

MSS CUSTODIAN

DOCUMENT MANAGEMENT MADE EASY!

Custodian is an easy to use IBM iSeries (AS/400), Unix and PC network document management system. It provides customers with the ability to capture, store, manage and immediately distribute all forms of business critical information. Custodian's sophisticated indexing feature enables stored information to be easily accessed for viewing, printing, faxing or emailing from any networked PC.

Custodian prevents data from being 'lost' and reduces wasted labour time searching for paper documents from storage departments, files or archives. It obviates the need for large storage areas as all documents/data are stored on disk, CD or DVD. This improves paper handling efficiency and reduces labour costs.

Compatible with AS/400 Unix and PC networks Custodian is competitively priced and can be tailored to suit your business' individual needs.

In addition to the manual scanning operation, Custodian provides (COLD) automatic data extraction from the host's print files, OCR (Optical Character Recognition) and OMR (Optical Mark Recognition).

Comprehensive external options allow Custodian to be fully integrated with any third party software, i.e. once integrated the user would only utilise their existing software which would automatically activate the appropriate Custodian routines.

Documents can be emailed as normal attachments or as special compressed attachments that can be received by a Custodian Client which will decompress and store/view/print on the recipients PC.

Increased range of databases are supported e.g. Oracle, MS Sequel Server, Microsoft Access, Sybase SQL etc. - Essentially any SQL complaint database.

THE CUSTODIAN IMAGING PROCESS:

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.
- Can interface with any SQL compliant database.
- It provides necessary information for automatic indexing.
- User has control over blank page drop out, resolution, colour, rotation etc. by document type. This can be changed 'on the fly'

INDEXING

- A means to file and retrieve stored documents for easy reference.
- Batch indexing is supported.
- OCR, OMR 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 ERP 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 a SQL compliant database.
- Up to 20 key index fields can be defined.

COLD (Computer Output to Laser Disk)

- 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.

VIEWING AND IMAGING

- Image-manipulation features include zooming, rotation and viewing of annotations to name a few.
- It provides the 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.
- RightFax and ZetaFax options have been added to the viewer.

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.
- MSS allows for the storage of documents in a network directory making these accessible to multiple users and applications concurrently.

- Once documents have been managed digitally, you can benefit from faster, more reliable access, fewer lost documents, and less physical mail.

CUSTODIAN *u*

MSS has added utility products to the product list. These include:

Custodian Document Maker,

This allows for Word documents to be designed with direct access to IBM iSeries data files.

Custodian *ftp*

Custodian FTP is a user friendly program which allows the user to perform FTP functions by simply clicking a button.

Custodian iSeries Object Distribution

This automates the distribution of IBM iSeries libraries and files to and from remote sites.

Custodian *omr*

Optical Mark Recognition identifies tick box marked forms for automated database storage.