

# vFILER 3.0 Overview



## A Total Document Processing and Retrieval Indexing System—UNLIMITED USERS

### Document Processing

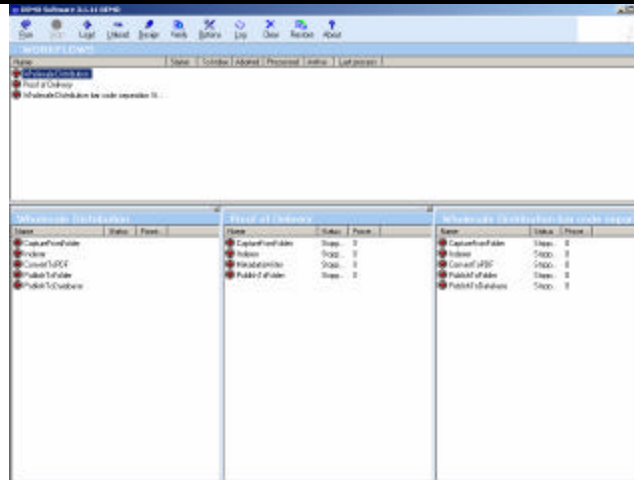
vFILER is a sophisticated document processing and retrieval indexing system specifically developed for the small to mid-sized business processing many documents per day. The ultimate goal with vFILER is totally independent, operator unattended, automated processing. vFILER is a Windows based application, easy-to-use and powerful.

vFILER is available in three versions. (1) Standard, (2) Bar Code and (3) Advanced. Your reseller will provide you with a Document Management Questionnaire and assist you in selecting the proper solution for your business.

vFILER is NOT a scanning solution. There are no Twain or ISIS scanner drivers or scanning software included within vFILER. The manufacturers of scanners and MFP's provide the most optimized drivers and software for their own equipment. vFILER is device independent. vFILER can process virtually any image type; however, maximum image processing capability can best be performed on Group IV single or multi-page tif documents.

### Document Capture

The vFILER begins to work AFTER an image has been created. That process is called Capture. Currently, there are two methods to capture images. The first is Capture from Email. This process interfaces with MS Outlook and provides many features and options to capture attachments and text body of received emails. The other capture method is Capture from Folder. This process monitors a user-defined folder (hot folder) and sub folders to capture a variety of image types. A workflow is defined as a series of user-defined steps used to process images into a repository for future retrieval. A repository is defined as a central location



of documents organized in specific ways to facilitate retrieval.

### Validated Documents

vFILER is an imaging application designed for a production environment. With features such as, (1D), (2D), PDF 417 bar code, OMR (Optical Mark Recognition), Zone or Full OCR, Forms Recognition, Forms Registration, OCR splitter, Searchable PDF, Indexer with database lookup, Metadata Writer and Publishing components, auto bar code separator, Accounts Payable, and much more. vFILER can process thousands of “validated” documents per workstation, per day. The value proposition of vFILER is derived from its “open” architecture design. The leveraging of free or low cost technologies to perform sophisticated imaging functions provides significant value when compared to competing “locked-in” proprietary solutions. The features of vFILER can be best leveraged when the documents and the databases allow for complete operator unattended, validated workflows that save considerable time and labor expense.

### Desktop Indexing

vFILER is a desktop indexing application that can update shared server files. The vFILER license is for the desktop only. The “unlimited users”,

client-based inquiry program, IDRwin (Indexed Document Retrieval, client) and/or DDRwin (Database Document Retrieval, client) are included with the desktop license for vFILER. In addition, vFILER includes the “unlimited user” IDR (Indexed Document Retrieval) and DDR (Database Document Retrieval) IIS, browser based inquiry tools.

### ODBC Compliant

The main function of vFILER is indexing. vFILER is

“middleware” that resides within a Microsoft operating environment. Documents are captured from user defined Microsoft folders or Outlook email...documents are processed through user defined indexing processes (manual, semi-automatic or automatic)...and documents are published by vFILER to a user defined Microsoft repository (Explorer, Access, or ODBC compliant databases). vFILER is tightly integrated with Microsoft tools; such as, Outlook and Explorer. In addition, free software from Microsoft and Adobe, such as, Indexing Services, Windows Explorer, IIS (Internet Information Services) and the free downloadable Adobe Reader and PDF iFilter are used in conjunction with vFILER.

### Document Security

Losing hardcopy documents can be devastating to your business. Easily backup your documents. In the event of a disaster your files are safe and the lifeblood of your business is protected.

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