



The **WilComm File Module** allows WilComm documents such as purchase orders, invoices and other high volume forms or reports to be named and stored automatically, for subsequent retrieval through MS Windows. Compared with manual, paper-based filing methods, automation and digitisation of filing processes enables low cost storage and fast retrieval of file copies, leading to improved customer service and higher staff productivity. Online storage of documents also reduces the need for filing cabinets and frees up office and warehouse space.

### Document Distribution with WilComm + File Module

The File Module is an optional component of the WilComm document output management suite. Once you have set up your document or form in WilComm, the distribution rules allow you to assign a delivery method to each job. By intelligent inspection of files and their attributes, the File module builds folder structure and file names dynamically based on data content (eg. invoice #) or a combination of dynamic & static.

### Forms Merging

Electronic forms merging provides flexibility and control over manual sending. Filed documents include graphics, bar codes, logos and rotated text. This enables you to create intelligent documents, personalised for your end users. These controls are provided to ensure that all the creativity that goes into designing a form is retained and enhanced in high quality file output. Pre-printed stationery is no longer required.

### File Formats

Application spool files can be stored in PDF, encrypted PDF, Text, XDW (DocuWorks), CSV and XLS format. Files are stored in the same design & format as original printed and is therefore easily recognised.

### Filing Flexibility

Supports combination of PDF and XLS formats within the one File job e.g. send two spool files in the one job, one being a spool file of 25 invoices in PDF format, plus a spool file with a 50 page Sales Analysis report as an XLS file. Application spool files can be split into multiple output files or simply contained in one file.

### Multi-Platform Support

Provides file creation for multiple platforms, including Windows, UNIX, iSeries, mainframe so you can leverage your investment for an enterprise-wide solution. File works just like a system printer. No programming or application changes are required.

### File Naming

Flexible naming of storage path and file names give users meaningful search indicators, giving full control and easy retrieval.

File names can be assigned directly or created from page content, such as invoice number. This allows auto indexing, which means access to filed documents is fast and easy.

### Easy Retrieval

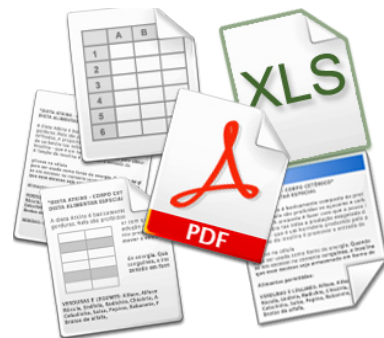
Files are accessible through MS Windows Explorer. Many of our clients use commonly available desktop search tools.

### Requirements

Wilkinson products: WilComm Server  
Operating Environment: Win 2000, XP & 2003, 512Mb min, 10Gb available hard disk space

### Complementary Wilkinson Solutions

- Print Module
- Fax Module
- Email Module
- Archive Module



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ELECTRONIC DOCUMENT SOLUTIONS