



# DOCUCLASS

## GENERAL SPEC SHEET

**A HIGH-PERFORMANCE AND COST-EFFECTIVE MODULAR DOCUMENT MANAGEMENT SYSTEM.**

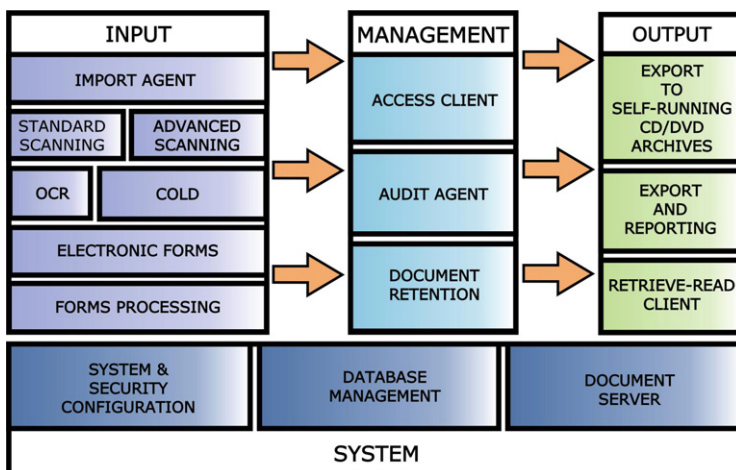
### WHAT IS DOCUCLASS?

DocuClass® is an integrated, powerful, secure, flexible and affordable Document Management Solution with an open Client-Server and n-Tier system architecture, which gives managers and administrators the power to easily and quickly control, modify, and enhance their system through an intuitive point and click interface.

Created with the goal of providing the business community with a solution that is very user-friendly, easy to install, and capable of handling large volumes of information, DocuClass® is also designed to allow full document processing (including scanning and importing) from remote locations through use of the built-in WAN function.

Total cost of ownership and time from application inception to production were two more factors considered during development, making DocuClass® easy to integrate with existing third party systems and line of business applications. The combination of all these factors results in a maximum return on investment in the shortest period of time possible.

### DOCUCLASS ARCHITECTURE



### What can you achieve with DocuClass®?

- Electronically capture any type of document (paper based documents, e-mail, faxes, application files, multimedia clips, CAD, etc.)
- Configure your system according to your business needs
- Create users and assign security policies for any document type
- Audit every task performed by users
- Store documents in centrally located, network-accessible folders, or store highly confidential documents securely within your database.
- Perform document-processing tasks from remote locations using the built-in WAN option
- Use WAN instead of LAN access to eliminate shared-access folders
- Scan single documents, or perform batch scanning using advanced features (barcodes, patch codes) for automatic document classification and indexing
- Automatically import and index legacy documents or documents captured by other systems directly from your DocuClass browser
- OCR scanned or imported documents to support full-text searching or automatic document indexing
- Process and import COLD (spool) files to create on-the-fly documents combining extracted information and overlay forms
- Search documents by keyword or by content using full-text searching
- Open multiple browsers for searching
- Customize the document browser and viewer according to your preferences
- View documents using the built-in viewer or your preferred viewer
- Sort files and search results by keyword
- Perform batch tasks – print, e-mail, compress, save to disk, delete, etc. - directly from a list of files, without opening them
- Place documents in a “User Favorites” browser, where you can find and work with them without searching
- Add, search, and track notes for any document
- Update keywords and documents - add pages by importing or scanning, or replace the entire document with a new version
- Review the document history and view any previous version
- Export documents to Self-Running CD/DVD Archives
- Search and retrieve your documents through the Web

# DocuCLASS COMPONENTS

## SYSTEM

**DocuClass System & Security Configuration** - Defines documents structure, hierarchy and indexing information, as well as security access policies

**DocuClass Access Client** - A full-access GUI client to import, search, update, edit and manage stored documents

**DocuClass Database Management** – Allows administration and management of the DocuClass database system

**DocuClass Document Server** - Add DocuClass functionality to Web (thin) clients, using intranet/Internet infrastructure

## INPUT

**DocuClass Import Agent** - Import documents and index data into the system

**DocuClass Standard Scanning** – A standard TWAIN scanning module supporting single or multi-page documents and direct indexing into the DocuClass system

**DocuClass Advanced Scanning** – An advanced TWAIN interface offering image correction, automatic indexing, bar- & patch code recognition and zone OCR

**DocuClass COLD** - Retrieve and import index information from text/spool files and create document images on the fly

**DocuClass OCR** - OCR scanned or imported documents to support full text document search or automatic document indexing

**DocuClass Electronic Forms** - Create and use electronic forms

**DocuClass Forms Processing** – Capture data from scanned forms for automatic indexing

## OUTPUT

**DocuClass Export to Self-Running CD/DVD Archives** - Create CD/DVD archives from selected documents

**DocuClass Export and Reporting** - Generate reports and export data to several formats

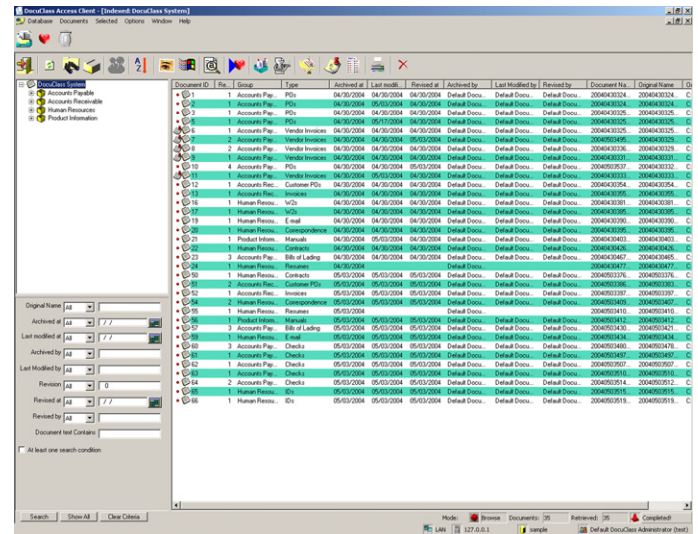
**DocuClass Retrieve - Read Client** - A Search and Read Only client, aimed at environments with a large number of limited-access users

## MANAGEMENT

**DocuClass Audit Agent** - Define user-tracking policy and generate reports of user activity

**DocuClass Document Retention** – Customize your database to correspond to your corporate document-retention policy

# DocuCLASS RETRIEVAL CLIENT



## SUPPORTED PLATFORMS

### DocuClass Clients

Windows 98 SE  
Windows NT  
Windows 2000  
Windows XP  
Windows 2003

### Supported Databases

MySQL  
MS SQL Server  
Oracle  
Any ODBC-Compliant Database

### Database Server

Database dependent - options include:  
Windows NT  
Windows 2000  
Windows XP  
Windows 2003  
UNIX/LINUX  
Any other system accessible from a Windows workstation



©2004 Cima Software Corporation  
331 Homer Drive  
Turtle Creek, PA 15415  
412-848-6553  
<http://www.docuclass.com>  
[info@docuclass.com](mailto:info@docuclass.com)