



DocRecord™

# ENTERPRISE CONTENT MANAGEMENT

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For Small-to-Midsize Businesses

Instantly access, automatically capture,  
and workflow process documents,  
emails, content and data



## DocRecord, an all-inclusive ECM, enables organizations to instantly and automatically capture, access, workflow and process their documents, emails, content and data.

Instant access to, and automated capturing and processing of, your organization's documents, emails, data and other content provide significant operational efficiencies. These efficiencies yield substantial and immediate savings in labor and other expenses. These increased efficiencies also allow significantly faster response times to both customers and employees.

DocRecord makes achieving these savings and efficiencies simple and quick through its intuitive user interfaces and easy configuration. Most ECM (Enterprise Content Management) applications are difficult and time-consuming to configure and use. DocRecord's easy configuration allows for both rapid deployment across the organization and quick user adoption.

DocRecord is an all-inclusive application that is priced by the concurrent user and not by the core architecture or capabilities. Essential key features and capabilities, usually priced separately in other ECM applications, are included in the core DocRecord application. This keeps costs low, both at the time of purchase and over the life of the product. And, since everything is included it's easy to determine your organization's implementation requirements. These core product capabilities and features are what organizations require to eliminate manual processing and provide instant, anywhere-access to their content.

An Affordable  
All-Inclusive ECM  
for All Sizes of  
Organizations

## Benefits of ECM with DocRecord

ECM provides a long list of substantial cost-saving and process improving benefits to organizations. DocRecord makes it easy to quickly achieve these savings and benefits with an affordable, all-inclusive, and rapidly deployable platform.

Common cost saving and process improving benefits include:

- *Documents and content instantly searchable and accessible from both mobile and desktop*
- *Automated recognition and filing of documents into correct folders with extracted metadata*
- *Customizable automated workflow processes replace manual document processes*
- *Automated accounting, HR, legal and other departmental documents processing*
- *Easy data capture and workflow processing with eForms*
- *Auto-fill of forms from eForms data capture*
- *Access DocRecord data from other line-of-business applications*
- *Significant improvement in employee and customer response times*
- *And, many more*

Instant Access to  
Documents & Easy,  
Automated Workflow  
Processing

# About DocRecord

Utilizing ECM within an organization is easy with DocRecord since it's an all-inclusive application that's priced by the concurrent user. All-inclusive means that all the advanced features that most organizations need in an ECM application are included in a single core application. This saves an organization substantial money as it eliminates having to purchase additional modules as its users and requirements expand.

## Core Application Capabilities

Each DocRecord concurrent user gets complete access to all the core advanced features of DocRecord including:

- *On-Demand, Instantly Available Documents & Content*
- *Automated Capture & Filing for Documents and Data*
- *Workflow and Automated Document Processing*
- *eForms for Data Collection and Processing & Automated Forms Creation*

Everything You Need –  
All in One, All-Inclusive ECM  
Application

## Extended Application Capabilities

DocRecord's extensive all-inclusive core capabilities can also easily be expanded to include additional, more advanced capabilities. These extended capabilities are designed to address organizations' extraordinary requirements. These extended capabilities include:

### DocRecord Modules

- *Public eForms: To accommodate public users of DocRecord eForms*
- *API: For Third-party application integration and web integration*

### Integrated Prism Applications

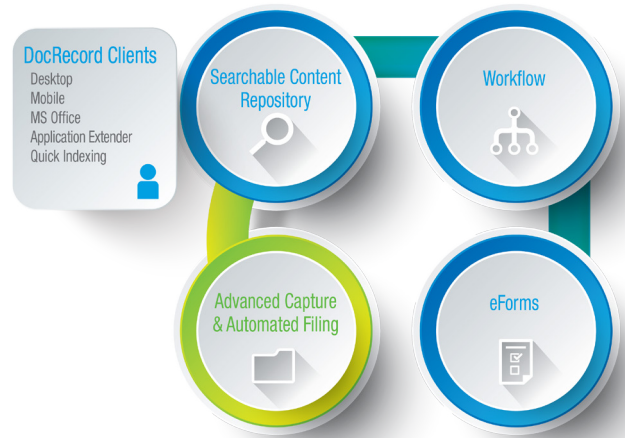
- *DocForm: Automated on-demand document formation*
- *eForms Workgroup: On-line collaboration application for Forms Committees*
- *Prism WorkPath: Desktop workflow and automated processing*
- *ScanPath: MFP-based scanning, capture and workflow*
- *Prism Capture: Advanced capture and data extraction for line-of-business and SharePoint*



# Core Application Capabilities

## On-Demand Documents and Content

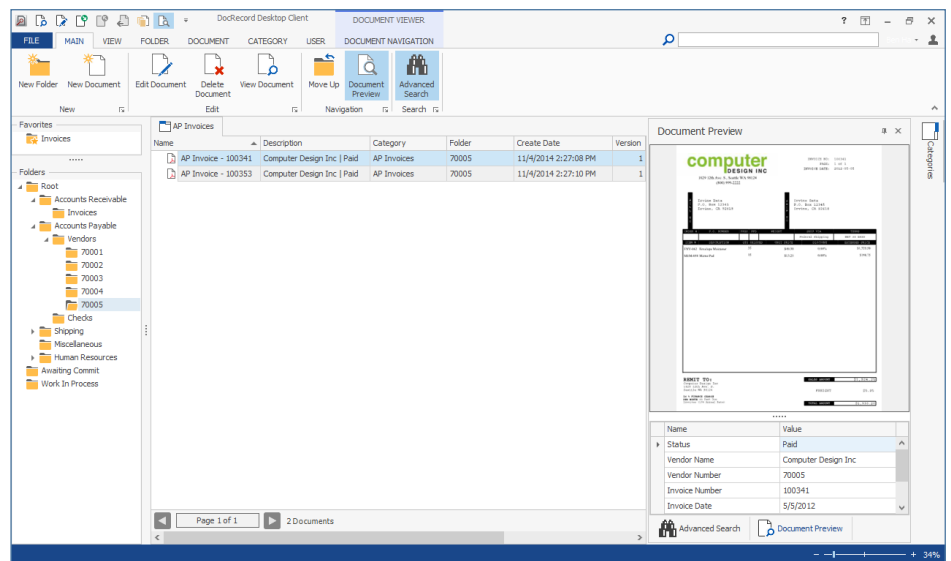
An organization needs to provide its employees instant access to its important documents, records, and other content. And, they need this access anytime and from nearly any device. DocRecord provides multiple access methods for clients to match their access requirements at that moment – desktop, mobile, or other.



All-Inclusive Core Application Capabilities

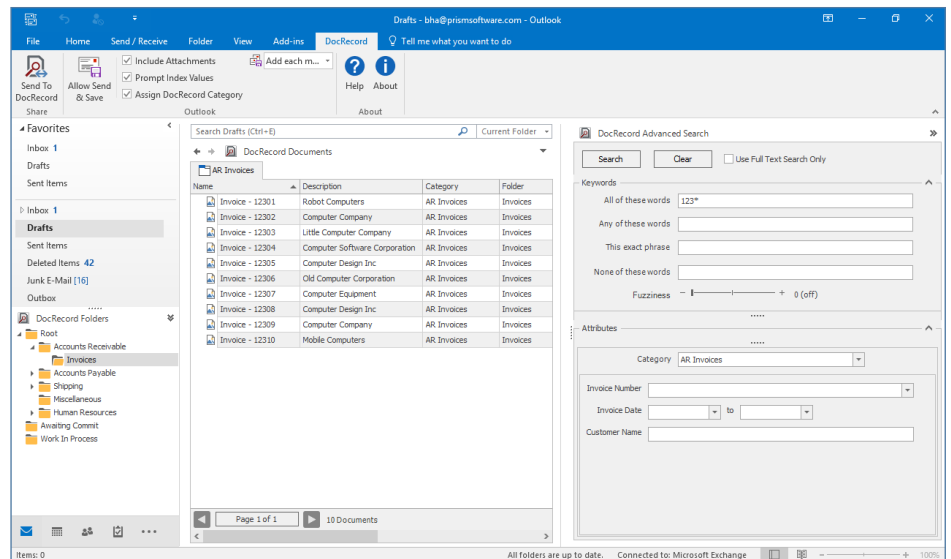
**Desktop Users:** DocRecord provides a Windows-based, desktop application that provides the full power of DocRecord including:

- Quick search
- Custom intelligent search
- Workflow integration
- Integration with Microsoft Office applications: Outlook, Word, Excel & PowerPoint
- Document preview
- Indexing and metadata



Desktop Client

**Microsoft Office Users:** DocRecord is also fully integrated from within the Microsoft Office applications Outlook, Word, Excel and PowerPoint. Within each of these Office applications, users can access, retrieve and deposit records into DocRecord folders. This comprehensive Microsoft Office integration allows users who work primarily within these applications to not have to switch to other screens or applications to complete their work. This saves valuable time and processing steps for those Office-centric users.

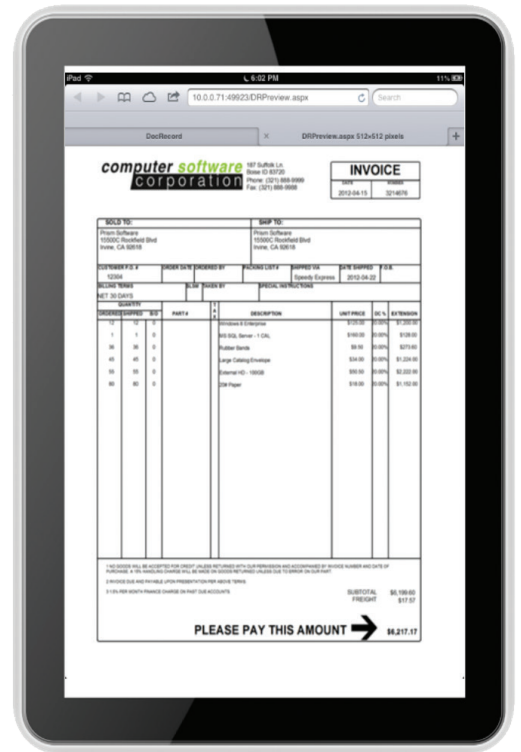


Fully-Integrated Microsoft Outlook Client

**Mobile & Browser Users:** Both remote and on-the-go workers need to access both records and workflow. DocRecord provides a comprehensive HTML5 browser-based application that scales for most sizes of mobile devices. Users can access, retrieve and deposit records into DocRecord folders. They can also access and process their workflow tasks. This allows these workers stay a part of the organization’s critical workflow.

**Application Extender:** Many users need to access ECM records while utilizing another Line-of-Business (LOB) application such as accounting, ERP, or CRM. For these users, DocRecord allows direct access to its records from within the LOB application. It can “screen scrape” key data, such as an invoice number or customer name, from the LOB application and pass it to a DocRecord search, which will return the matching documents. It also supports extracting data from the Windows clipboard, prompting the user, as well as OCR of data from a captured region. No programming is required and set-up is easy.

**Quick Indexing Users:** Some organizations process large amounts of non-standard formatted documents that require manual indexing and adding of metadata. These documents – generally correspondences and notes – are usually scanned records. Since they are a non-standard format, automatically extracting metadata is often difficult. The Quick Indexing application allows users to easily add this missing index information and then quickly file into DocRecord.



Mobile Client

Client Type	Platform Access	Devices & Activities	Workflow Enabled	eForm Enabled	Advanced Searches	Line-of-Business	Document Input
Desktop	Windows-based desktop	All desktop-based DocRecord activities	Yes	Yes	Yes	--	Yes
Mobile	HTML5 browser-based	Mobile & browser-based devices	Yes	Yes	Yes	--	Yes
MS Office	Windows-based desktop	Used within MS Office applications	Yes	Yes	Yes	--	Yes
Application Extender	Either desktop or browser	Other-application access to DocRecord	--	--	--	Yes	--
Quick Indexing	Windows-based	Manual bulk document processing	--	--	--	--	Yes

*DocRecord provides a wide range of ways for users to instantly access and utilize documents and content.*

## Automated Capture & Filing for Documents and Data

DocRecord provides a powerful and easy-to-use Capture capability that allows documents to be automatically recognized and filed into its repository. It works by automatically converting documents to a preferred file type, such as PDF, and then recognizing its document type, such as an invoice. It next extracts the documents' data and then intelligently files these documents and matching metadata into DocRecord's repository, even creating the appropriate folders if none previously exist.

DocRecord provides a number of input methods to its Capture capability:

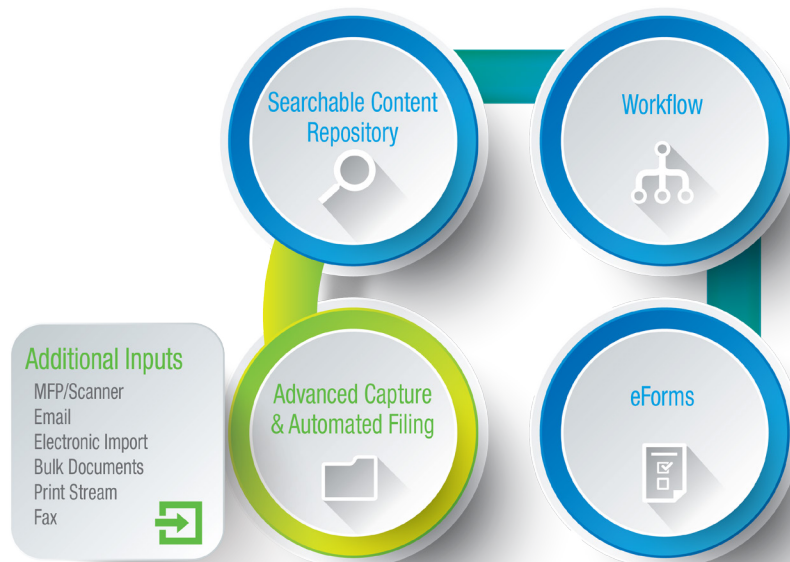
**Email Input:** DocRecord can automatically receive and process bulk emails from any IMAP or POP email server. It can also file these emails with or without their attachments and can capture the data fields such as sender, date, subject, and more.

**Bulk Document Input:** Bulk documents can be sent or scanned to either directly DocRecord or to a folder that is watched by DocRecord. With either method, DocRecord will automatically process it as it would other document images by converting it to a searchable PDF, extract indexing data, and then automatically filing it into DocRecord.

**MFP & Scanner Input:** Documents can be easily scanned from either an MFP (multifunction printer) or scanner to a folder monitored by DocRecord. Once a scanned document is detected, DocRecord will automatically process it as it would other document images by converting it to a searchable PDF, extract indexing data, and then automatically filing it into DocRecord.

**Fax & Print Queue Input:** Faxes received from a fax server can be sent to a watched folder monitored by DocRecord. Once a fax is detected, DocRecord will automatically process it as it would other document images. It will convert it to a searchable PDF, extract indexing data, and then automatically file it into DocRecord. In addition, print stream outputs – whether single or automated, from an individual or from a server – can be automatically processed in the same manner.

Automatically Extract the Document Data You Need



*All-Inclusive Core Application Capabilities*

## Workflow and Automated Document & Data Processing

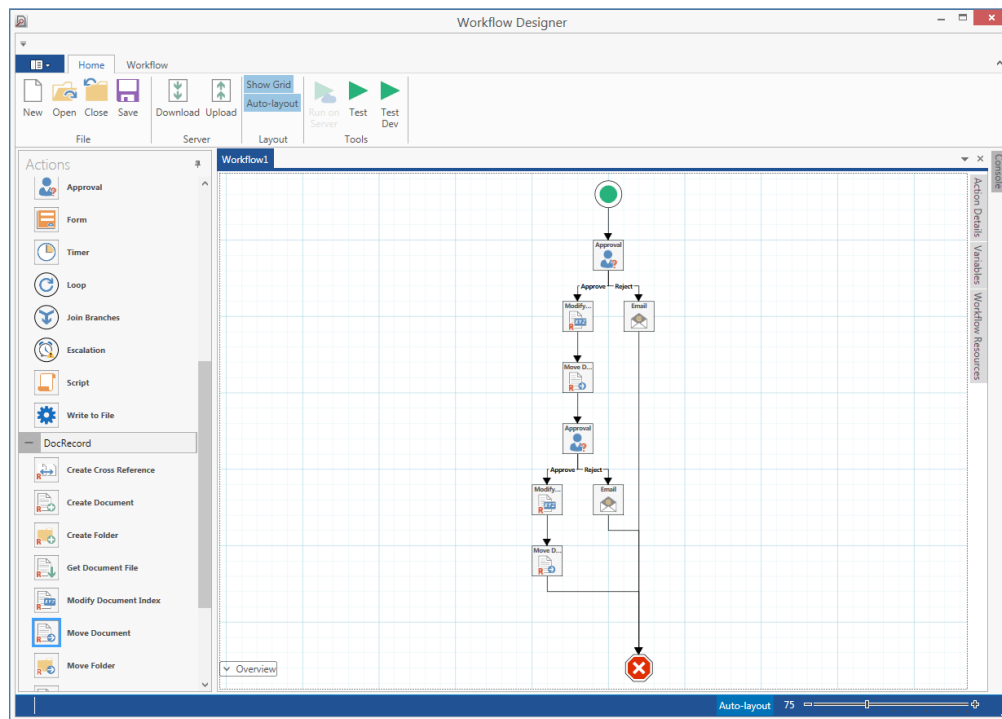
Automating and streamlining business processes provide substantial cost savings by eliminating manual tasks and greatly speeds the delivery of data and content to those that need it.

DocRecord's workflow links people and data into automated processes that are easily created for each organization. These processes provide a wide range of functions including these key attributes:

- *Review and approve*
- *Conditional routing*
- *Ad hoc routing*
- *Assignment of tasks*
- *Automated data entry into forms*
- *eSignatures*
- *Alarms*
- *Exception management*

DocRecord's workflows are easily created through its intuitive drag-and-drop and graphical interface. Users simply drag the process task icon to the workspace to create as simple or comprehensive automation as required.

In practice, users participating in workflows have their workflow task appear automatically in the mobile, desktop, or integrated-MS Office user interface. The user then responds to their prompted task and clicks submit.



*Easy-to-Build Workflow Designer*

Automate & Streamline  
Business Processes with  
Workflow

## eForms for Data Collection and Processing & Automated Forms Creation

The easy collection of data, such as user information from a web page, is critical to many workflows and document fulfillment. With DocRecord eForms capability, organizations can build a wide range of different form types to collect such data from mobile and desktop platforms.

eForms vary widely by purpose, type, complexity, and display platform. DocRecord provides dedicated different and distinct designer interfaces allowing one to easily build these different types of eForms.

The screenshot shows the 'Advanced Form Designer' software interface. The main workspace displays a 'Time-off Request Form' with the following sections:

- Employee Information:** Fields for Name, Date Submitted, and Department.
- Time-off Request Information:** Fields for Dates of Request, Total Days Requested, and Type of Request (Vacation, Sick/Medical, Military, Personal, Jury Duty, Other).
- Employee Signature:** A signature line with a disclaimer: "I understand that time away from work is subject to policies and onsite supervisor approval."

The interface includes a 'Toolbox' on the left with various form controls like List, Link Label, Button, Text Box, etc. A 'Document Outline' on the right shows a hierarchical view of the form's components.

### Quick web forms

Rapidly designed by an easy drag-and-drop interface allowing HTML web eForms design in minutes. Used primarily for data collection and permits finger eSignatures. Ideal for mobile devices.

### Advanced web forms

Quickly designed by an easy drag-and-drop interface that allows for more comprehensive HTML web eForms design. Provides intermediate-level features that permit additional data entry, conditional fields, and eSignatures. Ideal for mobile devices and browsers-based desktops.

### Basic PDF forms

Quickly designed by an easy drag-and-drop interface that allows for PDF forms with fillable fields. Provides intermediate-level features that permit additional data entry, conditional fields, fillable form fields, and eSignatures. Ideal for documents that need emailing to or printing for customers and filing in DocRecord by user.

### Advanced PDF forms

Provides advanced form design for complex, contractual, or compliance-type forms such as those for healthcare, legal, education, finance, banking, and others. Allows two-sided and multipage forms, fillable fields, and much more. Ideal for all complex-forms requirements for both mobile and desktop environments.

The image shows a tablet displaying the 'Time-off Request Form' designed in the software. The form is displayed in a mobile-optimized layout with the following sections:

- Employee Information:** Fields for Name, Date Submitted, and Department.
- Time-off Request Information:** Fields for Dates of Request, Total Days Requested, and Type of Request (Vacation, Sick/Medical, Military, Personal, Jury Duty, Other).
- Employee Signature:** A signature line with a disclaimer: "I understand that time away from work is subject to policies and onsite supervisor approval."



Easily Collect Data & Automatically Populate Documents



# Extended Application Capabilities

## DocRecord Modules

DocRecord provides additional fully-integrated modules that extend its all-inclusive core capabilities to accommodate organizations' extraordinary requirements.

### Public eForms

DocRecord's all-inclusive eForms capabilities are focused upon clients, or concurrent users. Often, an organization may want to expand the core eForms to include non-clients of DocRecord. These non-clients can include other members of that organization or the public. DocRecord's module, Public eForms, is available for these types of requirements. These Public eForms can be put into websites for employees or the public. Once data is entered into these Public eForms they can then be processed with DocRecord's workflow capability.



All-Inclusive Core Application Capabilities

Extended Capabilities

### API

With DocRecord's API interface, its documents and content can be accessed either through third-party applications or from web interfaces. The API is most often used to provide third-parties controlled and specific access to relevant documents within DocRecord. Examples of this include a vendor's access to their specific records, a client access to his/her specific records, and integration with a third-party application.

## Integrated Prism Applications

In addition to DocRecord, Prism has other applications designed to increase document and data processing efficiencies and lower costs within organizations. Many of these other applications are directly integrated with DocRecord providing a seamless user experience.

### DocForm: On-Demand Document Formation

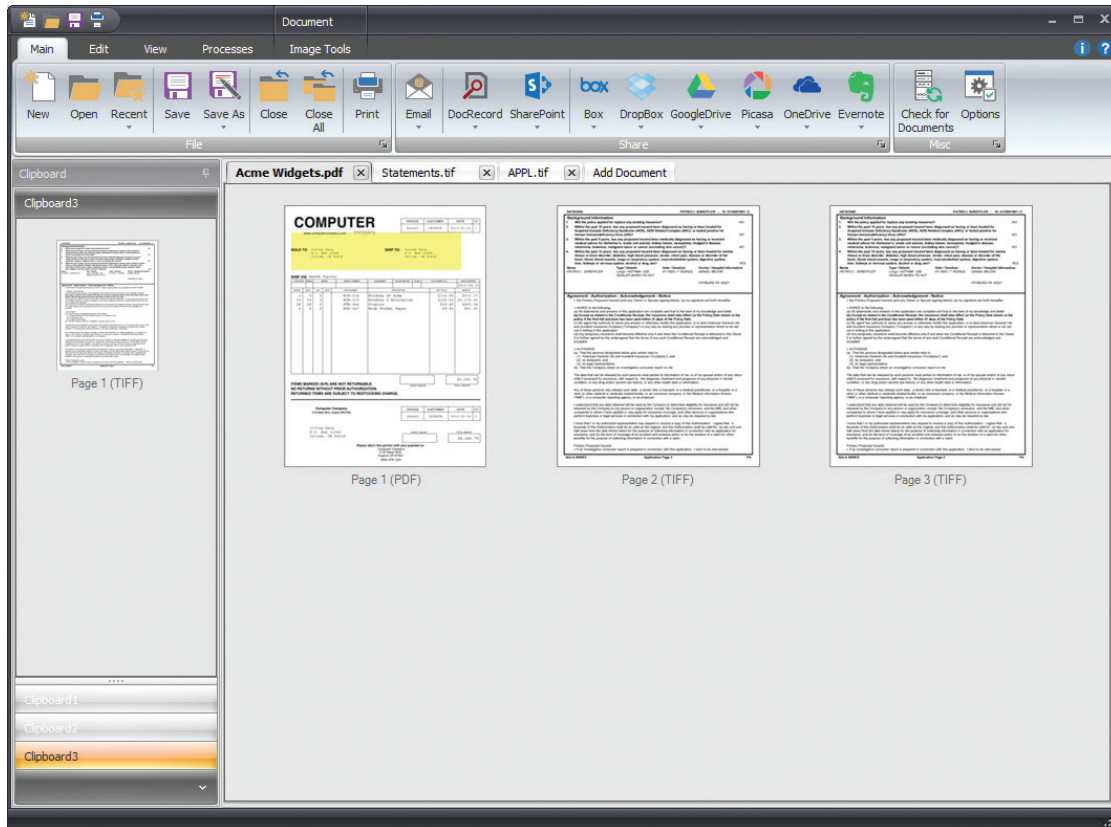
Many organizations require on-demand document creation based on data that is either input into a DocRecord eForm or generated from a workflow process. With Prism's DocForm, all types of documents can be dynamically and instantly generated from this DocRecord data. These on-demand documents include contracts, notifications, statements, letters, and many others. These documents can also include conditional data such as text and images, electronic signatures, database lookups, and can be displayed, emailed, or printed. This application is ideal for financial, healthcare, education, and service markets.

### Forms Committee Collaboration App: For On-line Collaboration

Many larger organizations require strict control over their forms creation and modification processes with forms committees that govern this process. Prism's Forms Committee Collaboration application allows Forms Committees to collaborate remotely on the design and modification of critical forms. This remote collaboration includes voting, vacation schedules, comments, and more. This application is ideal for forms-intensive markets such as healthcare and insurance.

## Prism WorkPath: Desktop Workflow and Automated Processing

Document processing often occurs at the desktop outside of an ECM application. With Prism WorkPath, individuals can process documents, either automatically or ad hoc, at their desktop. Prism WorkPath allows documents to be checked out of DocRecord, processed locally at a desktop, and then checked back into DocRecord. The value of this capability for an organization is that it allows for more flexible document processing alternatives than preset ECM workflow processes. Prism WorkPath allows for a wide range of desktop processing including personalized workflows, integration with cloud repositories such as Box and Dropbox, and many other features. This application is ideal for organizations and departments, such as Accounting and HR, processing documents that need more personal review and input.



*Prism WorkPath allows automated document processing at the desktop and can check documents in and out of DocRecord.*

## ScanPath: MFP-based Scanning, Capture and Workflow

Document processing also often occurs from the multifunction printer (MFP). Prism's application, ScanPath, enables a wide range of automated processing and workflow directly from the MFP. This allows documents to be preprocessed, outside of DocRecord, prior to being filed into DocRecord. This preprocessing includes routing to destinations, file conversions, notifications, document concatenation, image manipulation, and much more. ScanPath is directly integrated with most major MFP brands. This application is ideal for organizations that scan a lot of bulk documents that need to be uniquely processed such as claims, remittances, and others.

## Prism Capture: Advanced Data Capture & Extraction

DocRecord's all-inclusive configuration includes an advanced and easy-to-use automated filing and capture capability. This capture engine has a dedicated output to DocRecord. However, some organizations will want to expand this capture capability to include other features and destinations including back-end line-of-business (LOB) applications and SharePoint. Prism Capture easily writes to files to accommodate a wide range of other applications. This is ideal for organizations requiring both DocRecord and integration to a LOB application.

# Key Features & Capabilities

**Workflow** – In addition to document-driven workflows DocRecord also provides user-driven workflows. The Workflow Designer makes it simple to visually build a workflow process using its drag-and-drop interface, and the process can then be initiated automatically based off of specific events occurring in DocRecord. Users have a dedicated workflow queue, reflecting the tasks awaiting their attention.

**eForms** – DocRecord includes a fully integrated eForms solution allowing users to electronically fill out an HTML web form or PDF form and submit it to DocRecord. This completed form can then initiate a workflow process in DocRecord allowing designated reviewers to approve the document for further processing. Simple eForms may be designed over a web browser using the Quick Forms Designer while more complex eForms may be designed using the eForms Designer application. Once designed, these eForms can be published for use and will be available through a direct link or through the eForms Library.

**HTML5 Web Client** – The DocRecord Web Client allows users to access DocRecord through a smart phone, tablet, or any browser-enabled device. After securely logging into the Web Client, users may search and retrieve documents, upload new documents, revise documents through the check-out/check-in process, and take action on workflow tasks.

**Automated Capture & Filing** – DocRecord's Automated Capture and Filing capability allows a DocRecord administrator to design, test, and deploy a process to automate the capture of incoming documents into DocRecord. Documents may be captured through a watch folder, a virtual print queue, or as an email attachment, and then automatically submitted into DocRecord with index information through the use of a template. The index information can be automatically recognized from text and barcodes located in fixed zones on the page, or dynamically detected from anywhere on the page using unique trigger phrases.

**Outlook Integration Enhancements** – DocRecord's integration with Microsoft Outlook allows users to access documents in DocRecord directly from the Outlook interface. Users may browse the DocRecord folder structure, run searches, and view documents without ever having to leave Outlook. In addition, users may enable the "Send & Save" option to ensure that they are prompted to save all outgoing emails from Outlook into DocRecord.

**Word Integration Enhancements** – DocRecord's integration with Microsoft Word allows users to check-out documents in DocRecord directly from the Word interface. In addition, users may check-in a Word document directly from the Word interface, eliminating the need to switch between Microsoft Word and the DocRecord Desktop Client application. Enhanced saving is built into Word, ensuring that if the same document is submitted into DocRecord more than once a new version of the document is created in DocRecord.

**Show Index Fields in Document List** – In addition to the standard system fields (such as Document Name, Description, and Create Date), category index fields may be shown as columns in the Document List of the DocRecord Desktop Client. Documents are now grouped by category tabs in the Document List, and the index fields specific to that category are shown as column headers. Users may then rearrange and sort by these index field columns as needed making it easy to quickly identify a document within a large list.

**Security on Index Fields** – Security may be set on individual index fields in a category. By assigning a user role to an index field only users in that role may edit that index field's value in DocRecord (even if they have permissions to edit a document's properties). This facilitates the defining of "read only" index fields in a category which are for informational purposes only and should not be changed by a user.

**Delete from Search Results** – If this option is enabled, users with the appropriate permissions may delete documents directly from the Search Results pane in the DocRecord Desktop Client. This makes it convenient when documents need to be cleaned up quickly by searching and deleting.

**Skip Label/Comment During Check-In** – If this option is enabled, the prompt for a Label/Comment during the document check-in process will be skipped. This eliminates an extra step in environments where documents are checked-out and checked-in frequently.

## Additional Key Features & Capabilities

- *Index field and full-text content searching*
- *External data source lookup to eliminate duplicate data entry during indexing*
- *Barcode cover sheet generator for non-standardized documents*
- *Click indexing to eliminate manual data entry*
- *Native viewing support for common file formats, including PDF, TIFF and other image formats, and Microsoft Office file formats*
- *Native annotation and image editing support for PDF, TIFF, and image formats*
- *Document versioning via check-in/check-out*
- *Cross referencing of related documents*
- *Simple, non-programmatic integration with LOB application for viewing documents using the Application Extender*
- *Advanced programmatic integration with LOB application for viewing documents using the API*
- *Document storage and retention policies*
- *Duplicate document detection*
- *Quality control for reviewing and committing incoming documents*
- *Email notifications based on key events*
- *Folder-based organizational structure*
- *Based on industry-standard Microsoft SQL Server for database engine*