



ViciDocs Enterprise

An Overview



What is ViciDocs Enterprise?

ViciDocs Enterprise is a comprehensive, multi-user EDMS for capturing, archiving, indexing and retrieving Documents. Support for all types of documents.

- ❖ Paper documents – through in-built scanning and OCR features.
- ❖ Electronic Documents – Can be imported, also plugins available for MS Office, PDF etc.
- ❖ Seamless Email integration with rich functionality.
- ❖ Fax integration with support for automatically capturing incoming fax messages.
- ❖ Support for both Document based and form based workflow handling.

Why DMS –the Return on Investment?



- ❖ Significant Reduction in the *usually unrecognized* Costs involved in maintaining a paper-based file system.
- ❖ Reduction in costs and risks associated with loss/misplacement of documents.
- ❖ Storage space saving in prime real estate.
- ❖ Immediate and simultaneous access to information to Workforce – translating into productivity gains as well as reduction in copying costs.
- ❖ In addition to all this, DMS also acts as a cost-effective tool for information protection and Disaster Recovery.
- ❖ Many more benefits by way of transparency and productivity enhancement with workflow implementation.

Partial list of clients:



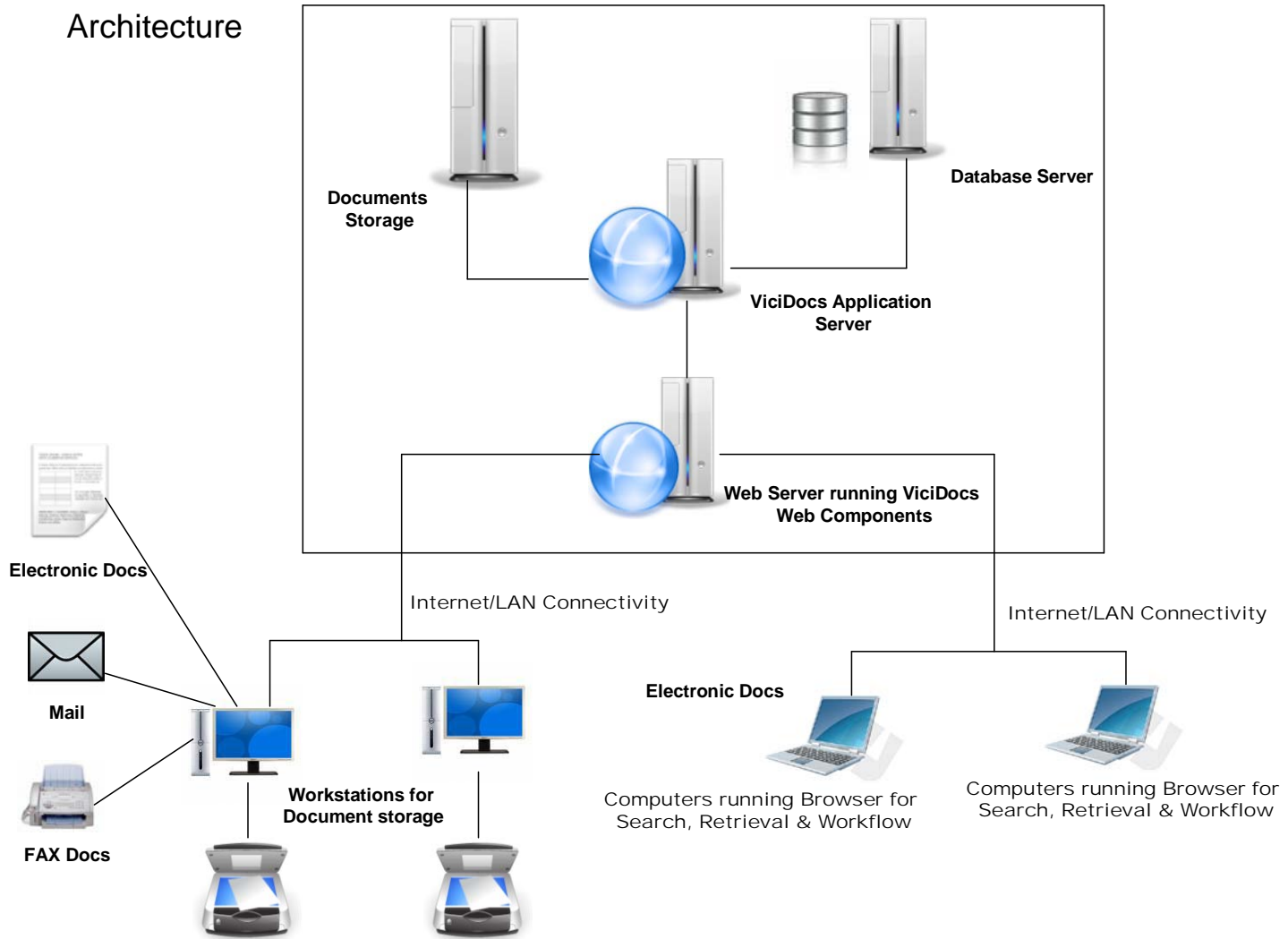
ETA STAR PROPERTIES - Dubai



VICIDOCs ARCHITECTURE



ViciDocs Architecture



ARCHITECTURE HIGHLIGHTS:



- ❖ True distributed architecture which supports multiple storage volumes, multiple text extraction servers etc.
- ❖ Enables use of HTTP/HTTPS for deployments across firewall.
- ❖ Documents stored in proprietary file server with high level of security and performance.
- ❖ Works with any ODBC-compliant database.
- ❖ Follows web standards like XML, HTTP etc.
- ❖ Support Active Directory Integration for authentication

Key Features : Capture



- ❖ Supports all forms of documents like Paper (scanning), Electronic, Emails and Faxes.
- ❖ Integrated server-side OCR engine – requires no manual input. Automatic full text indexing of electronic documents also.
- ❖ Plugins for MS Office, PDF etc so user can store document into the repository from within the application itself.
- ❖ Comprehensive scanning module:
 - Enables multipage document creation
 - Barcode separators for batches/folder routing
- ❖ Integrated viewer to provide user friendly interface for indexing.
- ❖ No limit on number/fields of index field templates (metadata, document classes).

DIFFERENT CAPTURE INTERFACES AS PER BUSINESS REQUIREMENT



Upload Settings

Profile Name :

Server Name :

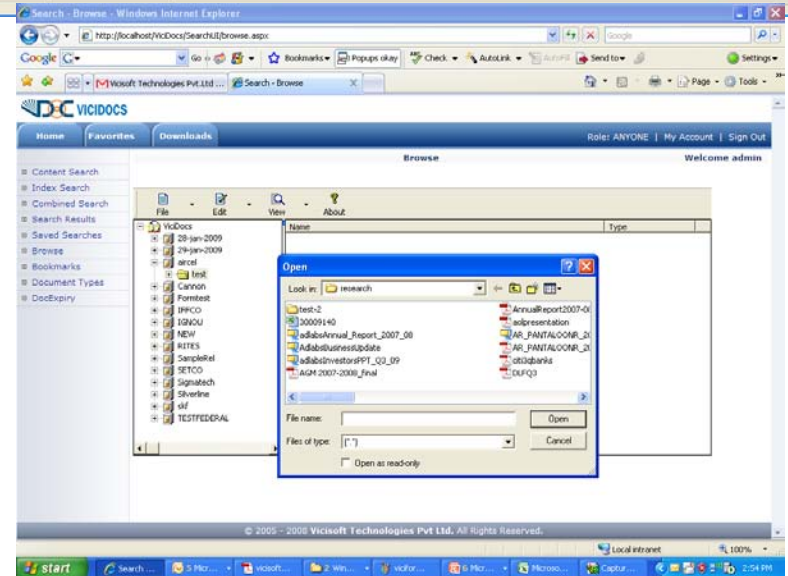
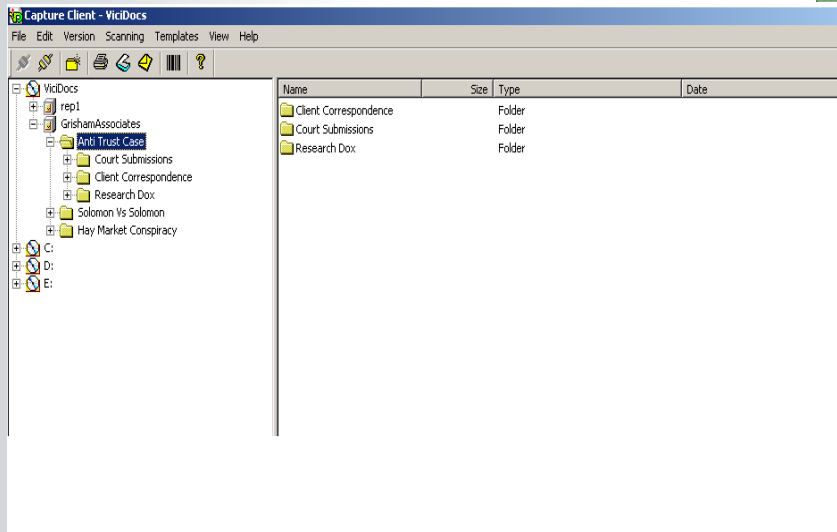
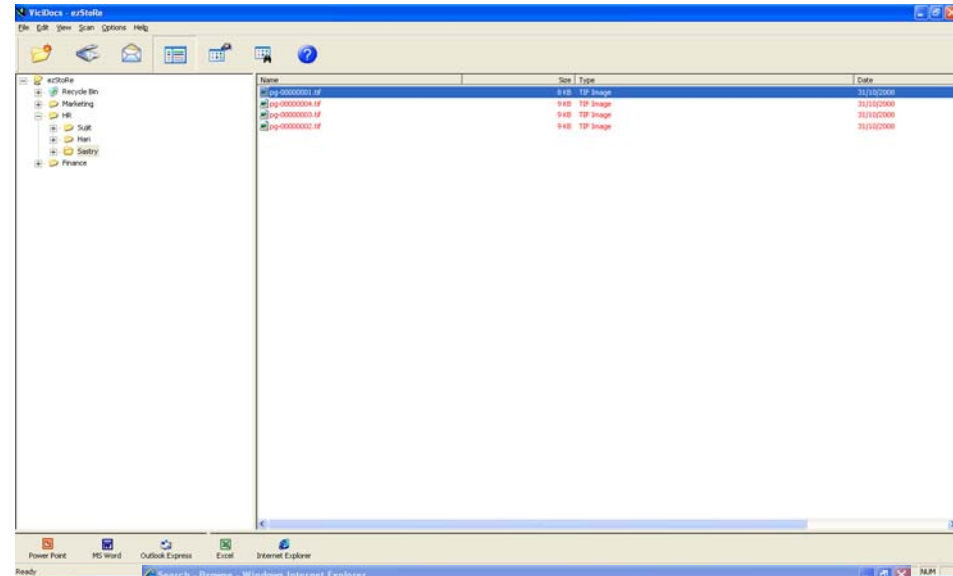
User Name :

Password :

Folder to Monitor :

Archive Folder :

Time interval : (Min)



Key Features - Storage



- ❖ Granular access level permissions supported (more than 15).
- ❖ File server structure which enhances performance and security.
- ❖ Documents can be linked together which aids retrieval.
- ❖ User/Group level security permissions can be based on index template (document class).
- ❖ Comprehensive version control menu.
- ❖ Expiry date for documents can be set.
- ❖ Elaborate audit trails are maintained.
- ❖ Convenient backup and restore options.

Key Features : Search & Retrieval



- ❖ Browser based full text and meta data based retrieval of documents.
- ❖ Powerful search features – Fuzzy, Proximity, Boolean, Stemming, Search within Results, etc.
- ❖ Integrated file viewer which can support more than 150 file formats . Provides features like annotations, zoom etc..
- ❖ Documents can be viewed in native format or HTML version also.
- ❖ Supports bookmarks, saving of favorite searches.

SEARCH RESULT DISPLAY:



The Powerful content search displays the result with 'context' in the document.

Search and Retrieve document based on any word or phrase in the document.

Also, Bookmark specific search results for quick access

S.No	Document Path	Occurrences
1	raj\RajFiles\pg-00018.txt	2
2	raj\OtherFiles\Revised-Zata - Countdown tasks-0511.xls	2
3	raj\CopyOfFiles\Copy of pg-00024.txt	2
4	raj\CopyOfFiles\Copy of pg-00018.txt	2

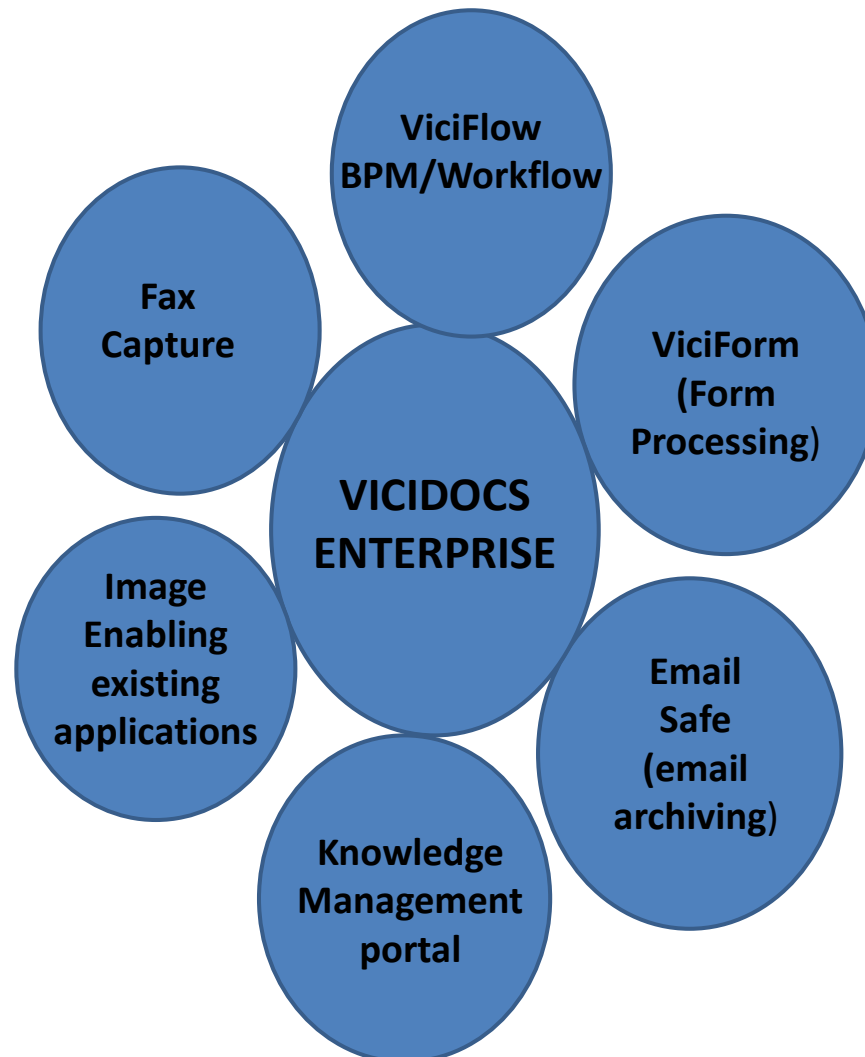
Key Features : Miscellaneous

- ❖ Document Expiry – Allows the setting of expiry date on folders and documents for email notifications.
- ❖ DocNotifications – Supports the monitoring of specific events (Add, Delete, Modify etc) on folders and documents.
- ❖ Collaboration
 - ❖ Address Book – For managing all the contacts at an individual and organizational level
 - ❖ Discussion Forum – For users to engage in discussions through various threads and topics
 - ❖ Polling – Publish opinion requests from various users of the organization.
 - ❖ Tasks – Create and monitor individual users tasks along with email reminders.
 - ❖ Events – Publish events of interest to all the users from a single platform.

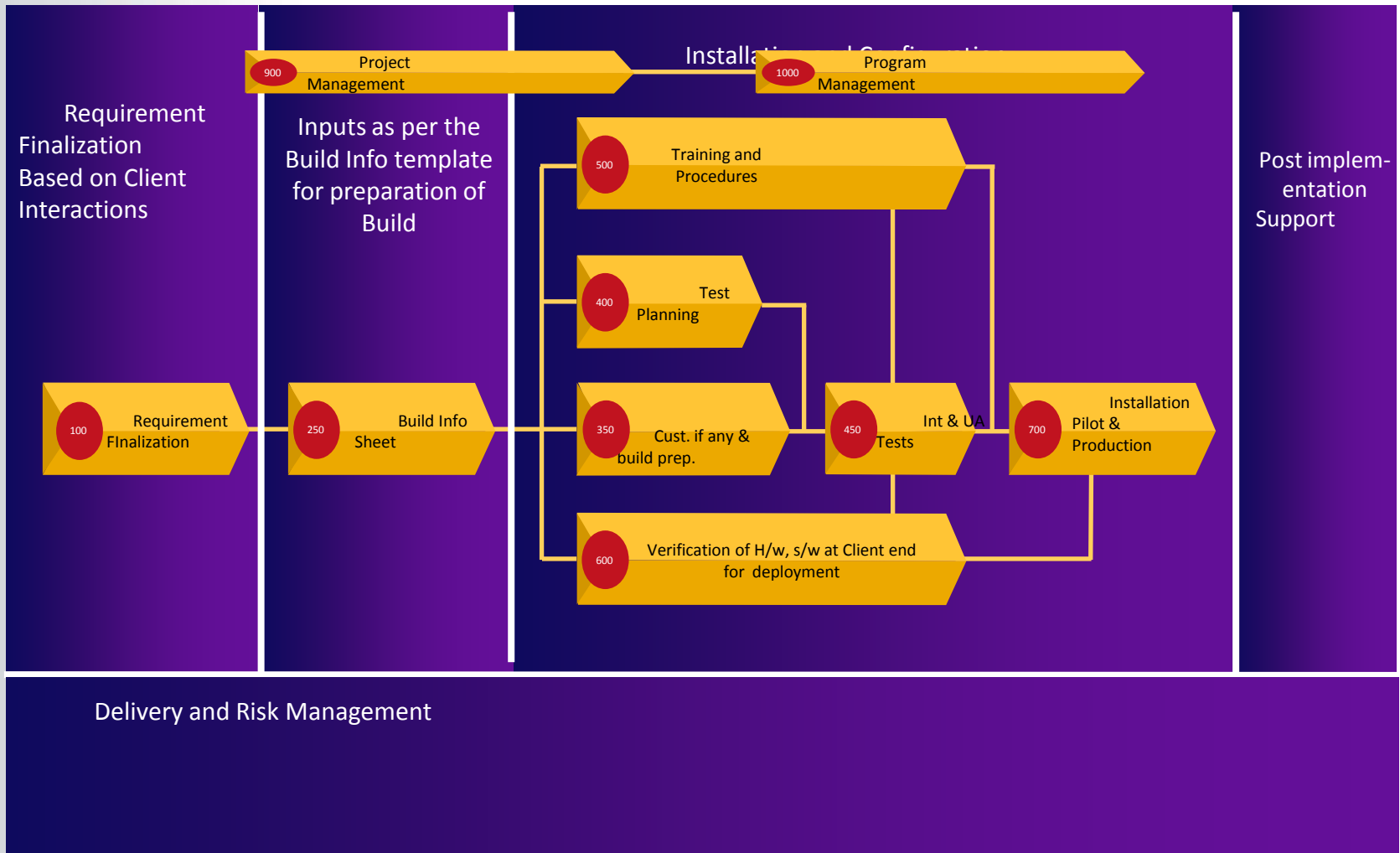
Key Features : Miscellaneous

- ❖ Bookmarks – Enables the users to bookmark documents displayed in Search Results for easy reference.
- ❖ Saved Searches – Search criteria can be stored for faster search results display without reentering search criteria.
- ❖ SharedDocs – Enables the users to share documents with other users in the organization.
- ❖ Office Plugins – Plugins for Microsoft Office applications like Word, Excel, Powerpoint, Outlook etc.
 - ❖ Storage of documents directly from Office apps in the repository.
 - ❖ Tagging of metadata from office apps.
 - ❖ Version control enabled for checking out and Checking in documents.
 - ❖ Content and Metadata searches.

Robust Platform for Multiple Applications



ViciDocs Enterprise – Implementation Methodology





THANK YOU

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