



**Resolving
your
document maze....**

Document Management Solution

As organizations grow, they also grow in the volume of documents they handle in their day-to-day operations - be it in hard copy format or in electronic form. These documents need to be stored in such a fashion that they can be easily found and retrieved when required for reference, and decision making. A serious situation arises when document carrying vital information to the business is required and can not be located and retrieved. This results in wastage of valuable time, efforts, loss of business & at times Company's image which may not be visible or measurable. A document management system enables an organization to manage their plethora of documents in an effective and efficient manner.

Nelito offers a comprehensive multi-user **Document Management Solution (DMS)** with Email Archival. With a rich set of features, DMS is ideally suited for digitizing documents, archiving them, and retrieving them through any standard web browser. Nelito also offers related services like Scanning/ Indexing/ Archival/ Retrieval etc for historical/current documents.

The features of the solution offered by Nelito are appended below: -

General Features

- Works in network environment with support for multiple users and deployed over LAN/ WAN/Internet
- Works on PCs running any Windows operating system (Window NT, 2000, XP, 2003)
- Is compatible with any ODBC compliant database such as SQL Server, & Oracle
- Is a web based .NET application with a user friendly and user intuitive interface
- Supports Named users and concurrent users.

Storage

- Creates multiple folders and subfolders with virtually no limitation on the number of levels. Properties or attributes of a folder like security, meta data etc can be made to percolate to the lower levels
- Directly captures images from scanners and permits users to edit page settings, resolution, color options etc
- Can import electronic documents directly into the repository either from the local machine or from the network drives
- Using Barcode technology, it permits automatic routing of documents (even multiple page documents) into appropriate folders, which is very useful in backlog scanning
- Allows importing documents in around 150 different file formats into the repository. ASCII content from all these formats can be extracted, thus allowing the creation of full text index for all these document formats
- Permits elaborate security settings definition at individual user level as well as user group level
- Supports multiple permissions like Search, Read Only, Write, Delete, Full Access, Owner etc.

Indexing

- Allows 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
- Performs content searches on the documents supporting text extraction from 150 different file formats including graphic (tif, gif, jpeg, bmp etc using external OCR engine) and non graphic file formats (doc, xls, pdf, ppt etc using text filters)
- 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.

Search & Retrieval

- Provides browser based search and retrieval features with password access control
- Supports meta data search, where in the users can search for documents by entering the required data in the fields
- Provides full text search for searching across the content of the documents
- Enables access of information at finger tips by Saving Searches and book-marking the documents from the search results
- Supports the display of the document in textual format, native format even without installation of the native application.

Version Control

- Supporting features such as Check In, Check Out, Undo Checkout, View History, & View Latest version through valid authentication
- Maintains log of version History of the documents with appropriate user comments.

Administration

- Has a comprehensive BackUp and Restore mechanism allowing backing up and restoring various data components (like the database, documents, indices, registry entries etc)
- Is a highly scalable 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
- Stores deleted documents in Recycle Bin so that they can be either restored or purged by the Admin user.

Collaboration

- Enables collaboration across the users in the organization
- Has Discussion Forums to enable users to create new threads for discussion and posting messages
- Allows the administrator to post the latest events happening for information of all users
- Enables publishing of the opinions of the users on multiple topics
- Allows users to share the documents with different users for perusal/review
- Allows users to book mark their favorite documents and URLs for later use

Email Archival

- Stores Emails with mail body, mail header and attachments
- Supports popular mail clients such as MS Outlook, Outlook Express, and Lotus Notes
- Provides manual/automatic storage of emails with user configurable options for replicating the folder structure & frequency of uploads
- Provides full text indexing of body and attachments as well and Metadata indexing of mail header against emails
- Enables retrieval of emails through mail client as well as through the browser.

Workflow Designer

- Allows users to create custom workflow templates with predefined routes user friendly interface, which supports drag & drop
- Permits unlimited number of Nodes & Links that can be created as part of the workflow
- Supports creation of 'Fixed' as well as 'Flexible' workflows
- Permits setting up different escalation and notification properties for the workflow
- Allows creation of dynamic HTML forms with different fields like static text, Input boxes, list boxes, tables, drop down boxes, font, color indentation formatting etc
- Supports creation of different types of nodes like User, Role, Group, Any, Supervisor etc.

Workflow Handler

- Supports addition of documents from the DMS repository so that the documents can be routed across different users
- Supports instantiation of forms dynamically for entering data and having the form routed through different users
- Permits creation of adhoc workflow even within a fixed workflow which provides flexibility of routing
- Supports White Hall System with the comments on the left hand side and the actual documents displayed on the right hand side
- Supports multiple Imaging features like Zoom In, Zoom Out, Rotation, navigation across pages etc
- Permits addition of different types of Annotations to the documents such as Highlighting, Straight Lines, Free Hand lines, Sticky Notes, Redaction, & Rectangles
- Generates different types of reports indicating status of the different workflow jobs



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