



Archive Module

The difficulty of finding file copies of paper forms and documents, coupled with a shortage of physical storage space is driving many organisations to seek alternative methods of archiving and retrieving documentation.

WilComm Archive helps businesses to achieve greater efficiency and productivity by automatically storing, indexing and filing documents in electronic format for quick and easy retrieval.

The Problem with Paper Storage

Whilst ERP systems generally result in significant efficiencies throughout the supply chain, the process of filing and retrieving purchase orders, invoices and other supply chain documents often remains an unsolved issue. Typical problems include:

- Inability to find essential documents when needed
- Slow response times in customer service
- Lack of space for filing cabinets in the office and warehouse
- Poor quality of hardcopy archived documents
- Risk of non-compliance with audit requirements

Automated Retrieval in Electronic Format

WilComm Archive helps achieve further efficiencies and improvements in this important area of the supply chain by automating document handling processes and enabling the storage, indexing, archiving and retrieval of documents in electronic format. The benefits of WilComm Archive include:

- Automation and digitisation of archival and retrieval processes improves customer service staff productivity and brings lower costs
- Ability to retrieve documents quickly and in their original format enhances customer service
- Online storage of documents reduces the need for filing cabinets and frees up office and warehouse space

Superb Integration with your existing infrastructure

WilComm Archive integrates seamlessly with your existing IT infrastructure; it requires no costly programming changes or upgrades.

Supporting all standard operating environments, including Unix, Linux, OS/400 and Windows, WilComm Archive stores document output from any application as well as electronic documents in all common file formats. It therefore supports all major ERP, financial and business applications.

Application-Generated Documents

WilComm Archive automatically captures raw application output such as purchase orders, order confirmations, invoices and statements. These are indexed automatically, making retrieval very easy. View the stored documents in the original format and optionally send-on to the intended recipient.

Scanned & Human-Generated Documents

Other types of document can be added to WilComm Archive using automatic methods. For example, Word, Excel, PDF, AutoCAD files, TIFF and scanned documents can all be collected and filed in their correct drawer. Your users can now retrieve the correct document in seconds instead of hours.

WilComm Archive's multi-language capability – including Asian languages – means that files can be captured in any language for storage and future retrieval.

Store

WilComm Archive uses industry-standard OLE-DB databases to store and archive documents. Application data is indexed automatically, while other files and scanned images can be OCR'd for full text searching using the SuperText option.

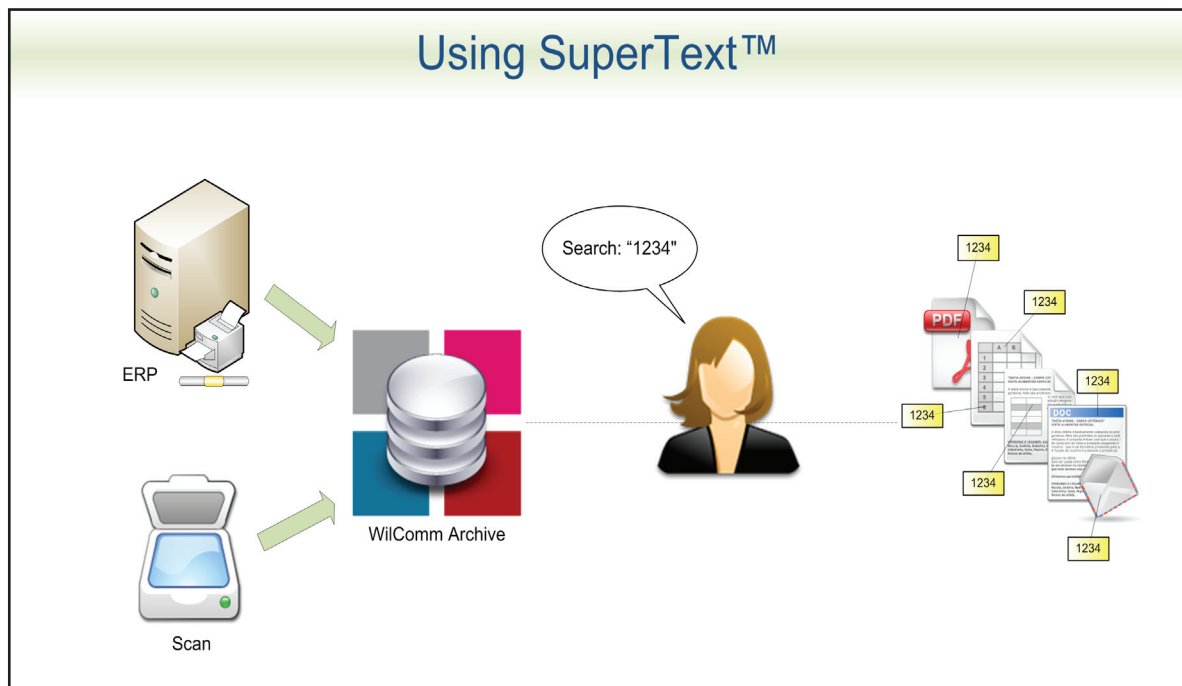
Indexing is available using free format search or selection criteria with Boolean searching over any number of values. Archived files, and even specific pages, can be cross-linked to each other via indexes, allowing the user to easily view all documents relating to a specific value e.g. a customer order number or invoice number.

To assist with tracking and compliance for audit purposes, WilComm Archive also allows notes to be appended to a document, and performs automatic user and time stamping.

AT A GLANCE

- Automated archiving
- Easy search & retrieval
- Support for Asian languages
- Send-On facility
- Multiple view formats
- Archive all file types

Using SuperText™



SuperText Searching

With the SuperText option, WilComm Archive uses advanced OCR technology to index every word within a document as it is put into the server, thereby dispensing with the need to manually input additional identifiers and further automating the archiving process. Compatible document types include: MS Office, PDF, TIF, AutoCAD drawings, etc

WilComm's SuperText search browser makes adding to and searching the WilComm Archive repositories even easier and more comprehensive.

Barcode Facility

By recognising bar-coded documents during the OCR process, WilComm Archive uniquely identifies each document and places it in the correct drawer. This automatic identification of a document means your users get even faster retrieval times and the system administrator can rest easy knowing that documents are in the right location. The Barcode facility is perfect when processing large batch jobs or conversion from paper-based systems.

Keep track of physical Archive Box contents using barcodes. Offsite physical document retrieval is made simpler by knowing what box the required document is in. Saves time, hassle & money.

Application Integration

A fully featured API is provided to enable direct document search & access from within your applications. Wilkinson are happy to provide more information and guidance for integrators.

Retrieve

Archived documents are retrieved from a browser-based client, with repository access granted according to users' normal Windows password security permissions. File retrieval is logical and intuitive - users can drill down with the Explorer view, through the simple hierarchy of repositories, filing cabinets and drawers, or use powerful, built-in filters and text search features to find the right document quickly and easily. Multiple search criteria are available across different reports and dates.

WilComm Document Output Management

The WilComm Archive Module provides a stand-alone solution for archiving and retrieval, and is also designed to integrate with WilComm, the document output management solution from Wilkinson. Used together, they provide a complete solution for the creation, distribution, archiving and retrieval of forms, faxes, reports and other documents.

The integration of the two solutions means that indexing is performed using the pre-defined fields that were created for the documents within WilComm. The documents can then be stored as text for faster searching and display while reducing disk storage utilization. When retrieved, the report pages are instantly merged with the original form template, formatted into PDF and displayed for the user. Resending is performed by WilComm

Complementary Wilkinson Solutions

- Print Module
- Fax Module
- Email Module
- File Module

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ELECTRONIC DOCUMENT SOLUTIONS

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