DataStore®32 storage and retrieval capabilities are supported by the most comprehensive administrative and security facilities available, including integration with Microsoft NT security. Audit trails that may be tailored to individual requirements, and Back-up and Recovery routines, are all available.

Modular design enables the document imaging module to be installed with the DataStore®32 COLD/ERM module, providing a tightly integrated archiving solution which has the capability to search and retrieve both computer generated output and scanned documents from just one search.

DataStore®32 is designed for Windows 95 and NT clients, and NT Server version 4.0 and above. DataStore®32 uses Microsoft Component Object Model (COM) technology, and provides a flexible 3-tier, client/server architecture, suitable for solutions at all levels. Inherent support for flexible component distribution allows for a wide variety of user access profiles, including Internet browser-based connectivity. The use of COM also allows DataStore®32 to expose a rich set of APIs (Application Program Interfaces) suitable for simple repetitive task automation, through to seamless integration with a wide range of Business applications.

much more than archiving...

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DataStore®32

DOCUMENT IMAGING MODULE

- Reduce paper usage, filing space and distribution costs

- Eliminate microfilm

- Increase Employee Productivity

- Fast Multi-User Access to Documents

- Enhance Customer Service Levels

- Improve Information Security & Contingency

- Image-Enable Business Applications

The DataStore®32 Document Imaging module is a powerful enterprise-wide software solution, designed to electronically capture, store, manage and retrieve documents that were previously held in paper or microfilm form-such as Accounts Payable, Delivery Notes, Customer Correspondence, Application Forms etc.

Documents are scanned using industry standard scanners, individually, automatically or remotely by way of facsimile machine. Indexing may be completed manually, either individually or in batches, or in conjunction with recognition technologies such as IVM (Index via Macro), OCR, ICR or Bar Code during the scanning process. Once captured, indexed and stored, the documents will immediately be available for multi-user access, either via a Windows 95, NT or Browser Client or by way of corporate intranets or Internet access.

Indexing is the key to successful storage and retrieval of documents, and Hitec make available qualified resource, to offer advice early in the implementation process.

DataStore®32 supports all forms of archival mass storage, including CD, Optical, RAID and Jukebox. A single 5.2GB double-sided optical cartridge for example is capable of storing the equivalent of approximately 120,000 A4 pages, including the corresponding index files.

DataStore®32 includes a powerful range of search facilities:
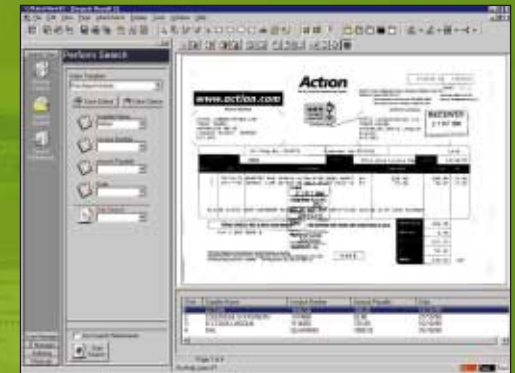
- **Single or Multiple Index Field**
- **Wild Card and Numeric Argument**
- **Date Range Search using Graphical Calendar**

Once information is retrieved, which takes just seconds, the page or pages may be viewed, faxed, e-mailed, printed, or exported to a third party desktop application for inclusion in another document or report.

Electronic notes and annotations may be added to a page, enabling users to add additional details, or to highlight certain information-just as would have been possible with paper.

Integrating DataStore®32 with business applications ("image-enabling") provides the capability to link scanned documents to the related information contained within the core business applications. This means that users are able to search for an archived document, directly from the business application with which they are familiar. Integration with workflow technologies enables business and document processes to be totally automated.

…Internet access opens a whole new world of opportunity for information access and delivery.

"Using one simple search, scanned documents are retrieved in seconds, directly from the desktop"

"Electronic notes and annotation may be added to a page, or items highlighted - just as if it were a paper copy"