

DbArchive

The Enterprise-wide Document Management Solution

VERSION ONE 1

sage
Enterprise Solutions
Alliance
Partner



DbArchive



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For any organisation to operate at optimum efficiency, it is essential that its information is securely stored and immediately accessible. DbArchive is tightly integrated into all the major Accounting and ERP systems - an enterprise-wide document imaging and management system that will boost productivity and significantly reduce costs.

Dramatic savings of time and money are achieved by eliminating the printing and filing of outgoing and incoming documents. As these archived documents can now be accessed in seconds, productivity is greatly improved. By totally removing the need for traditional paper-based document storage, this space can be much better utilised.

Outgoing Documents

The Outgoing Document Module automatically archives all documents printed by the Accounting or ERP system or any other server based system, as well as documents printed through Windows applications on the desktop. DbArchive compresses and indexes them, and then stores them away.

Incoming Documents

The Incoming Document Module compresses, indexes and archives all incoming documents, such as purchase invoices, proofs of delivery, etc. These documents may already be electronic images (e-mail, fax, etc.) or they can be scanned in if received on paper. This applies not only to all business documents, but also allows the archiving of any documents from other sources - contracts, correspondence, product literature, certificates of conformance, credit reports, for example.

Retrieval of Stored Information

Authorised users can retrieve documents from anywhere on the network. There are two main ways to do this:

- * There is a configurable enquiry screen enabling users to search, for example, for invoices by number, customer name, date range, value range, or any other field, and with just a few mouse-clicks, to display these documents.
- * The user can drill down through the Accounting or ERP software, and just click on the relevant transaction to retrieve the appropriate documents.

Automated Document Links

Automatic links can be set up between different document types. For example, once an invoice has been retrieved, just a mouse-click will automatically retrieve any related documents e.g. proof of delivery, quotation, purchase order. Documents can then be instantly printed, faxed or e-mailed. DbArchive can also be configured so that linked documents are automatically sent - for example, a signed proof of delivery is automatically appended to every faxed or e-mailed copy invoice.

Annotation and Workflow

Authorised users can add annotations to documents and send them electronically either internally or externally. For example, a purchase invoice could be annotated with a query and e-mailed to the originator of the purchase order for clarification.

Secure and Flexible

The system is highly secure, giving everyone authorised within the enterprise the ability to organise, store, access, comment on and distribute appropriate corporate information. DbArchive is highly flexible, with easy to use search criteria, and eliminates the risk of document loss due to documents being mislaid or incorrectly filed. As the documents are stored electronically, copies can be kept at different locations for total security - something not achievable with a traditional paper archive.

Environmental Benefits

In addition to numerous business benefits, corporate archiving of documents contributes substantially to the environment by dramatically reducing the paper consumption of any organisation. With the decline in world forestry resources, now every company can do their bit to save the planet, whilst saving money at the same time.

Fast Payback

The dramatic savings in stationery, labour and storage costs mean that DbArchive pays for itself extremely quickly.

DbArchive is tightly integrated into Version One's suite of e-business software modules - DbFax and DbMail. These complementary products enable users to fax or e-mail retrieved documents with just a couple of mouse-clicks, providing even greater savings.



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Tightly integrated into all major Accounting and ERP systems, DbArchive offers the following:-

- Available on UNIX, Windows NT and Windows 2000 platforms.
- The system can reside on any server or servers on the network and on any storage media.
- Options for centralised and/or decentralised scanning and retrieving operations.
- Scanning system supports barcode reading, OCR and even handwriting recognition for automated indexing.
- Supports a wide variety of scanning hardware - from low-cost TWAIN compatible flatbed scanners to automatic high-speed hopper fed scanners capable of scanning hundreds of images per minute.
- Automatic contrast adjustment, de-skewing, black border removal, de-speckling, crease removal, etc.
- Automatically scans reverse side of duplex documents.
- Can accept images from any external source - supports TIFF, JPEG, PCX, PCL and BMP images.
- Windows print driver to automatically capture, for example, Word documents.
- Extensive API interface, as well as support for all major databases.
- Notes can be easily attached to any document, just like Post-it Notes.®
- Ability to zoom in and highlight portions of the document - e.g. signatures.
- Simplified management of bulky text prints e.g. invoice audit trail including text searching and simple calculations.
- Tightly integrated to other Version One modules to give a truly automated office environment.



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