

# ProFiler



Automated document management with secure and integrated library system for easy storage and retrieval



“ With an electronic, central document repository we can control and share documents securely and efficiently. As a result, we’ve reduced administration, storage requirements and paper use. Using the indexing system, locating and restoring stored items are quick and easy. ”



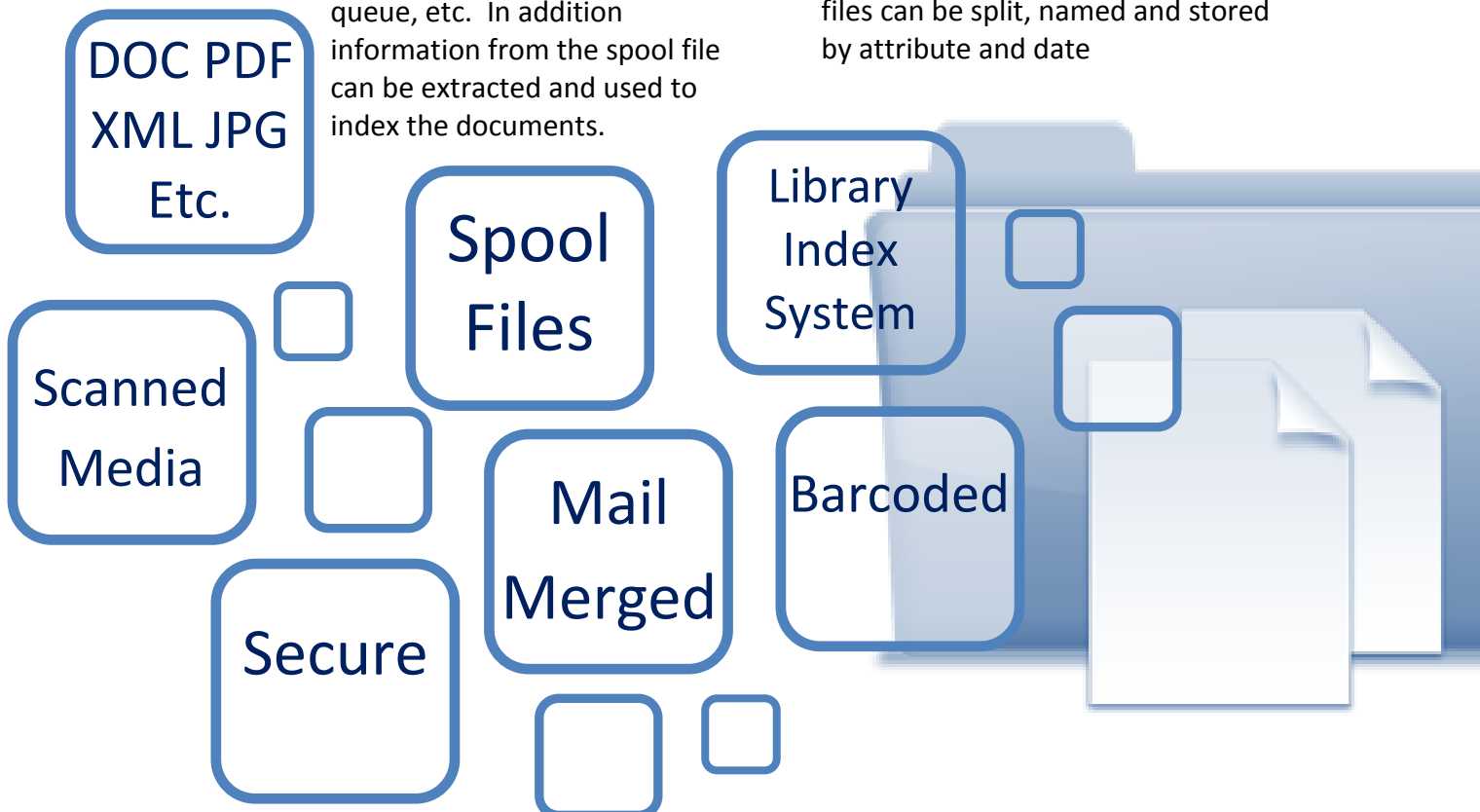
## Managing documents, easily

Utilising the power of the RouteOne (prerequisite), ProFiler enables the automated document management through employing a powerful rules engine.

- Automatically archive from spool file(s) with quick indexing for retrieval
- Mail-merged documents, converted (PDF) and archived
- Any scanned documents or existing images can be indexed and stored
- Create user and group access privileges
- Add sort and search criteria

ProFiler has the ability to archive any spool file for retrieval. Spool files can be stored by any of the file attributes. Attributes include items such as name, date, time, user, job, user data, output queue, etc. In addition information from the spool file can be extracted and used to index the documents.

ProFiler can also store mail-merged documents transformed into PDF and created through RouteOne, e.g. statements, invoices, orders, etc. Merged data can come from the database or Spool Files. Spool files can be split, named and stored by attribute and date





## Manage, Store & Retrieve.

### Index

Attributes for indexing can be placed against each document/file either manually or automatically. ProFiler can automatically seek text/items within the data to add attributes and/or use file attributes against the document. Alternatively, the user can add their own parameters and attributes.

### Library

On archive, the documents/files are stored safely in a location selected by the user (on or off site). These can be stored indefinitely and retrieved on demand using the integrated library system.

To retrieve, the user can simply access the document by entering its own unique number or by searching on the criteria provided automatically or manually (user / administrator choice).

Search allows the following:

- Document type
- Document name
- Search by (attribute)
- Sort by (attribute)
- Display documents
- Email/Print documents
- XML display





## Scanned images adds multi-functionality in a secure environment.

### Scanned Media

ProFiler can be deployed to capture, archive and retrieve scanned media. Barcodes can be added to scanned media for attribute addition and automated sequencing should pages be required to be put in set order but pages scanned non-sequentially.

The barcode defines, document type, name & page number and can be placed on each individual page or be provided for the front page for an entire document. ProFiler can be setup to replace documents if they already exist (if required).



### Secure

ProFiler allows you to generate/use user profiles that allow secure library privileges against viewing, archiving or retrieving files/documents.

Document storage may be conducted through secure FTP technology to ensure total data integrity during transfer while access is tightly guarded through password security and data encryption.

