

InfoShare Document Management Solution

InfoShare IDMS

InfoShare, CSI's leading software, integrates the applications of case management, **Document Management**, word processing and imaging systems into one single total solution. In use since 1997, InfoShare has since greatly improved the manageability and efficiency of the day to day operations of many government agencies.

The **Document Management** functionalities incorporated into the InfoShare Case Management System permits users to upload electronic files, scan hard copy documents and/or generate template products which automatically post to case records.

The InfoShare **Document Management** Solution provides an easy-to-use document capture solution that automates manual data capture tasks, streamlines document entry processing, reduces long-term operational costs, and improves productivity.



Scanning



Document Management



Security Features



Bar Code Capability



PDF Conversion



OCR Capability



Document Search



Users

FEATURES

CONTENTS

- **Quick Performance:** The scanning speed of a document depends on the type of scanner purchased, however the conversion time from a .tif file to a .pdf file once the document has been scanned is only about 4.5 seconds (time can be made shorter with a faster CPU).
- **Batch Scanning:** Batch scanning can be done using a bar-coded cover sheet, which improves scanning speed and reduces manpower.
- **Cover Sheet Logs:** A log of each person's cover sheets can be kept when creating bar-coded cover sheets, meaning a user can see a list of all cover sheets created for scanning along with the date and time they were created.
- **PDF Support:** Converts images to PDF easily and quickly at scan time or post scan time taking additional advantage of Full Text OCR functionality.
- **Fully Integrated with InfoShare:** The InfoShare Document Management Solution is fully integrated with the InfoShare case management system.
- **Indexing and Search Tools:** A user can create custom document types and apply specific indexing criteria for search and retrieval purposes.

- IDMS's **Security** provides five levels of security control for all documents.
 - a. Level 1 - Lowest: Each user can only access Level 1 documents.
 - b. Level 2 - Low: Each user can access Level 1-2 documents.
 - c. Level 3 - Medium: Each user can access Level 1-3 documents.
 - d. Level 4 - High: Each user can access Level 1-4 documents.
 - e. Level 5 - Highest: Each user can access all Levels of documents.
- **Different Categories and Subcategories** help the user easily manage each document under a case.
- The **Document Management Solution** is fully integrated with our **InfoShare** case management system. Each user can access a document under a case or search for a document from the homepage.
- The **System** has no limit on the number of documents that can be scanned and saved. The only limit is the amount of storage space the user has on their server.
- A **Document** can be reviewed under one browser interface without running another third-party application.
- **Every User can access a document at any time**, and at every location the system is available at.
- **The System** can handle any kind of file formats. I.E. Word, PDF, Excel, etc.

BENEFITS

Integrates with Case Management System

Unlike so many other document management solutions, IDMS integrates with the InfoShare Case Management System.

Customizable Document Storage Folders

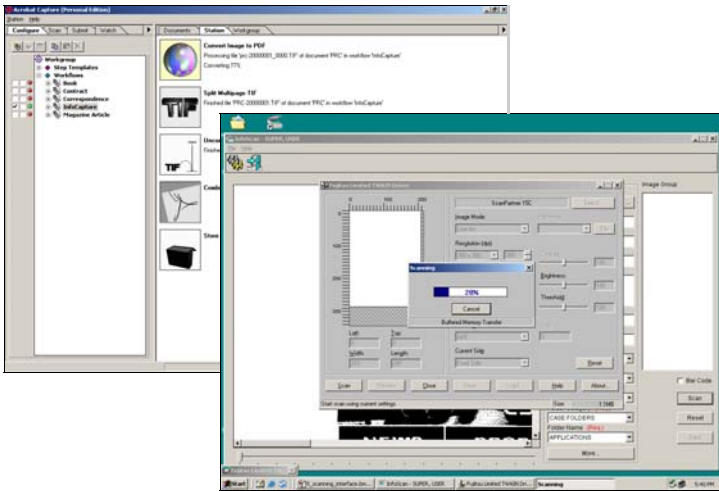
Allows each office to name their categories as well as their sub-categories. Along with the user-friendly interface, that makes document retrieval much faster and easier.

Customizable Processing

Provides flexibility and easy implementation allowing each workgroup and department to customize the document capture process to their specific needs.

Low Cost of Operation with Bar Code Integration

Reduces document capture costs with image enhancement, automated indexing with barcodes and integration with your InfoShare Case and Document Management System. The system also allows for the backend process to run overnight.



- Windows 2000/2003 Server/Professional with Service Pack 3 or higher
- Windows NT 4.0 Server/Workstation with Service Pack 6a

Other Software Required:

- Adobe Acrobat Capture 3.0
- Adobe Acrobat Reader 5

Scanner Support: Any SCSI scanner with TWAIN-compatibility

COMPARISON

Currently, many other document management software applications for government agencies are stand alone, desktop applications that only accommodates document management functionalities, and does not integrate with existing content management systems. We compared the major differences between IDMS and our competitors:

| | InfoShare | Other |
|--|-----------|-------|
| Document Management | Yes | Yes |
| Five-Level Security Control | Yes | No |
| User Interface Retrieval | Yes | No |
| Multiple Categories and Sub-Categories | Yes | Yes |
| Graphical User Interface | Yes | No |
| No Document Scanning Limitations | Yes | No |
| OCR Full Text Search Capabilities | Yes | No |
| Bar Code Technology | Yes | No |
| Batch Scan Ability | Yes | No |
| Upload of All File Formats | Yes | No |
| Indexing and Search Tools | Yes | No |
| PDF Support | Yes | Yes |
| Multi-media Capability | Yes | No |
| SQL, ODBC, OLE DB compliance | Yes | Yes |
| Version Control | Yes | No |
| Merge Document Capability | Yes | No |
| Content Management System Integration | Yes | No |
| Document Template Creation | Yes | No |
| Total Cost of Ownership | Low | High |

TECHNICAL REQUIREMENTS

IDMS Scanner Workstation

Minimum Hardware Requirements:

- Pentium class III 500 MHz processor
- 256 MB RAM of memory
- 800 MB of disk space or higher for installation and working space during processing
- Display Card that supports 1024x768 resolution with 16 bit color
- CD-Rom Drive
- Parallel port: Required for Adobe Capture hardware key
- NIC: 10/100 MB

IDMS Client Operating System

- Windows XP Professional



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