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Highlighted Features

- Compatible with any ODBC compliant database like SQL Server, Oracle etc.
- Web based .NET application with a user friendly interface.
- Works with any TWAIN compatible scanner.
- Full text indexing of more than 150 file formats is supported
- Permits elaborate security settings definition at individual user level as well as user group level.
- Allows creation of custom data type definitions, where in each meta data type can have multiple variable number of fields.
- Includes an Indexing and Search engine for performing content searches on the documents.
- Provides various types of searches like Word Search, Phrase search, Fuzzy search, Word Stemming, Proximity search, Boolean search etc.
- Supports display of the document in a powerful viewer that is integrated in the browser interface and which supports annotations.
- Has an inbuilt version control system.
- Includes comprehensive BackUp and Restore mechanism
- Highly scalable solution with ability to define multiple volumes across different machines for storing data across machines.
- Supports different audit trail reports to track the documents uploaded, modified, deleted etc.

1 General Features:

- ViciDocs is a comprehensive Document Management solution that works in network environment with support for multiple users and can be deployed over LAN/WAN/Internet.
- The software works on PCs running any windows operating system like Window XP, 7, 8
- ViciDocs is compatible with any ODBC compliant database like SQL Server, Oracle etc. Based on client preferences, software can be configured with any of these databases.
- ViciDocs is a web based .NET application with a user friendly and user intuitive interface.
- Has support for Named users and concurrent users.

2 Storage:

- ViciDocs provides the ability to create multiple folders and subfolders with virtually no limitation on the number of levels. More importantly the properties or attributes of a folder like security, meta data etc., can be made to percolate to the lower levels.
- ViciDocs has the capability to directly capture images from scanners and users can also edit the page settings, resolution (100, 200, 300 DPI etc), color options (Black & White, Gray Scale, True Color) etc. Works with any TWAIN compatible scanner.
- ViciDocs supports various compressions depending on the output types. For Black & White CCITT Group 4 compression is used, for Gray scale and True Color Jpeg compressions are used.
- ViciDocs has the ability to import electronic documents directly into the repository either from the local machine or from the network drives.
- With the usage of Barcode technology, automatic routing of documents into the appropriate folders can be done, which is very useful in backlog scanning. Barcodes can be used to create multipage documents as well.
- ViciDocs allows the storage of any file format of any size. Documents belonging to any of these file formats can be imported directly into the repository. Not just that, the ASCII content from all various file formats like Word, Excel, PPT, PDF, Tiff, RTF, TXT, Jpeg etc can be extracted thus allowing the creation of full text index for all these document formats. Any other file format can also be stored without any limitation on size.
- ViciDocs permits elaborate security settings definition at individual user level as well as user group level. ViciDocs supports multiple permissions like Search, ReadOnly, Write, Delete, Full Access, Owner permissions etc.

3 Indexing:

- ViciDocs allows the creation of custom data type definitions, where in each meta data type can have multiple variable number of fields. Users can set a specific data type for a document and fill in the corresponding fields. The index field data type can also be specified to be numeric, character etc. so that data is validated and range searches are possible.
- ViciDocs comes with an inbuilt Indexing and Search engine for performing content searches on the documents for various formats like graphic(tif, gif, jpeg, bmp etc using external OCR engine) and non graphic file formats (doc, xls, pdf, ppt using text filters).
- ViciDocs supports document linking, where in links can be provided on the top as well as in the bottom of the documents, thus enabling navigation across related documents.

4 Search and Retrieval:

- ViciDocs provides browser based search and retrieval features. Access to this interface is password-controlled.
- ViciDocs supports meta data search, where in the users can search for documents by entering the required data in the fields, which will act as filters and queries for retrieving the documents based on the criteria specified.
- ViciDocs provides full text search for searching across the content of the documents. ViciDocs provides various types of searches like Word Search, Phrase search, Fuzzy search, Word Stemming, Proximity search, Boolean search etc.
- Saving Searches and bookmarking the documents from the search results enables access of information at finger tips.
- When user performs a search for a word or a phrase, in the search results text around the search term from the documents will be displayed so that the user can get a feel of the document before deciding to open the actual document. The words searched for will also get highlighted providing the user with the context of the document around the word(s).
- ViciDocs supports the display of the document in textual format, native format and also can display the document in an optional integration of a powerful viewer that supports viewing of various image and document formats even without the native application installation.
- The graphic viewer supports various imaging features like Navigating across various pages of the document, Rotating the Image, Zoom In/Out the image, Zoom a specific area of the image, printing the document etc.
- ViciDocs supports export option with which both the documents along with the metadata can be exported to the local folder. Documents will be stored in native format whereas metadata will be stored in Excel format.

5 Version Control:

- ViciDocs has an inbuilt version control system. The Version Control system supports various features like Check In, Check Out, Undo Checkout, View History, View Latest version etc.,
- ViciDocs Version control system is quite elaborate with the following features. Single CheckIn and CheckOut of documents, thus avoiding conflicts in versions. Users with valid permissions only can create new versions of the documents in the repository. Version History of the documents can be viewed with appropriate comments entered by the user.

6 Plugins Support:

- ViciDocs has extensive plugin support with multiple integrations.
- ViciDocs Toolbar can be deployed directly in Office applications like Microsoft Word, Excel Powerpoint which allows access to ViciDocs straight from those applications.
- The office plugins support opening of documents, Version control of documents & searching of documents directly from the office applications.

7 Administration:

- ViciDocs has a comprehensive BackUp and Restore mechanism with which the various data components (like the database, documents, indices, registry entries etc.,) can be backed up as well as restored easily and effectively.
- ViciDocs is a highly scalable solution with ability to define multiple volumes across different machines for storing data across machines. This ensures that the data storage can be scaled up depending on the volumes of data.
- ViciDocs supports different audit trail reports to track the documents uploaded, modified, deleted etc.
- Documents deleted by the user are stored in Recycle Bin so that they can be either restored or purged by the Admin user.

8 Collaboration:

- ViciDocs has comprehensive collaboration tools for enabling collaboration across the users in the organization.
- Discussion Forums enable the users to create new threads for discussion and posting messages.
- Events module allows the administrator to post the latest events happening in the organization to make all the users aware of what's happening.
- Polling application enables the publishing of the opinions of the users in the organization on multiple topics and subjects.
- Shared Docs module allows the users to share the documents with different users in the organization for perusal.
- Bookmarks and Favorites section allows the users to book mark their favorite documents and URLs for later use.
- Document Expiry module allows the setting of Documents and Folders for expiry and a notification through email will be automatically sent to the configured users reminding of the expiry of the documents.
- Document Notifications module allows the monitoring of specific folders and documents for various events like Document Addition, Deletion, Modification, Move, Copy etc.

Integration

ViciSoft also provides a comprehensive integration module, where in the documents stored in the repository can be retrieved from home grown solutions through .NET interfaces.

For a quick scan to see what we can do for your organisation please contact us.