

PaperlessOffice2000â Imaging Solutions

PaperlessOffice2000 – Leveraging Computer Technology Expanding Access to Information Across the Enterprise and Beyond –

The nature of work in the information and service age is changing, as are the requirements for Business Process Automation (BPA) applications. These trends are driving a major change in the way imaging systems are integrated. More and more, large-scale production imaging systems are being built out of low-cost software components from multiple vendors that are tied together with simple Visual Basic front ends. This approach to integrating production-imaging systems is called *component imaging*.

No Boundaries – The trend away from proprietary turnkey systems is striking. It is now common to base sophisticated production-imaging systems on low-cost networks of Windows PCs and standard server back ends such as Windows NT and Novell NetWare. Readily available client/server databases such as Oracle, Informix, and Microsoft are dramatically lowering the price of storing index information for multi-million file installations. And standards such as OLE 2.0 automation and Visual Basic are making integration of large imaging projects faster and easier than ever.

Seamless Integration of Various Information Types

Component imaging offers three primary benefits over turnkey systems:

- **Flexibility.** Using components allows you to customize the solution far more easily than with a turnkey system. Component technology allows you to put together, for example, a system that incorporates a sophisticated document capture system but a basic workflow package. Or vice versa.
- **Low cost.** Competition and higher volumes are driving down component pricing. In addition, component systems are typically integrated by vertical VARs and resellers, whose services are less costly than an imaging vendor's own professional services group.
- **Upgradability.** Component systems are far easier to upgrade than large turnkey systems. Upgrading, say, an image viewer is relatively straightforward. Upgrading an entire imaging system is an expensive and disruptive process, especially if you only wanted to upgrade one or two components of the system in the first place.

Capabilities

The PaperlessOffice2000 System supports the following capabilities for remote users, partners, and customers.

- > **Work Processing** - Users can review and modify documents and attributes, add notes and memos, and make decisions about the work case.
- > **Searching, Browsing, and Retrieving** - Users can navigate and search through PaperlessOffice2000 libraries and queues to find the documents they need. Documents are automatically displayed to the browser for display.
- > **Work Initiation** - Allows authorized users, internal or external to the organization, to initiate work in a business process including uploading documents and attribute information.
- > **Document Capture** - PaperlessOffice2000 offers the widest array of document capture options in its class. Support for a number of scanners manufactured by industry leaders, such as Fujitsu, Ricoh, Panasonic, and Bell & Howell. PaperlessOffice2000 supports Object Linking and Embedding - O.L.E. allowing the capture of word processing documents, spreadsheets, CAD drawings, facsimiles, e-mail, graphics, photos, video, and audio, etc., directly into PaperlessOffice2000

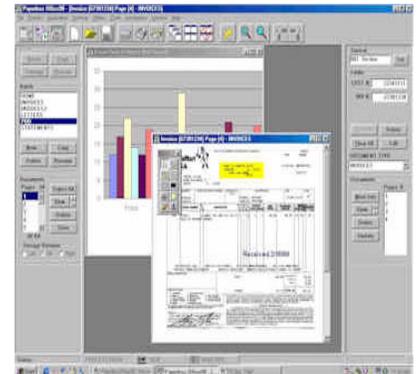
Highlights

> **Flexible Deployment for Front Office and Enterprise Clients** – Enterprise Edition leverages Web technology to support flexible and cost-effective resource deployment and configuration.

Enterprise Edition clients can be deployed to support remote or casual users who require access from branch offices via private Wide Area Networks or telecommuters using low-bandwidth dial-up connections.

> **Ubiquitous Participation** -

PaperlessOffice2000 Allow more users, including partners, customers, remote offices, and casual users, to participate in information retrieval by your PaperlessOffice2000 System.



Leveraging Microsoft® Technology

PaperlessOffice2000 leverages the latest Microsoft technologies to provide access to workflow processes and the PaperlessOffice2000 document repository. Enterprise BPI objects are multi-threaded and take advantage of the latest Microsoft technologies, including ActiveX and DCOM, Internet Information Server, and ASP server scripting for robust, scalable, and manageable Internet/intranet-capable systems.

Supported Platforms

PaperlessOffice2000 supports full Internet capabilities with the following platforms:

- > **Database Management Systems** - Microsoft SQL Server
- > **Network Operating Systems** - Microsoft Windows NT®
- > **Open Architecture for Flexibility and Performance** -
PaperlessOffice2000 Internet solutions optimize Web server processing using the Microsoft Internet Information Server API (ISAPI) and Active Server Pages (ASP) framework to ensure high performance and concurrency.
- > **Security** - All capabilities use robust security mechanisms. The multi-tier architecture based on Microsoft IIS also provides customers with enhanced security for front office and enterprise users, with IIS acting as a firewall when browser-based applications access the back-end PaperlessOffice2000 System.
- > **Lower Administration Costs** – The PaperlessOffice2000 architecture is designed for ease-of-deployment, ease-of-use, and systems management. Systems that use Enterprise BPI enjoy reduced complexity and cost of implementation, database and network configuration, and system administration. And since PaperlessOffice2000 delivers standard data types to a Web browser for viewing without proprietary plug-ins, your organization gains a significant amount of flexibility and a lower maintenance and support burden.
- > **Rapid Deployment through Packaged Solutions** – PaperlessOffice2000 products includes a customer defined data application enabling you to quickly and easily store and retrieve documents.

Contacting Advanced Information Technologies

For more information on PaperlessOffice2000, Imaging Solutions, please call 954-574-9313
Visit us on the Web <http://www.aitsoft.com>

The Cost of Doing Business

* The number of document pages per year generated by business worldwide:
2 Trillion

* Cost to fill a single four drawer file cabinet: \$25,000.00

* Annual cost to maintain the file cabinet: \$2,160.00

* Average number of hours per year spent looking for misfiled and misplaced documents: 150

Highlights