



WebDocs™ > Document Management

Introduction

WebDocs is a complete document and image management solution that gives you browser-based access to all your business information. Everything's in one place, where it's easy to find, use and share.

Use WebDocs to store, manage and route all kinds of electronic documents – System i spool files, PC files, invoices, work orders, and forms and reports. When you manage your documents with WebDocs, you get more time to act on information, instead of searching for it. Plus you save on paper, storage and distribution costs.

Browser-based access

WebDocs gives you the freedom and flexibility to get work done no matter where you are. It's web-based. All you need is a browser to find, distribute and share documents from anywhere you have Internet access.

Import files from just about any source

WebDocs links to ERP, financial and other business applications, so you can import and electronically store files generated from those systems, as well as existing System i and PC files, faxes, emails and more.

Scan and add paper documents

Documents not digital? Just scan and index them for secure and easy access. WebDocs works with most standard scanners, including TWAIN-, ISIS- and Kofax-compliant products, and multi-function (MFP) copier/scanner devices.

Find your stuff fast

Indexing by optical character recognition (OCR), bar coding, screen scraping or direct data entry ensures your content is easy to find later. Multiple search keys can be assigned to each document, giving you many ways to quickly find the information you need. You can search by document types, dates, titles and more.

Use and share information

Review, route, and modify documents from any location. Anytime. E-mail, fax and print as needed. Every time a document changes, WebDocs automatically creates a new version and an audit log, so information is never accidentally lost.

Enterprise-level security

Advanced security features keep your information safe from external and internal threats. System administrators have complete control over assigning access to users by folder and document type. User groups can be set up to allow document access to multiple users across the enterprise.

Overview

Move to a Paperless Workplace

Eliminate your organization's paper shuffle by scanning and electronically storing, managing and distributing critical business information.

Save Time and Money

Forget about manually filing, finding and distributing paper documents. With WebDocs you scan, store and manage documents electronically.

Work from Anywhere

Whether you're a small business or large company, WebDocs makes managing documents easy. The system is browser-based, which means you can access, use and share files from the office, at home or from the road. That gives you the freedom and flexibility to get work done no matter where you are.

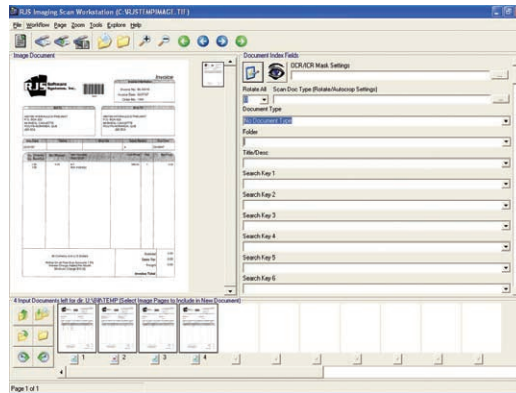
“Thanks to WebDocs, we now save an estimated \$27,000 a year in paper and storage costs.”

- Kathleen Creamer, IT Manager, Hi-Temp Insulation

WebDocs Basics

File a Document

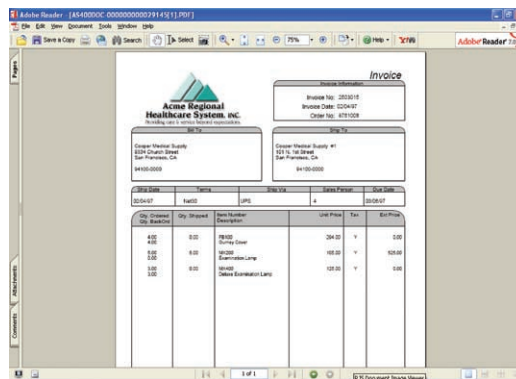
Getting documents into WebDocs is easy. You can scan paper documents or import emails, electronic forms and existing files directly from your System i or PC. Documents are then indexed by OCR, bar coding, screen scraping or direct data entry. The system works with most standard scanners, including TWAIN-, ISIS-, and Kofax-compliant products.



Scan Workstation

Find a Document

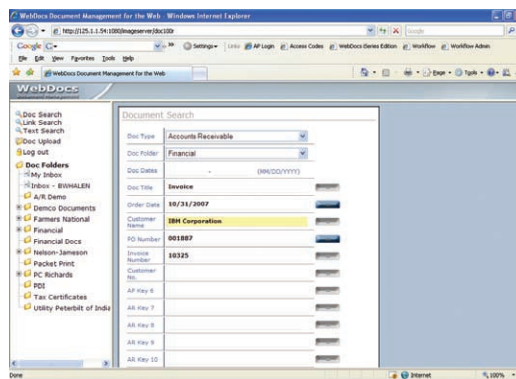
WebDocs gives you multiple ways of quickly finding what you need. Our customizable web interface allows you to use up to 10 search keys to look for documents. You can search by document types, dates, titles and more. Plus WebDocs can integrate into existing applications so that searching is as easy as clicking a hot button or pushing a function key.



Document Search Screen

Use a Document

What's great about WebDocs is its flexibility. You can review and modify documents online, and email, print or fax them as needed. Documents can also be routed and shared, using the system's built-in routing engine. What's more, WebDocs has security features that control access to documents based on authority settings you select. And every time a document is changed, a new version is created, making sure information never gets accidentally overwritten.



Document Detail Screen

Product Details

Benefits

- Eliminate paper shuffle
- Decrease paper, storage and distribution costs
- Increase productivity
- Improve customer service
- Integrate business applications
- Decrease data loss and misfiling
- Track and log work history

Uses

- General records management
- Accounts payable and receivable
- Claims processing
- HR documents
- Credit applications
- Bills of lading/packing slips
- Sales reports
- Financial records
- Travel/expense reports

Features

- Web-based access
- Built-in document routing
- Revision tracking
- Full-text indexing
- Enterprise level security
- System i and Windows editions
- Professional and SMB versions
- Server-based or Web-hosted
- Twain-, ISIS- and Kofax-compliant
- Built-in COLD storage capability
- Store archived files on CD, optical disk, Windows and UNIX servers



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