry level document management system with many of the features of much more advanced enterprise solutions for a fraction of the cost.

- Network user system
- Supports up to 20 read-only LITE users and FULL access users
- Server functionality similar to DOCOsolo
- LITE Users can view, search, print, email, fax.
- FULL User can scan, import, index, edit also

Modules available for all DMS Systems

- Scan to PDF
- Full Text Search/Content Search
- Virtual Rescan
- OCR Forms and Advanced OCR
- Microsoft Office Plug-in
- Microsoft Outlook Plug-in
- Adobe Acrobat PDF Plug-in
- Microsoft Internet Explorer Plug-in

4 EDMS Functionality Description

This section describes the low end product functionality in detail.

4.1 Product Description

Access to DOCOSoft’s EDMS system is through a standard Windows application. The standard application is installed on the user’s desktop. These applications provide the fastest access for searching, viewing and updating the database.

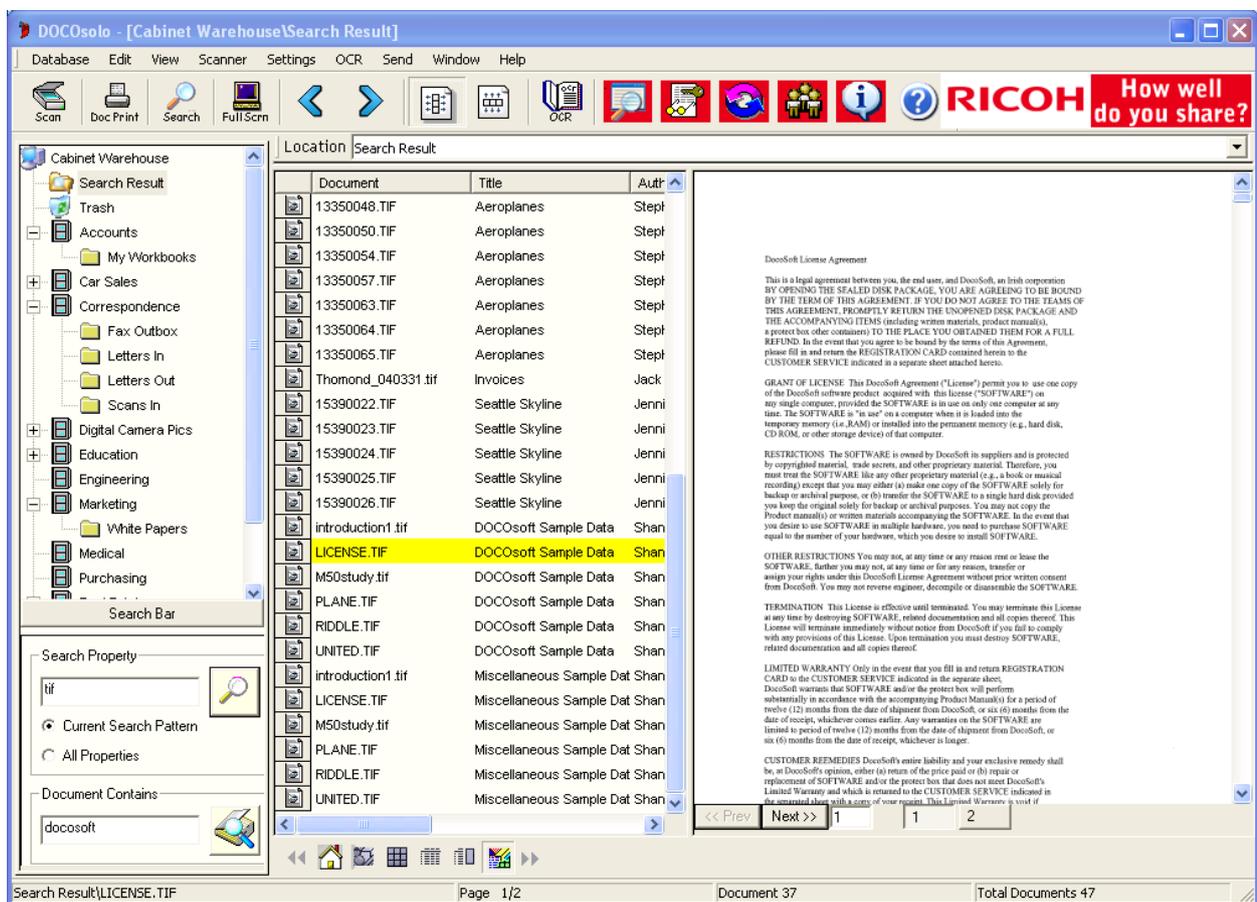


Figure: Typical Application Screen

4.2 A Modular Build

All DOCOSoft systems offer similar core functionality. Advanced features are offered as modular plugins, this provides total flexibility over the 'build'. Core functionality is described in the following section.

4.3 Core Functionality Description

DOCOSoft DMS SME systems have extensive core functionality that includes:

Scan and Import

- Full support for ISIS and TWAIN scanner drivers
- Preview scan images, multi-page TIFF support
- De-skew, de-speckle, auto-rotate, duplex support
- Scan directly to TIFF, BMP (mono and colour), or JPEG formats
- Import files directly from hard disk, network, CD-ROM, or any external media
- Drag & drop and OLE supported
- Import virtually any industry standard file type such as images, CAD files, spreadsheets, WP, presentations, database files, compressed files
- Pull scan and push scan from MFPs.

Convert

- Turn any printed pages, faxes, photocopies or articles into electronic documents you can use within seconds.
- The Nuance OCR engine is embedded in the system, which allows batch and zonal OCR.
- Recognised files may be stored in MS-Office, Lotus, HTML or TXT formats etc...

Organise

- Documents are easily stored into tree-structured cabinets and folders
- DOCOSoft's intuitive GUI makes viewing easy
- Drag and drop feature for moving or copying documents

Share

- Allow users to share common documents across the network
- Easy to email documents to users

View, Index, Retrieve and Edit

- Extensive viewing options including thumbnail, icon, original and list format
- View complex CAD formats
- Zoom and Scroll feature
- View the indexes/properties or 'metadata' of a document
- Add indexes/properties or 'metadata' later, e.g. after import, or scan
- Customise index/property settings
- Customise search options
- Save searches
- Mark favourite documents

Print, Email, Fax and Forward

- Exchange documents by print, email, fax or forward across the network
- Use special print, email or fax folders to send the document immediately or queue for later
- Email any document or convert to a bitmap and send it

Database Functions as standard

The software is designed to be used with Microsoft Access Database. Microsoft Access does not need to be installed on the target system as all operations including database creation are handled through the Microsoft Jet database engine. The Microsoft Jet database engine is the data manager component on which various implementations are built, such as Microsoft Access, Microsoft Visual Basic, and the Microsoft Desktop Database Drivers.

Scalability

All the SME systems are designed to upgrade to higher end enterprise wide systems as the customer requirements arise.

Supported Formats

DOCOSoft systems have universal file viewers supporting over 300 Windows, DOS, Macintosh and Internet formats. These include file formats from MS Word, Excel, PowerPoint; Lotus1-2-3, Corel, AutoCAD or even HTML web pages. A universal file viewer means that the user does not need the application installed on the desktop in order to view it.

Customisable User Interface

The user interface can be customised for individual customer settings. There is full support for standard Windows GUI functionality including floating toolbars and multi windows.

Help me

On-Line help included in the system.

4.4 Optional Functionality

As well as the standard options, DOCOSoft offers the following functional modules:

Scan to PDF

As standard, DOCOSoft software scans documents and stores them in a TIFF format. However, the ability to scan documents and store them in PDF format is becoming increasingly popular. The scan to PDF module allows user to scan documents and store them as PDFs.

Full Text/Content Search

The Full Text Search module allows you to search through the content of documents in the system. Features include: High Speed Retrieval; Content Searching of TIFF files and Content Searching of File types containing text in the system. There is an automatic scheduler for building up the text collection.

Virtual Rescan

DOCOSoft's Virtual Re-Scan module integrates Virtual Re-Scan software from Kofax into the DOCOSoft product suite. Virtual Re-Scan is an electronic checkpoint for scanned images. As quickly as images pass through the scanner, VRS performs a multi-point inspection of each document. VRS instantly checks and adjusts for alignment (skew), brightness, contrast, and image clarity. Any inconsistencies are immediately corrected by VRS so that only the straightest, most readable images are moved into your application. This module will clear up scan documents.

OCR Forms and Advanced OCR

DOCOSoft's OCR Forms module is a specialised Optical Character Recognition System. OCR Forms allows you to set up templates for each type of form that you want to process. When used, this template automatically indexes each document as it enters the system removing the need to manually index. OCR Forms does this job for you allowing you to be more productive: Features:

- Divider Sheet recognition;
- Automatic Recognition of Zones of Text;
- Automatic indexing of the document;

DOCOSoft's Intelligent Character Recognition Engine allows advanced recognition features on documents:

- Automatic Recognition of Handwriting
- Automatic Recognition of Barcodes
- Target Recognition

NB: Advanced OCR is an Add-on to DOCOSoft's OCR Forms module.

Microsoft Office Plug-In

DOCOSoft's Office Application Plug-Ins provides the user with a powerful tool for importing Microsoft Office documents directly into the DOCOSoft software. Office Applications supported include Word, Excel and PowerPoint. A button is added to the toolbar and a menu item to the 'File' menu automatically when the module is enabled.

Microsoft Outlook Plug-In

DOCOSoft's Outlook Plug-In provides the user with a powerful tool for importing e-mail messages directly into the DOCOSoft software. Emails may be saved in Outlook MSG format or converted to Microsoft Word format. When imported, the emails are automatically indexed using the information provided with the email i.e. sender, date, subject etc. A button is added to the toolbar automatically when the module is enabled.

Adobe Acrobat PDF Plug-In

DOCOSoft's Adobe Acrobat PDF Plug-In provides the user with a powerful tool for importing PDF documents directly into the DOCOSoft DMS software. When imported, the documents are automatically indexed using the information provided with the document i.e. author, date, subject etc. A button is added to the toolbar automatically when the module is enabled.

Microsoft Internet Explorer Plug-In

DOCOSoft's Internet Explorer Plug-In provides the user with a powerful tool for importing web pages and websites directly into the DOCOSoft repository. Web pages will be saved in the Microsoft MHT format. When imported, the web pages are automatically indexed using the information provided with the website i.e. website address, web page title, URL etc. A button is added to the toolbar automatically when the module is enabled.

5 Product Roadmap and Customisation

The DOCOSoft technological focus has always been on adaptability. Continuous refinement of our systems is achieved by working directly with customers. In this way, customers benefit from the extensive core functionality whilst customising yet further either by adopting the modular plug-ins or by commissioning bespoke development or both. The result of this is that our customers gain tailor made solutions to exactly suit their needs.

If development is required, DOCOSoft use the Spiral Development Model to ensure customer needs are captured. This ensures that the customer is provided with:

- What they want
- When they want
- Within the budget they want

5.1 The API (Application Programming Interface) for Integration

DOCOSoft owns all the source code to its software suite thus enabling a speedy further development or customisation cycle. DOCOSoft has a number of years integration experience with Windows-based applications. Integration is heavily assisted through the DOCOSoft API which third-party software developers can use to interface with their systems. Alternatively, DOCOSoft can provide its own team of developers to assist with development cycles. A further discussion of the DOCOSoft development model can be found in the next section: Overview of DOCOSoft Professional Services.

Typically DOCOSoft software can be integrated in two ways:

- From the inside. This is where an EDMS application window may appear inside another application.
- From the outside. This is where the EDMS application may be started from within another application and appear as an external window.

6 Maintenance and Support

DOCOSoft provides a service agreement covering the full functionality of our systems.

The service contract includes the following:

- Telephone support.
- Web Access
- Software Updates.
- On site service support
- Support Web site, including Forums, FAQ's and E-mail Support.

7 Upgrades

This overview describes the DOCOSoft SME product offerings. All the systems described here can be upgraded to the following high end DOCOSoft systems.

DOCodesknet

The Department network version is designed as an advanced Client/Server product to be used by multiple users for managing documents on a computer network at a large department level where security and document volume are issues.

DOCOC E-TECH

This is DOCOSoft's wide format/engineering offering. This product provides specialized document management for users of CAD software and wide format drawings. DOCOC E-TECH LITE Clients provide a simple, intuitive and user-friendly interface to the system to view, search, print, fax and e-mail documents. DOCOC E-TECH FULL Clients provide capture, index and store functionality as well as the view, search, print, fax and email capabilities. WEB Clients are LITE Clients that can access information over the internet/intranet.

This product also comes in a small business edition.

DOCOTreasury Enterprise

DOCOC Treasury is a client/server, windows and web-based solution that gives organisations the ability to create centralised repositories, or libraries, containing all of the unstructured data they generate. Powerful search and retrieval tools make this information easily available for use and collaboration across the entire enterprise. Versioning and security profiles ensure lifecycle document integrity.

8 Appendix A Detailed Specification

| | | |
|---------------------|--------------------|---|
| Document Management | | DOCOSoft |
| Target user | | Single user to Small Enterprise (around 20 Users) |
| Systems | | DOCOSolo DOCODesknet SBE: Server Lite Client. |
| Environment | | Windows XP+ |
| Structure | PC | IBM PC/AT compatible |
| | Scanner | TWAIN and ISIS |
| | Printer | Windows support printer |
| Memory | Media | HD, MO, DVD, CD |
| | Saved file format | Image: BMP, CALS, DCOM, KODAK, ZSOFT, ADOBE PHOTOSHOT, CAD TARGA, POSTSCRIPT, SUN, WORDPERFECT, MAC, GEM IMAGE, PNG, TIFF, FAX, WINFAX, JPEG, ADOBE PDF |
| | Structure | Cabinet / folder / document with multiple pages per document |
| Available Options | Full Text Search | Retrieval of documents based on the textual content |
| | Scan to PDF | Save scanned images to Adobe Acrobat format |
| | OCR FORMS | Automatically set properties from a scanned region on a document. |
| | Virtual Rescan | Improves Quality of scanned Image |
| | Advanced OCR | Recognition of hand written documents and Barcodes |
| | Office Plugin | Provides an interface from Office Applications to the DOCOSoft System. |
| Input | | Scanning Directory/File Auto file Import Interface to Ricoh Scan Router, MFP Push/Pull Scan |
| Retrieval | Full Text Search | With multiple criteria, AND/OR/Equals/Same Meaning |
| | Property Search | With multiple criteria, AND/OR/EQUALS/NOTEQUALS Save Search results Low Network Impact on searching, Date Searching |
| | Retrieval section | All cabinets, selected cabinet |
| Display | Individual viewer | Seamless Viewer. (Support for over 300 formats without need of native application on system. List of supported formats available on request.) Extremely high speed document viewing. Thumbnails. |
| | Document handling | document: create, delete, copy, move, create short-cut file(section): add, delete, exchange, edit |
| | Import / Export | Ok (both document and index) |
| Printing | kind of printing | Document/View/Page Range |
| | Print various size | Original, Fit |
| | Preview Available | Yes |

| | |
|------------------|--|
| Scanning | Batch Scanning Multi-page scanning On Line scanning Off Line scanning Browser scanning Multiple PC scanning Automatic indexing Manual indexing OCR//ICR/Barcode ready Auto De-skew, De-speckle and other cleanup operations |
| Compression | During Scanning Process as option |
| Backup/Restore | Full functionality available, CD/DVD backup |
| Usability | Intuitive to use. Seamless operations. Advanced mouse functionality. Standard functionality throughout. |
| XML | Interface available for output and input (custom request only) |
| Mail | Send mail (MAPI) Integration of MS Outlook with EDM System Email Archive with MS-Outlook |
| FAX | printer driver |
| Network | LAN/WAN |
| OCR | Full OCR functionality (Interactive OCR) Forms with OCR Zonal OCR Header sheet processing Multi-Language support Batch OCR Save to PDF, DOC, XLS, WRI, EPS, LWP, 123, HTM, TXT |
| DB engine | MS-Access JET, MS-SQL |
| Language | English |
| Customisable | Available upon request. |
| Extendibility | Easily Integrated with any product using the API |
| Basic technology | C++ Active-X control C++ |
| Sales | U.K, JAPAN, IRELAND |
| Support | Installation Support Contract Hot Line Support Web Site |
| Documentation | On-Line and Paper documentation |

For further information, please contact:



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