

What is PaperStore?

PaperStore is a simple-to-use, cost effective way to store and retrieve documents using state of the art imaging technology. First, documents are scanned or imported and then indexed by custom defined index fields, after which, thousands of documents can be searched in seconds. Also, users may fax or e-mail documents to others for viewing. Furthermore, with Workflow and E-Signature, documents can be electronically routed for approval reducing labor and time spent searching for lost or misfiled documents.

WHERE IS PAPERSTORE BEING USED?

PaperStore has proven successful in many industries:

- Healthcare
- Education
- Financial
- Education
- Mortgage Banking
- Utilities
- Manufacturing
- Government
- Insurance
- Distribution
- Laboratories
- Engineering

WHEN DO I KNOW IF PAPERSTORE IS NEEDED?

PaperStore is needed any time improved customer support, increased efficiency and accuracy, and decreased business cost is desired.

WHY SHOULD I USE PAPERSTORE?

- At any given time, between 3 and 5 percent of an organization's files are lost or misplaced.
(Information Week)
- An average organization loses 1 out of every 20 documents.
(PricewaterhouseCoopers)
- An average organization spends \$120 in labor searching for each misfiled document.
(PricewaterhouseCoopers)
- U.S. managers spend an average of 4 weeks a year searching for or waiting on misfiled, mislabeled, untracked, or lost papers.
(Cuadra Associates)

PRODUCT BRIEF



A few departments using PaperStore are:

- Accounts Payable
- Human Resources
- Physician Orders
- Medical Records
- Contracts
- EOBs

HCI SALES

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Features:

OCR/BARCODE RECOGNITION

Module automatically indexes from scanned documents, storing it in a database for search and retrieval.

WORKFLOW

Electronic document routing that increases productivity, accuracy, and efficiency over traditional paper processing.

ELECTRONIC SIGNATURE

Digital signatures are stored safely with PIN # security and can be applied to scanned images.

E-MAIL

Allows images to be sent from standard MAPI e-mail systems.

OUTBOX

Users can select images from several different applications to then fax, print, or e-mail.

EVENT LOG

Captures the activity of users in a complete audit trail.

ANNOTATION

Post-it-notes, redaction, stamps.

IMPORTING

Third-party image files and e-mails with attachments can be stored.

EXPORTING

Images and data can be exported to applications.

CD PUBLISHING

Provides images to be written to a CD for distribution.

TRANSFER IMAGES

Provides images to be archived from magnetic to other media.

E-FORMS

Using MS Word templates to replace existing forms that can be created and filled in online and easily indexed and stored.

WEB ACCESS

Allows data to be viewed or printed via your web browser.

DOCUMENT CAPTURE ENGINE'S TOOL KIT

Provides Application to be image-enabled.

DRAG AND DROP

Ability to drag files into existing documents.

PRODUCT BRIEF



SPECIFICATIONS:

Operating System Supported:

Windows 2000, XP Professional
Windows 7

File Types:

TIF, JPEG, BMP, PDF, OLE Files

Databases:

Microsoft SQL Server, Access,
ODBC Compliant

SCANNERS:

PaperStore supports a wide variety of TWAIN and ISIS scanners including:

Canon, Bell & Howell, Fujitsu,
Kodak, Panasonic, Agfa, InoTec,
Hewlett-Packard, Epson,
Visioneer, and Xerox

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