



DocuClass is based on a modern, robust, and scalable architecture, which makes it a perfect match for your current and future needs. No matter if you are running a small company with 5 users or multi-million dollar company with thousands of users and several offices around the world, DocuClass has the right architecture for you.

DocuClass can be used on a network (LAN), wide area network (WAN), intranet, extranet, or Internet environment.

DocuClass is an open architecture system.

Documents are stored in their native formats (PDF, TIFF, JPEG, DOC, XLS, etc.), and all document-related data is stored in industry-standard relational databases such as Microsoft SQL Server®, MySQL®, Oracle®, etc.

(Microsoft IIS® and Apache®, just to name a few).

If your company's systems are "Microsoft driven," you can deploy your DocuClass solution based entirely on the Microsoft product infrastructure; otherwise you can utilize Open Source components and use any of the supported Open Source database, web, & application servers.

A unique, powerful, flexible, and robust security system allows

## Features

In most cases, a Document Management system does not work alone as an island; it should be integrated smoothly and able to exchange data with other applications. With DocuClass, the integration capabilities are endless. For simple integrations you may use file transfers (document files and data) between DocuClass and any 3rd party application. If you have more demanding needs, the DocuClass Application Connector can be used to enable almost any 3rd party application with document search, retrieve, view and management capabilities – without touching the host application or writing a single line of code. Finally, if you are looking for full, bi-directional, and transparent integration, use DocuClass' API module, opening DocuClass internal features to any other application. Additionally, with just a few clicks of the mouse, DocuClass can interact with (retrieve and/or update data from) any external data source – whether you want to query your Excel financial, spreadsheet or update your ERP database.

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- DocuClass built-in viewer supports single and multi-page, B/W or color TIFF files, Adobe PDF, Microsoft Word, Excel, and Powerpoint, various types of images (JPEG, GIF, BMP, PNG, RLE), Rich Text format (RTF), HTML, XML, and many other document Formats
- View any type of document file using external plug-ins and system default viewers
- Automatically capture, process, and distribute documents, with transparent integration, to your e-mail server or fax gateway
- Automate your business processes with DocuClass Workflow Engine

defining what each user or group of users can do with every document or type of document.

Auditing mechanisms log every action and event, and you will be pleased to know that if you have Microsoft Windows Active Directory in place (or any other LDAP system), you can integrate the DocuClass Security System with your current user management system with just a few clicks.

With DocuClass your IT staff will be able to support an already familiar environment, increasing their confidence and lowering the solution's final administration cost. Let them select the back-end database based on your business needs, your current infrastructure, and their skills.

If DocuClass should be Web-enabled, let them choose the most suitable web server from among some of the most widely-used web servers on the market



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Capturing paper documents or processing large batches of files is simple using DocuClass' powerful predefined Advanced Scanning scenarios. DocuClass Advanced Scanning can be used with any TWAIN compatible scanner to help save you hundreds of labor hours per year. Combine DocuClass' scanning capabilities with full-page or zonal OCR to create searchable versions of your image-based documents or to automatically enter index data into the DocuClass system.

Run automatic queries to any external database during the scanning process and use the returned results to update scanned document keywords or related documents.

Captured paper files are not the only document source. Microsoft Office documents, e-mails, or financial reports generated by your mainframe are some other examples, and DocuClass can store, process and control all of them equally well. With tight integration to MS Office applications, e-mail and fax servers, a system-file-activity monitoring agent,

and DocuClass' powerful COLD / ERM technology, DocuClass can handle all your electronic documents, generate new documents on the fly, save new revisions of existing documents, initiate workflows, update external systems, and more.

DocuClass also offers the option to create and distribute document libraries on removable media like CD or DVD. Selected document files, along with their index data, can be automatically transferred to one or more media discs.

## DOCUCLASS COMPONENTS

### IMPORT AND CAPTURE

- Import Agent
- Standard Scanning
- Advanced Scanning
- Data Capture
- Email Agent
- XML Connector
- Virtual Printer
- MFP Link

### ACCESS AND DISTRIBUTION

- Full Access Client
- Export and Reporting
- Export to Media Libraries

### TRACE AND AUDIT

- Audit Agent
- Workflow Metrics and Reporting

### PROCESS AUTOMATION

- Workflow
- COLD/ERM
- Electronic Forms
- Fax Processing

### INTEGRATION

- API
- Application Connector
- InfoPush
- MS Office® Plug In

### CONFIGURATION

- System and Security
- License Manager

### DOCUCLASS WEB

- ACCESS
- Web Component

*Authorized Partner*