

# Document Imaging Solutions, Inc.

Bringing digital imaging systems to a new standard

## A Paradigm Shift in Thinking

### **Finally – a document imaging indexing system that eliminates the need for IT department database maintenance**

A major dilemma businesses face today is a surplus of projects that require the expertise of IT departments. Numerous advertisements depicting IT personnel stuck at the office after hours, grappling with an over-excessive workload, fill our mainstream media. For the IT department, efficiency is the key to success, as the deadline is always yesterday. When we built our document imaging system, we recognized the problem of placing an additional workload on the IT department for database maintenance, and searched for a solution. The industry needed a document imaging system that was low maintenance, and did not require the additional support of IT personnel. In the end, we chose a “closed self-extracting” indexing system, developed by Adobe for the U.S. Department of Defense, to extract the key search words from our labels, and use them to retrieve the documents.

By a paradigm shift in thinking, we developed a method to embed the label containing the key search words into the document, in order to incorporate the data into the document. This resulted in a document imaging system that solves many of the problems that are inherent with other systems, such as the need to maintain a database and the requirement of adding Meta tags to documents for web-enablement. Our indexing system simply extracts the key search information from the documents and generates a “flat database” from which searches are conducted. This feature also gives businesses the freedom to move documents from one directory to another; by simply rebuilding the index, the documents are easily retrieved again because the embedded label moves with the document.

The benefits of this feature exist regardless of business size:

- First, the IT department appreciates it because it is one less system requiring management and support.
- Second, our document imaging system becomes a wise choice for businesses lacking the technical skills to support and maintain a complex database.

If cutting costs and increasing productivity are benefits your company wants from an imaging solution, yet you have an over-tasked IT department, or simply do not have an IT person on staff, our document imaging system provides a practical, cost-effective solution.

- *We embed the label containing the key search words into the document, making the documents our database.*
- *The need to maintain a database and the requirement of adding Meta tags to documents for web-enablement is eliminated.*
- *Our document imaging system is a wise choice for businesses lacking IT technical support.*

**IT departments appreciate our system**



**because it is one less system requiring support.**

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## What happens if the system crashes or the index database becomes corrupt?

The foundation of our system's success - simplicity and low-maintenance - cannot be illustrated more clearly than when the worst possible scenario occurs – the index or database becomes corrupt. With our system, the solution is to simply delete the index, and then recreate a new index, all in a matter of minutes. As any IT person would attest, a similar scenario with a complex database would result in hours, or even days, to replace and rebuild the old database. Costly downtime and IT department commitment are two features of complex database systems that our solution eliminates.

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## Our system protects your investment in a document imaging system

As technology and the needs of a business change, one of the unexpected problems businesses face in committing to an imaging system is the uncertainty and expense of switching to a different indexing and retrieval system. The desire to change systems may exist because a vendor no longer provides software support, such as CanonFile, or a new indexing system becomes available, like Microsoft Indexing Service within the Microsoft 2000 network system.

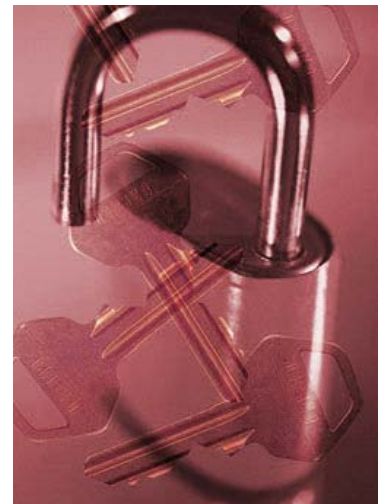
Transferring one database to another is a process that can get very complex and expensive. For example, when transferring a name from one database to another, where the fields do not contain the same information, a simple change becomes a complex problem.

Multiply these changes by the number of fields, occurring in hundreds of thousands of documents, and a minor dilemma becomes a major crisis.

With our system, the label (key search words) is embedded into the document. This feature equates to your documents becoming your data. Therefore, as long as the new indexing system can search for a PDF document, such as Microsoft Indexing Service, the transition between systems is as easy as directing the index to the directory acting as the document repository.

The future of imaging and indexing technology is unpredictable. However, our system protects your investment in a document imaging system, making it easy to adapt to new technologies as they emerge.

- *Electronic backups of documents can be created and stored off-site.*
- *Recovering the system after a disaster requires minimal time and effort.*
- *Costly downtime and IT department commitment are two features of complex database systems that our solution eliminates.*



**Document security and disaster protection are fundamental benefits of our systems.**

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## The benefits of a closed index database

If your company requires an indexing and retrieval system with a database you can access and extract data from, our system is not one that you should consider. We use a closed index database, specifically chosen for its security features.

From a programmer's perspective, this can be seen as a negative feature because data extraction from the database is often necessary for programmers. From a business's perspective, we believe it is a huge benefit. A company's records are critical to the success of any business and if anybody can have access to your record's database, your business is at risk for either accidental or intentional disruption. We believe that a closed index database is the optimal choice for businesses concerned with security matters while using their document imaging system.

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### Summary

When we built our document imaging system, we recognized the problem of placing an additional workload on the IT department for database maintenance, and searched for a solution. The result was to develop a system to embed the label containing the key search words into the electronic image, in order to incorporate the data into the PDF document. Indexing systems like that used with our software or others like Microsoft Indexing Service can extract the key search information for the documents and create an index for which searches are conducted. For any business that has an IT department that is over-tasked, or simply does not have an IT person on staff, we provide a practical and affordable document imaging system.

If your business is concerned with the security of its records, our software package provides a closed index to protect the system's security. In addition, while the future is unpredictable, our embedded labels provide the most flexibility to adapt to emerging technologies.

- *A closed self-extracting indexing system extracts the key search words from our labels and uses them to retrieve the documents.*
- *Our system protects your investment in a document imaging system by making it easy to adapt to future technologies.*
- *Documents created with our system are automatically web enabled.*

**Developing a relationship with technology  
has never been easier!**



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