

Electronic documents have become the life blood of an organisation. Correspondence and reports are created in Microsoft Word, Presentations in PowerPoint, Product documentation and documents in PDF format, scanned images in TIF or PDF format, drawings in AutoCad. The list goes on and on.

These documents contain your organisation's knowledge, your processes and your history. So how do you manage these documents?

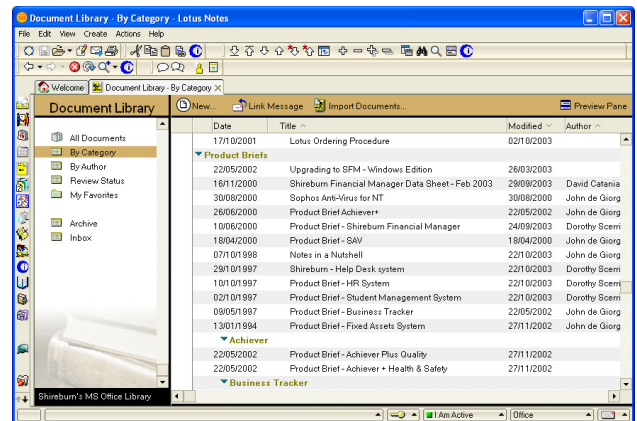
Most organisations have policies for the storage of documents centrally on a file server where they can be secured and backed-up. Usually a structure is established and staff encouraged to store their documents within a folder structured to reflect the needs of the organisation.

The *Doc Tracker* is a Lotus Notes® based application that allows authorized users to create and/or store their documents within a central document library.

What is valuable about the *Doc Tracker*?

The *Doc Tracker* provides facilities to:

- Create Word, Excel and PowerPoint ® documents directly from inside Notes.
- Attach other document types into the same document library like PDFs.
- Allocation of documents into multiple categories, allowing a single copy of a document to appear in an unlimited number of categories and sub-categories.
- Undertake full-text searching for any documents and their attachments containing word, phrases or combinations.
- Replicate *Doc Tracker* between different offices and to remote users and laptops to allow remote users to have access to the same knowledge base while away from the office.
- Enable the receipt of documents straight into the *Doc Tracker* from any e-mail system and any e-mail enabled scanner.
- Apply confidentiality to individual documents allowing selective availability of documents to users in your organisation.
- Allow access to *Doc Tracker* through Lotus Notes or a web browser



View of documents by Category

Features and Benefits

Doc Tracker's integration with Word, Excel, PowerPoint allows you to leverage the capabilities of these office tools and combined them with the data storage, searching and replication advantages of the Lotus Notes environment.

Doc Tracker leverages your existing knowledge, investment in tools and existing infrastructure.

Categorise Document

The capability to allocate a document to multiple categories provides users with great flexibility to record data in ways which it can be found most easily under multiple categories while still only storing one copy.

Print & Preview Automation

Allow users to print or preview Word and Excel attachments contained in the *Doc Tracker's* library without launching these applications.

Support for Remote Users

When organisations store their data on file servers, this data is not accessible to users while they are away from the office. Opening up their file server to access from the Internet is a potentially very serious security breach.

Doc Tracker supports both remote users at other locations as well as users on the move by allowing local replicas of the *Doc Tracker* database to be held on various servers, remote workstations such as at home as well as laptops. Using

Lotus Notes' replication facilities, these databases can be synchronised and kept uniform across the multiple copies across any WAN or even securely via the Internet.

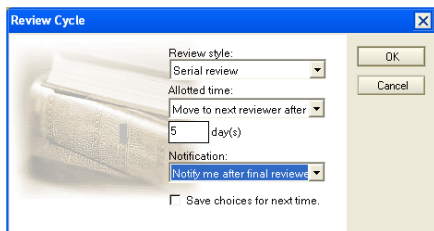
Have access to the same information and documentation while travelling or working from home as you would have while at the office.

Searching

Utilise the amazing capabilities of Lotus Notes' search engine to search within any document and its attachments for any words or phrases using combinations including AND, OR and NOT. This provides an easy search for information held in *Doc Tracker* without needing to know where the document is stored.

Document Review

Submit a document for review amongst a workgroup allowing users to save their changes to the same or a different version of the document. Automatically notify the participants in the review process of documents awaiting their review. Allow yourself to be notified either when each user completes their review or on final completion of the review cycle.



In-Place Editing

Edit Word, Excel and PowerPoint documents directly in the *Doc Tracker* database rather than launching, editing, saving and reattaching. This streamlines the user process.

Scanning

While the electronic march continues onwards, more paper is being consumed than ever before and paper is here to stay. But while the Paperless Office is unlikely to be realised any time soon, an office with less paper is a reality. *Doc Tracker* integrates both with any e-mail enabled scanner such as the Xerox Document Centre or the HP Digital Sender ranges, as well as more traditional scanners which create a file which can then be recorded in *Doc Tracker*.

Security

Doc Tracker provides different levels of access to the database such as *Editor*, *Author*, *Reader* or *No Access* rights. Individual documents can also be protected through the *Confidentiality* field. This can be set to include only those people or groups that you wish to access that document. This document is then protected even from your Systems Administrator. The database can also be encrypted and edits to the document can be logged.

Archiving

Doc Tracker provides facilities for the archiving of older documents which you want to remove from the main list of documents presented to users while still retaining the possibility of accessing this data on-line.

Data Import from Folders

So as to ease the implementation of the *Doc Tracker* within an organisation that currently has most documents in folders on file server's, *Doc Tracker* provides a data import facility to create a document in the database for each of the selected files or folders from the file system on your local hard disk or file server.

This ensures the smoothest of transitions from the hard disk based infrastructure to a document library infrastructure.

Multiple Document Libraries

One license for the *Doc Tracker* allows you to create an unlimited number of document libraries on the same Domino server related to different aspects of your business.

Pricing

Doc Tracker is priced at € 1,750 per server excl VAT.