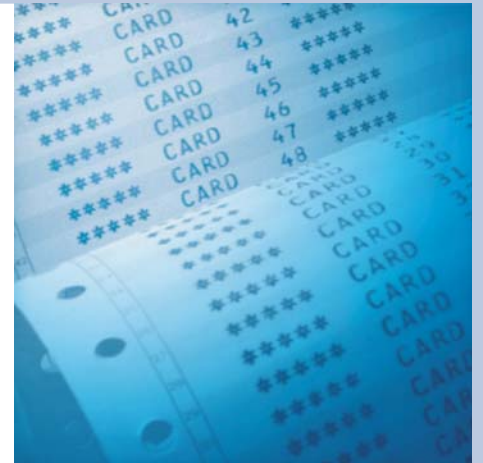


productinfo



COLD/READ

Electronic Filing of Spool Data

Companies generate huge volumes of records, journals and reports that are all output on a printer. These so-called „Spool Files“ are captured by COLD/READ and used for electronic filing. The documents contained in the spool files may be retrieved at any time as well as displayed and printed out in a way that's just like the original.

Functionality

DocuWare COLD/READ runs independently on a client PC or server that has access to both the spool data and DocuWare file cabinets. For this purpose, the spool files can either be made available directly by LAN, through a PC-Host connection, or from compatible storage media.

Read-In Process

The read-in process is either started by hand or automatically at different time intervals, e.g. at night or in off-hours. Using a specific adaptation/configuration customized for each spool file, COLD/READ reads the index criteria from the data and then converts the spool data into a uniform DocuWare file cabinet format. Then the index criteria are written into the file cabinet database and the converted spool data is immediately stored on the storage media of the file cabinet. If the file cabinet has been setup for full text retrieval, DocuWare creates a full text index using the contents of the stored documents. In many cases,

spool data is printed out on forms and these forms are overlaid for later printing or when sent electronically. These forms are not stored along with each document in a file cabinet. Rather, they are stored only once as a TIFF file during setup of COLD/READ and then added to the documents later as an overlay.

Retrieval

After the documents are read-in, they are immediately available for retrieval. The user types in a search criteria – such as a customer name, a timeframe or a record type – and immediately gets a list of all the documents that contain these criteria. Documents captured with COLD/READ are housed with all the other document types, files and even e-mail maintained in the system. So any kind of document matching this criteria will show up in the list. In addition to this method of retrieval, documents can also be searched by keywords contained in the full text.

Highlights

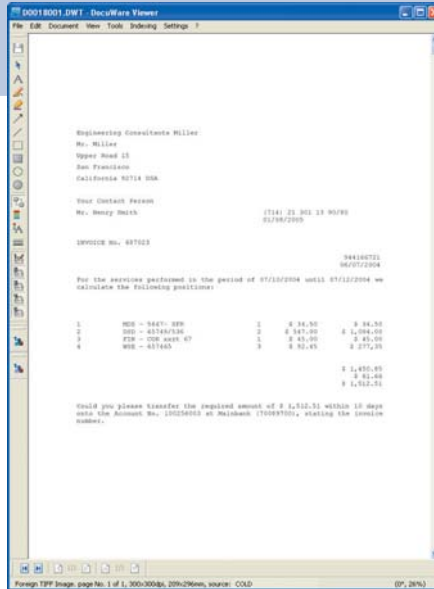
- Central storage of spool records together with all other documents and files
- Affordable electronic filing of mass spool data on low-cost storage media
- Simple access via LAN, intranet and internet

System Requirements

- Spool files that contain various data in readable, structured form
- Access to spool data from Windows-PC via LAN, PC-Host connection or Windows-compatible storage media
- COLD Adaptation: Configuration of read-in jobs for each spool file (handled by Authorized DocuWare Partner)

Display

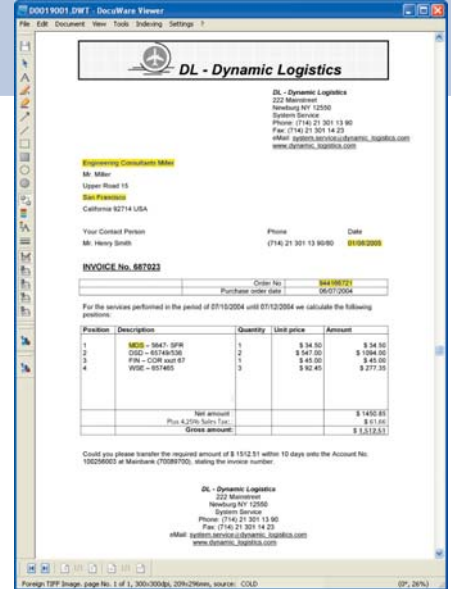
DocuWare gives you the option to display documents in text mode (a quick view for displaying raw data) or in image mode (which formats the raw data and adds an overlay in cases where a form exists). In image mode, a document can be printed to look like the original and sent via fax. Retrieving and displaying documents is possible with both a Windows client of DocuWare, as well as through the intranet or Internet in conjunction with DocuWare INTERNET-SERVER.



Viewer in text mode

Migration

For the migration of older documents, DocuWare gives you the option to transfer the documents onto a CD,



Viewer in image mode with a form overlay

Functions

Capturing

- Reading of spool data
- Up to 5 documents per second
- Batchmode with adjustable start time
- Reading of multiple spool files in series

Storing Documents

- Administration of search criteria and full text indices in one database
- Conversion of different types of spool data into one file cabinet format
- Storage of spool data on RAID systems, CD, DVD, MO or WORM
- Up to 16 million documents per file cabinet
- Up to 999 pages per document
- Unlimited number of file cabinets per DocuWare system
- Number of index fields: max. 24
- Keyword field with up to 64 entries per document

Retrieving Documents

- Search by index criteria, in full text or hierarchical mode
- FROM-TO searches for date and numerical fields
- AND/OR combinations
- Search via DocuWare Windows or Web Client

Document Display

- Quickview of raw data with text viewer
- Display as original with scanned form overlay
- Zoom and rotate documents
- Page through multi-page documents

DVD or other storage media together with a searchable database and retrieval module for tamper free archiving.

- Print like original with overlay, in total or portions
- Fax record copies together with PC fax solution
- Export documents as TIFF files

Administration and Security

- Export and migration of file cabinets with usual DocuWare functions
- Backup with common backup utilities
- Access rights can be regulated on both file cabinet and document levels; restricted to individual users and groups

For more information please visit our website at www.docuware.com