

DOCUMENT MANAGEMENT SYSTEM



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INTRODUCTION

Loads and loads of documents are vital part of running any form of business. Even a small piece of document is important and must be house kept for several years. This will result into complex, expensive, in-effective, storage, archival, retrieval problems. In addition to this, documents are predominantly in electronic form in this Information age. There is an inevitable need to control documents from creation to disposition in this highly competitive environment and with highest level of security.

Vcidex Document Management System is an ON premise, easy to use central document repository system. Vcidex DMS facilitate team collaboration. Version control, document linking, subscriptions, alerts, document approvals and workflow ensures the organisations are able to work efficiently on the task at hand. Vcidex DMS captures and manages both paper and e-documents quickly and easily.

Our DMS provides you a competitive edge by helping you to organise your data and convert into information that can be used for taking quicker action.

FEATURES

- Architect as Windows based application using microsoft.net and work with any ODBC compliant databases such as MS SQL Server, MYSQL or Oracle
- Application can be implemented either as single user mode or multi-user mode
- User can create document repository by following means:
 - Scan documents directly from the scanner
 - Upload image document directly into the system
 - Add office documents such as word, excel, PowerPoint & pdf file
 - Create documents by reading mails directly from the mail server
 - Add miscellaneous files into the system
 - Create content using WYSIWYG Editor
- In-Built document viewer for viewing Office documents, PDF documents, image documents, mail documents and AutoCAD documents
- DMS can be implemented either as single location mode or in multi-location mode. In multi-location mode, user can upload the documents to a centralised server through FTP.
- User can create their own set of indexing fields for each department separately
- Document Read access permission can be classified under
 - General Public Level
 - Organisational Level
 - Department Level
 - Individual person level
- Document Write access permission can be classified under
 - Department Level
 - Individual person level
- Option for administrator to encrypt documents in the server for better document security
- Our DMS allows authorised users to Check-in and Check-out documents as they update it. Users are guaranteed to view the latest version of the document when they browse or search for it and if they desire, they can view the old version from the history page of the document.
- Comprehensive "Search" mechanism to search for documents, document metadata and index fields as well as binary search for documents
- DMS can be catered for browser based search mechanism for wider reach of audience
- Extensive document audit trail - Management can know who viewed, modified and performed operations on documents
- DMS can be customized to cater for Full-text OCR to read data and store it to database automatically

BENEFITS

- Significant cost saving by less storage space, money, document retrieval time by converting all of your paper files to digital format
- DMS can help you to prevent photocopying of documents or having duplicate file copies in their local system by users. This would result in cost prevention on photocopying supplies, time wastage and resource wastages.
- DMS can help you to standardize your business and document process to meet compliance requirements of certifications such as ISO, 6-Sigma or other such audit requirements
- DMS can help you to improvise downstream efficiencies and provide process transparency.
- With an organised document management system you can reduce human errors and deviations by bringing consistency in process quality which results in process dependent organisation than people dependent organisation.
- Increased perception of staff in their ability to solve questions and tasks and a general 'feel good' factor
- Increase your competitiveness by having control over your organisation communication process and have a definite edge over your competition
- Extensive report generation opportunities which helps management to improvise their decision making skills

SCANNING FEATURE:

- Supports Twain 2.0 Compatibility
- Supports all type of Twain Image scanners
- Acquire images from scanners and cameras.
- User controlled images acquisition parameters such as pixel type, resolution, duplex, etc
- Supports Automatic Document Feeder
- Support image processing functions such as despeckle, deskew, border detection, blank page detection, rotation
- Save acquired images as BMP, PDF, JPEG, PNG, GIF or TIFF files.
- Transparent file saving mechanism which results in uniform file naming conversation by application across users which results in uniformity on documentation
- Upload acquired images onto HTTPS, HTTP or FTP server

OCR/ICR FEATURE

- ICR (Intelligent Character Recognition or Image Character Recognition) of hand-printed characters from a selected area.
- OCR (Optical Character Recognition) of English language characters from a selected area.
- Wide range of recognized characters.
- The ability to specify the rejection character when recognition of a character fails.
- Ability to specify the confidence level at which the rejection character is used.
- Ability to provide multiple character results and associated confidence values.
- Ability to recognize text using pre-defined Character sets, including uppercase, lowercase, mixed case alphabetic, digits, currency, digits, and arithmetic characters.
- Ability to limit character sets for recognition to customer defined subsets of supported character sets.
- Ability to specify recognition segmentation parameters.
- Ability to write into a debug log file with multiple logging levels.

IMAGE FEATURE:

- User control pagination to browse through all the images
- Can allow to delete or insert images in between the pages
- Process images: despeckle, deskew, border detection, blank page detection, rotation, mirror, crop, invert, color conversion
- Direct work with multipage TIFF file, TIFF metadata support
- Supported image formats: BMP, EMF, GIF, animated GIF, Icon, JPEG, PDF, PNG, TIFF, multipage TIFF, WMF
- Convert multipage TIFF file to PDF document

FORM PROCESSING FEATURE

- Selection and return of a best match.
- Return of a configurable number of additional potential matches.
- Return of a confidence value for each match performed.
- Ability to identify and register forms even when exhibiting these characteristics:
 - Skew.
 - Smaller image size than the template.

- Forms scanned at different resolutions than the template resolution.
- Rotated from the template.
- Warped images.
- Printing variations.
- Support of simple form registration.
- Ability to limit a recognition operation to a subset of the available templates.

MAIL DOCUMENTS:

- Supports user to add one or more email accounts to collect document from mail servers
- Supports POP3 and SMTP SSL/TLS connections.
- Events for send/receive progress monitoring.
- Read S/MIME signed and/or encrypted email.
- Send S/MIME signed and/or encrypted email.
- Export and import email to .eml (MIME) text files.
- Check for email on servers.
- Verify POP3 / SMTP connections and login credentials.
- Secure SMTP authentication methods supported.
- Add attachments from files or in-memory data.
- Set connection and read timeouts.
- Set size limits when reading email.
- Delete email on the POP3 server.
- Copy email from a POP3 server without deleting.
- Fetch email headers.
- Get UIDLs of email on a server.
- Download email and sort based on date, sender, recipient, or subject.
- Send HTML email with embedded images.
- Send multipart/alternative emails with both HTML and plain-text bodies.
- Access attached message/rfc822 sub-parts.
- Access attachment data in-memory.
- Set replacement patterns for mail-merge.
- Set return receipt.
- Set priority via the X-Priority header field.

- Add custom header fields
- Add recipients as To, CC, or BCC
- Get attachment information: filename, size, etc.
- Return text file attachment data as an in-memory string.
- Get digital certificate information for signed/encrypted email.
- Enumerate over the header fields in an email.
- Find and unobfuscate the linked domain names in an email.
- Unobfuscate HTML email.
- MX Domain Lookup
- Explicit control over SMTP and POP3 sessions.
- SOCKS4, SOCKS5 proxy support for both POP3 and SMTP.

AUTOCAD DESIGN DOCUMENTS

- Requires no native CAD software installed in client machine to view CAD files
- Standard features: Zoom in, Zoom out, Pan, Views, Print (includes Print to scale and batch printing), Layer Controls, Color and/or Black/White viewing, previous & next screen, language, text search, background color change, multi-page browsing, open & save file, rotate & mirror drawing and Measurement tool functionality
- Support Gerber file format (*.gbr).
- Equipped visual entities creating and editing by markers, Snap, Entities serialization, ACADTable object, CADViewerControl and CAEditorControl.
- Multi pages HPGL files are supported
- MPOLYGON is supported for DWG file format
- DWG and DXF Layouts
- Quick and exact reading of DXF and DWG files and drawing them using Windows GDI+ methods
- Supports DWG and DXF reference images
- Supports DWG/DXF entities
- Supports saving files as *.dxf
- Supports converting DWG and DXF to Windows Metafiles WMF/EMF and raster images
- Supports raster formats: *.bmp, *.jpg, *.jpeg, *.tiff, *.gif and *.ico
- Full control of every layer and all elements
- Full control of every layer and any element of it
- Layouts selection

- Entities visibility
- Supports SHX fonts for DWG and DXF file formats and DXF AutoCAD Table
- DWG and DXF reference images
- Easy and smart scaling and image dragging
- Supporting three-dimensional coordinates
- 2D rotation, printing and zooming for raster images
- 3D support including nested extrusions
- Compatible with all versions of AutoDesk DXF
- Compatible with AutoDesk DWG Release 2.5 - 2009

OFFICE DOCUMENTS

- Controlled access to user to restrict copy/paste
- User can set to display read-only Word document data and Excel sheet to their employees while restricting modifications to the underlying data
- User can able to display password protected Word documents without supplying passwords to document viewers - keep your confidential data safe and secure
- Supports Microsoft Office 97, Office 2000, Office XP, Office 2003 or Office 2007 and PDF.
- User has an option to disable all the hot keys such as Save As, Print, Show/Hide Tool Bar and more to prevent copying of document by viewers