

Digicarta



The Easy to Use
Document Management Software
for Office Workgroups

The Paperless Office Utopia

Even if everybody claims for paperless office, this is still far to come. It is one of the paradoxes of the information age that the more we rely on digital devices the more paper we consume. As said in "The Myth of the Paperless Office" (Sellen Harper, MIT Press, 2001) "paper will continue to occupy an important place in office life but will increasingly be used in conjunction with an array of electronic tools." "The paperless office is a myth not because people fail to achieve their goals, but because they know too well that their goals cannot be achieved without paper." We cannot feel surprised if so much information continues to be created, shared, and stored on paper. And the more PC installed base grows up, the more requests grow up for paper documents to be printed, copied, faxed, or delivered via e-mail or courier. Nevertheless, a study produced for The Electronic Document Systems Foundation reported that in 1995 70% of pages were paper only 30% were digital; the study predicts that 52% of all pages will be electronic by 2010. And that number will grow to 65% by 2020.

So, while early years' document management meant enabling offices to work with less paper, it remains a challenge even today for organizations to create an efficient and completely digital paperless work environment. In many cases, it is not desirable or productive to abandon the use of paper. Nevertheless, digital technologies enable a highly efficient means for distributing, storing, and retrieving information.

Bridging Paper and Digital Workflows

Today's document management solutions must address the needs of users by maximizing the strengths of digital and analog document formats. In general office environments, the process of managing digital documents follows a similar path to that of managing paper documents.



Document processing is becoming a great cost in any organization, and the definition of "document" includes local creation, receipt of electronic distribution, scanned documents, as well as traditional paper. Stored in a physical filing cabinet or in a digital file folder, limitations on how documents can be indexed and organized have hampered workers' ability to find the information they need in a timely manner: workers often forget where, how, and by whom certain information was originally stored. The information that users receive, create, capture, process, and store often become lost knowledge in a mapless sea of information.

Customers therefore request simple, integrated solutions that can be deployed cost-effectively and can meet the widest variety of document needs in workgroup environments: storage and retrieval, creation, distribution, version tracking, sharing.

Digicarta

Ideal for office workgroups, Digicarta is the easy-to-use solution to improve the daily office document management by leveraging the power of familiar assets such as desktop scanners, networked multifunctional copiers, Local Area Networks, the web. Combined with these infrastructures, Digicarta allows Users to manage image as well as electronic documents in a single central repository.

Digicarta presents a central facility to store documents that can be accessed and shared between multiple users, across office workgroups. The program provides setting access permissions for users on documents, folders, drawers, cabinet. It also supports tracking of documents to offer control of the entire document lifecycle. Digicarta supports extensive document management operations including simplified document acquisition, powerful scanning support, easy document viewing, powerful image editing operations, OCR, exhaustive indexing and retrieval capabilities, version control, wide-ranging document delivery features.

Leveraging your existing technologies

Digicarta enables to initiate the document workflow using desktop browser and digital copiers (MFPs). Simply feed the document into the nearest networked copier, and scan it into a hot folder. When you return to your desk, launch Digicarta and it will display thumbnails of the document pages you just scanned. Then select an archive room and fill in the associated index fields that appear. Within minutes, any authorized person may access or modify the document.

More effective information sharing

Electronic archives unlock information that was previously difficult to access in paper form, enable more effective sharing of information, and contribute to knowledge flow. No longer are archives the domain of those few who truly understand the filing system. With Digicarta, information can be made available to anyone in the organization by granting access privileges.

Cost savings

Electronic archives organized through Digicarta can contribute to extensive cost savings within an organization. The cost associated with maintaining paper-based archives can be great, and electronic archives can help to significantly reduce this cost. While professionals spend only 5% to 15% of their time reading information, they spend up to 50% of their time looking for it.

Simple and intuitive - For everybody

Digicarta is a very simple solution that every office worker can use - secretaries, admin specialists, managers, knowledge professionals - without any need of consolidated technical experience.

Scalable product family

Product can range from a single workstation (Digicarta Personal) to a multi-user application (Digicarta Workgroup). The modular design allow you to install only the features your system needs, yet add capabilities in the future.



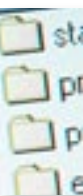
RECEIVE
COLLECT



CAPTURE
PAPER TO DIGITAL



DIGICARTA CLIENTS
MANAGE DIGITAL PAPER
MANAGE DIGITAL DOCUMENTS



AI

Market Applications

General Office Environments

Payables, Receivables, File Management, Personnel records, Customer records, Sales Offers, Price Lists, Contracts, Purchase Orders, Order Entry, Shipping files, Supplier records.

Finance & Insurance

Archival of circulars, statements, Files, Directives, Customer Loans, Policy issues, Claims, Prospectuses, Reports, Commercial Loans, SEC Filings, Credit Card Applications, Flyers, Corporate Directories, Rate Books, Fund Fact Sheet booklets, Investments Transactions, Variable Annuity documents

Public Administration

Central mail, File management, Employee records, Forms Leaflets, Incident Reports, Tax documents, Polling Cards, Transportation information, Medical safety studies, Handouts of presentation materials, Social Services, Committee Meetings paperwork, Policy Statements, Newsletters, Internal Training Material

Telecom/Utilities

Archival and retrieval of subscriber application forms, contracts, Marketing literature, Training Material, Newsletters, Circulars, Claims, Promotional documents

Health Care

Patient Files, Forms, Researches, Letters, Memos, Reports, Directories, Procedures, Medical booklets, Regulatory Compliance Documents, Brochures, Bulletins, Billing records, Payroll, Claims, Mailroom correspondence, Business correspondence, Training materials

Manufacturing

Filing of manuals, Drawings, Inspection charts, ISO documents, Quality assurance documents, Communications to/from authorities

Education

Archival of student notebooks, Directives, Correspondence, Handouts of presentation materials, Teachers guides, Course evaluation forms, Academic Programs, Notes from Lessons, Researchers Publications, Campus Policies, Campus Activities, Marketing Literature.

Engineering

Electronic drawings management, Project archival



Key Business benefits

- More effective information sharing and distribution
- Faster information retrieval
- Lower distribution costs: potential reduction in the costs of mailing and courier distribution
- Improved waste reduction
- Reduction in the total amount of print produced
- Reduced manual tasks and errors in data transfer/data entry
- Improved accountability and security through better tracking of the distribution, version, and source of documents
- Can start as small as you want and grow as large as you need.
- Leverage of existing technologies: networks, digital copiers, PCs
- Improved organizational effectiveness by providing easier access to the knowledge being generated within the organization

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INDEX
ARCHIVAL

SEARCH
RETRIEVAL
SHARE

Digicarta Personal

- Single-user Architecture
- Archival and retrieval of paper documents only
- Formats managed: paper documents
- Archival structure based upon 3xCabinet, 3xDrawers, 5xFolders
- Up to 5 index keys
- Windows software
- Document scanning support through TWAIN driver
- Hot Folder for batch network scanning
- Document View, Rotate, Deskew
- Document Delivery via e-mail
- Multilanguage: English, German, French, Dutch, Italian, Spanish

Digicarta Workgroup

- Client-Server Architecture
- Archival and retrieval of any documents: paper, electronic, black/white or color, photos, videos, ...
- Archival structure based upon unlimited number of Cabinet, Drawers, Folders
- Unlimited number of index keys
- Windows and browser-based client software
- Document scanning support through TWAIN driver
- Multiple Hot Folders for advanced batch network scanning
- Document Viewing and Editing
- OCR
- Version Control
- Check in/check out
- Document Delivery via e-mail or media
- Reports and Audit Trails
- Effortless Administration
- Multilanguage: English, German, French, Dutch, Italian, Spanish
- Scalability: expands from a standalone system to an workgroup and departmental.
- Security: interfaces to Microsoft security and provides extensive application and document security

System Requirements

- Windows 2000, XP Professional
- PC Pentium IV - 3 GHz or higher
- 256 MB RAM (512 MB or higher recommended)
- SVGA monitor 1024x768 or better
- CD-ROM drive (for installation)
- MFP device properly installed
- TWAIN scanner driver properly installed
- MAPI compliant e-mail client properly installed
- Print driver properly installed

System Requirements

- Windows 2000, XP Professional
- PC Pentium IV - 3 GHz or higher
- 256 MB RAM (512 MB or higher recommended)
- SuperVGA card, min 1024x768 - 24 bit
- SQL2000/MSDE/Access
- .NET Framework 1.1
- ADO.NET
- I.E. 5.1+ / Netscape
- MFP device properly installed
- TWAIN scanner driver properly installed
- MAPI compliant e-mail client properly installed
- Print driver properly installed



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