V1
Document Management

V1 ARCHIVE
ELECTRONIC DOCUMENT MANAGEMENT

For any organisation to operate at optimum efficiency, it is essential that its information is securely stored and immediately accessible. V1 Archive is a document imaging and management system that will boost productivity and significantly reduce costs. Because it is integrated into all the major accounting and ERP systems, you can see documents directly from your core application.

Dramatic savings of time and money are achieved by eliminating the printing and filing of outgoing and incoming documents. As these archived documents can now be accessed in seconds, productivity is greatly improved. By totally removing the need for traditional paper-based document storage, this space can be much better utilised.

Outgoing Documents

Automatically archive all documents printed by the accounting or ERP system or any other server based system, as well as documents printed through Windows applications on the desktop. V1 Archive compresses and indexes them, and then stores them away.

Incoming Documents

Compress, index and archive all incoming documents, such as purchase invoices, proofs of delivery, etc. These documents may already be electronic images (e-mail, fax, etc.) or they can be scanned in if received on paper.

This applies not only to all business documents, but also allows the archiving of any documents from other sources - contracts,correspondence, product literature, certificates of conformance, credit reports, for example.

Retrieval of Stored Information

Authorised users can retrieve documents from anywhere on the network. There are two main ways to do this:

▶ There is a configurable web based enquiry screen enabling users to search for documents using specific tag data e.g. invoice number, customer name, date range, value range, or any other field, and with just a few mouse clicks.

▶ Users can drill down through a core business application, and just click on the relevant transaction to retrieve the appropriate documents.

Automated Document Links

Automatic links can be set up between different document types. For example, once an invoice has been retrieved, just a mouse click will automatically retrieve any related documents e.g. proof of delivery, quotation, purchase order. Documents can then be instantly printed, faxed or e-mailed. V1 Archive can also be configured so that linked documents are automatically sent - for example, a signed proof of delivery is automatically appended to every faxed or e-mailed copy invoice.

Web Enabled

V1 WebRetrieve provides full access to documents through a standard browser. Now everyone across the organisation can view the documents they need through an intranet. With just a click of the mouse Sales and Customer Service can see invoices, accounts can check on goods received notes and PoDs Management reports can be automatically posted on the company portal. V1 WebRetrieve has been designed to optimise document retrieval, helping users to retrieve documents more quickly and efficiently directly from V1 Archive.

Users can configure searches on document types but only the ones to which they have access. Personalisation can include, hiding fields which are not used and setting specific parameters on field values (e.g. over a certain amount). Each user can also hold multiple 'My Searches' on the same document table, e.g. 'All Purchase Orders' and 'Purchase Orders over £1,000'. By allowing users to configure their own searches, access to documents in V1 Archive can be made easier and more efficient.

The XML interface allows tight integration with the latest web-enabled business systems as well as company websites. Once you have given them the appropriate security access, customers can now help themselves to copy invoices, PoDs and QA test certificates.

Automatic Authorisation

V1 Authorise enables the automatic electronic routing of business documents for approval purposes. Business procedures are therefore more streamlined and cost effective. A typical example is the routing of a purchase invoice for payment authorisation; the invoice can be automatically authorised or sent to the most appropriate recipients for authorisation. V1 Authorise is a powerful tool for any business facilitating further time and cost savings.

Annotation

Authorised users can add annotations to documents and send them electronically. For example, a purchase invoice could be annotated with a query and the document link e-mailed to the originator of the purchase order for clarification.

Secure and Flexible

The system is highly secure, giving everyone authorised within the enterprise the ability to organise, store, access, comment on and distribute appropriate corporate information. V1 Archive is extremely flexible, with easy to use search criteria, and eliminates the risk of document loss due to documents being mislaid or incorrectly filed. As the documents are stored electronically, copies can be kept at different locations for ultimate security, something not achievable with a traditional paper archive.
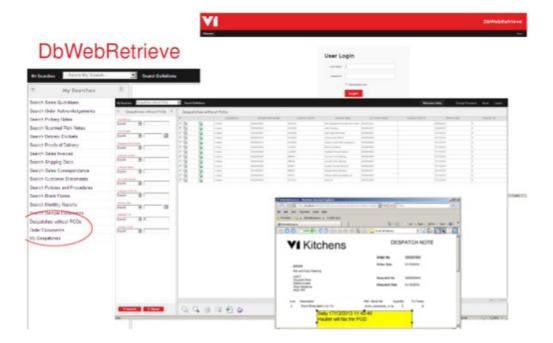
Environmental Benefits

In addition to numerous business benefits, corporate archiving of documents contributes substantially to the environment by dramatically reducing the paper consumption of any organisation. With the decline in world forestry resources, now every company can do their bit to save the planet, whilst saving money at the same time.

Fast Payback

The dramatic savings in stationery, labour and storage costs mean that V1 Archive typically pays for itself within a few months. V1 Archive is tightly integrated into V1's other document delivery modules – V1 Fax and V1 Mail. These complimentary products enable users to fax or e-mail received documents with just a couple of mouse clicks, providing even greater savings.

Environmental Benefits

▶ Runs inside a standard web browser.

▶ Full graphical displays of inbound (scanned) and outbound documents and reports.

▶ Scanning software automates indexing through barcode labels, header sheets or OCR masks.

▶ Related documents are automatically linked together and can be accessed with a single mouse click.

▶ XML interface offers customisable presentation and allows tight integration with latest web-enabled software, enterprise portals or websites.

▶ The Document Viewer Toolbar gives access to the advanced V1 Archive functionality through the browser. Documents can be zoomed, rotated, printed, faxed or emailed.

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Integrated into all major accounting and ERP systems, V1 Archive offers the following:-

▶ Available on all UNIX and Windows platforms.

▶ The system can reside on any server or servers on the network and on any storage media.

▶ Options for centralised and/or decentralised.

▶ Scanning system supports barcode reading and OCR for automated indexing.

▶ Supports a wide variety of scanning hardware - from low-cost TWAIN compatible flatbed scanners to automatic high-speed hopper fed scanners capable of scanning hundreds of images per minute.

▶ Automatic contrast adjustment, de-skewing, black border removal, de-speckling, crease removal, etc.

▶ Windows or Web-based document retrieval and viewing.

▶ Retrieved documents can be printed, faxed or emailed - either on the local PC or via the server.

▶ Retrieved documents can be processed by V1 Form to add watermarks or to automatically collate and append related documents.

▶ V1 Archive ActiveX control provides full functionality through a standard web browser. Images can be zoomed and rotated, printed, faxed or emailed.

▶ Optional XML interface allows developers to incorporate document retrieval and display into Internet sites, portals and custom web applications.

▶ Automatically scans reverse side of duplex documents.

▶ Can convert and store images from any external source.

▶ External documents such as Word and Excel can be stored in image (converted to PDF) or native (original) form.

▶ Extensive API interface.

▶ Notes can be easily attached to any internal document, just like Post-it Notes.®

▶ Ability to zoom in and highlight portions of the document - e.g. signatures.

▶ Simplified management of bulky text prints e.g. invoice audit trail including text searching and simple calculations.

▶ Tightly integrated to all other V1 modules to give a truly automated office environment.

V1

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