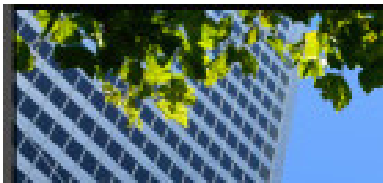


OFFICE SOLUTIONS: CUSTODIAN



Document imaging made easy:

Custodian is an easy to use IBM iSeries, Unix and PC network document imaging and retrieval system. It provides electronic management of storage and distribution of documents and images throughout your internal network. Custodian enables stored information to be accessed for viewing, printing, faxing or emailing

Never lose data again

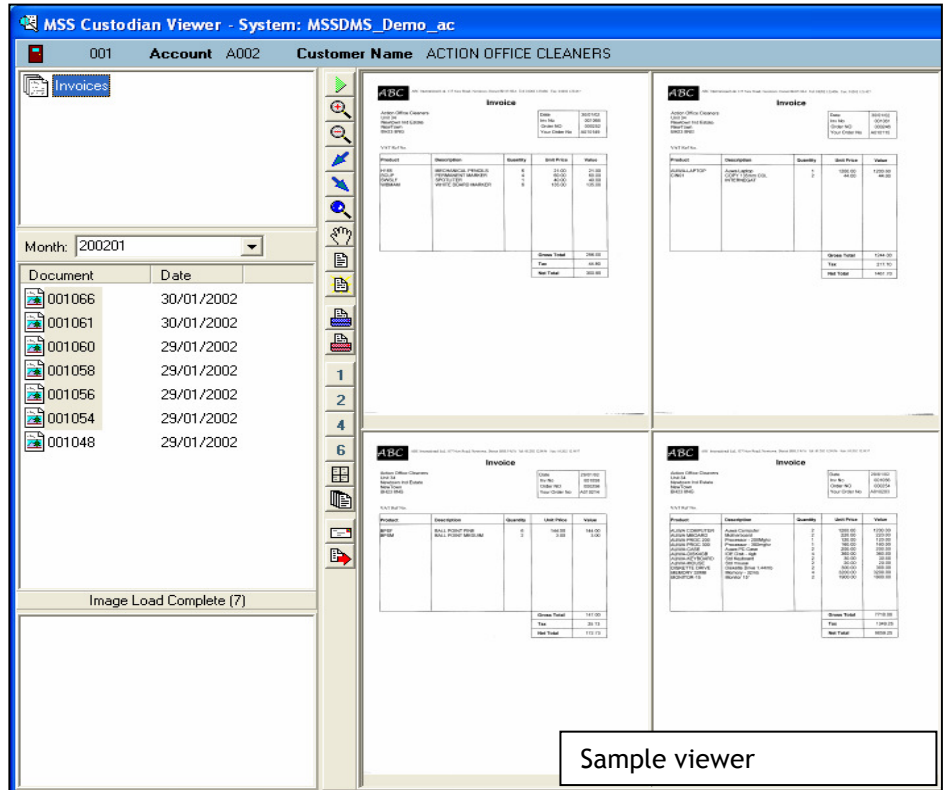
Custodian prevents data from being 'lost' and reduces wasted labour time searching for paper documents or images from your storage departments and files.

Increase efficiency

Custodian improves paper handling efficiency, reduces labour costs and is ideal for proof of deliveries and any other relevant company documentation.

COLD output

In addition to the manual scanning operation, Custodian provides (COLD) automatic data extraction from the host.



The Custodian Process

- **Scanning:** Capturing the document and converting it into a digitised electronic image
- **Indexing:** Filing and retrieving stored documents for easy access
- **COLD:** Computer Output without scanning
- **Data Import:** Retrieval of information from the existing system for automatic indexing
- **Retrieval:** Recovers stored data for viewing, printing or e-mail
- **Archiving:** Long term storage and management facility

“With proven installations in the NHS arena, Custodian has produced excellent scanning & retrieval solutions, especially in busy Accident & Emergency Departments where details of Patients’ medical treatments must be kept on file and stored efficiently for future reference.”

OFFICE SOLUTIONS: CUSTODIAN

Custodian features include:

Scanning

- Capturing the document and converting it into a digitised electronic image
- Batch scanning enables the scanning and storage of a large number of documents with minimum number of keystrokes
- Batch Scanning reduces the workload of document imaging users
- Documents can be randomly scanned and then indexed at a later stage
- Re-scan from any point in the batch
- Interfaces with any SQL compliant database
- It provides necessary information for automatic indexing
- Documents are stored in a tiff format
- Allows for the integration of hardcopy documents into document workflow

COLD

- Custodian COLD produces output without having to scan in a document first
- Custodian reads data from files received electronically from the host system. These documents can then be merged with scanned background templates containing customer specific stationery.
- Templates containing customer specific stationery are stored only once saving disk space
- Index information is automatically read from documents during the COLD import process
- Computer output is downloaded using standard file transfer protocols (FTP).
- Documents can be routed to designated print, fax or e-mail servers
- Zeta Fax and Right Fax servers are supported
- Reduced Consumables e.g. Paper, toner, binders etc
- Reduced storage costs
- Increased productivity because reports are available when and where they are needed

Indexing

- A means to file and retrieve stored documents for easy reference
- Batch indexing is supported
- OCR, OMS and Barcode recognition ensures that clerical work is reduced to a minimum whilst accuracy is maximised
- Custodian reads data from files received from an AS/400 or other host system. The data received from the host is processed and made available for storage, retrieval, display, printing or faxing
- Grouping of documents in user defined groups
- Indexes are held in an SQL compliant database

Viewing & Imaging

- Image-manipulation features include zooming, rotation and viewing of annotations
- Ability to process, search, retrieve and view a document, regardless of how and where it was created
- The viewer allows the end user to query on specific indexes
- Resolve B2B transactions discrepancies by viewing documents over the web

Archiving

- By scanning, capturing and storing documents in secure digital archives, MSS document management's software makes physical storage space unnecessary and frees up computer disk space
- It provides inexpensive and easy access to great volumes of information
- Allows for the storage of documents in a network directory making these accessible to multiple users and applications concurrently

