

S4i Express document management for IBM System i, facilitates report distribution, on-line viewing, archiving, retrieval, document scanning, desktop archiving, and much more. S4i Express does not require support from several other modules or servers to function. It provides flexible control but yet a central repository for the EDM process with minimal effort while integrating with virtually all System i software applications.

Capture

Capture PC documents, image files, spool files and reports from one or more print queues/systems, the IFS, PC or other systems.

Burst

S4i Express uses simple, on-screen point-and-select user defined rules to burst system i reports into segments by page, line or field. The instructions that define where reports are split can be easily modified.

Bundle

S4i Express automates the process of creating document bundles from report segments. These bundles can be comprised of complete reports or segments.

Archive

Unlimited segment links, indexes, and search criteria simplify the process of document archival and retrieval, and make it easy to track document use and availability.

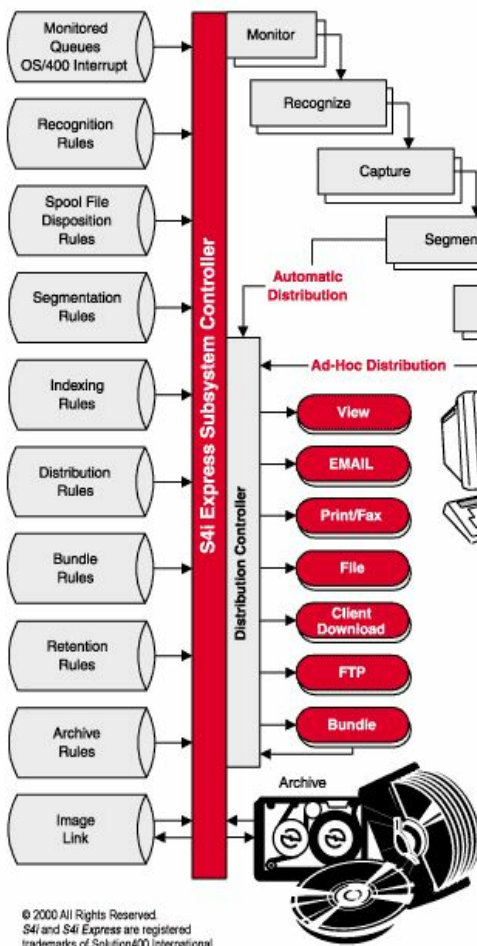
Document Scanning & Workflow

Organizations that are paper driven can easily scan documents, recognize, index (using OMR, OCR, or ICR), and enter them with their document data into this managed workflow environment.

Report Distribution

S4i Express automates the electronic delivery of information that is specific to the recipient's mission.

- Templates and Signatures:** Include multiple image overlays for forms, signatures, logos, etc. to give documents a preprinted, professional look.
- Document Formats:** These documents can be transmitted in a variety of formats including PDF, HTML, CSV (Excel), RTF, generic WP (Word), ASCII, EBCDIC, TXT, AFPDS, and postscript.
- Document Retrieval and Viewing:** Fast web-based document retrieval reduces printer use and permits instant access to reports from any desktop with Microsoft Internet Explorer or Firefox. The end user interface can be customized to facilitate easy navigation and to reflect the image of the organization.
- Intelligent Distribution:** Distribution rules and database-linkable user-profiles make it easy to change distribution characteristics. Documents can be transmitted via email, print, FTP, fax, etc.



Monitor Task:

The S4i Express Monitor does not run continuously, saving system overhead. Instead, it is awakened by an interrupt from OS/400, at which time it passes a message to the recognize task.

Recognize Task:

Spool files may be recognized “externally” by 18 external attributes, or “internally” by position, content, or a combination of both external and internal recognition. If it is not a recognized file, the system “hibernates”. If it is a recognized file, control is passed to the capture task.

Capture Task:

The captured data is then placed into the S4i Express “repository”. “Disposition Rules” determine what happens to the original file as it is no longer needed by S4i Express. Control is passed to the segment task.

Segment Task:

If the file is to be segmented, an index is built for the file, and it is passed to the Distribution Controller. If cross-document indexing is required, the file is passed to the index task.

Index Task (S4i HostView):

Indexes created here will be applied when this document is viewed online, and also facilitate automatic linking of documents to allow multiple related documents to be open simultaneously (with hot-key toggle). The indexed file is then passed to the distribution controller.

Distribution Controller:

Using Distribution and Bundling Rules, the document is prepared for online viewing and distribution to local and remote printers, PC workstations, e-mail, FTP/ website, fax, IFS folders, other System i's, NT, Novell, etc.

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Bundling

Bundling of multiple documents, or segments of one or more documents, optionally adds a cover page with table of contents and separator pages between the segments. Bundle rules optionally allow a bundle to be held for n period of time, or until all components in the bundle arrive and are ready for distribution. The Distribution Controller manages final disposition of the bundle.

Output Formats

S4i Express distributes documents in a wide variety of formats, including PDF (with electronic form/image overlays), RTF, CSV (Excel) HTML, Generic WP (Word), ASCII, EBCDIC, TXT, and Postscript.

Archiving

S4i Express archives files to disk, tape, and COLD Storage, with rapid online retrieval capabilities, including BRMS support.

Scanning & Workflow

S4i Express has built-in accessibility for document imaging (scanning) and workflow, providing “COLD” electronic report management for those systems. Integrated solutions for CRM, ERP, SCM and other systems are also available.

Retrieval

S4i WebView allows one or multiple documents to be viewed via System i or network user via a browser. One or multiple documents can also be redistributed through email, print, FTP, fax, etc.

Access documents quickly and easily from anywhere

WebView is a browser based application that allows employees, vendors, constituents and customers to access their business document on iSeries using IE or Firefox as their browser. Once accessed by the end user documents are displayed as an adobe PDF or in their native format (.tiff, Excel, Word, MS Project, etc.). Documents can be viewed by the end user or distributed via email, fax, FTP, print, etc. in your desired format. The possibilities are endless! Change your format on the fly and download to client. View or distribute multiple documents at the same time. Documents can be linked together through common index keys.

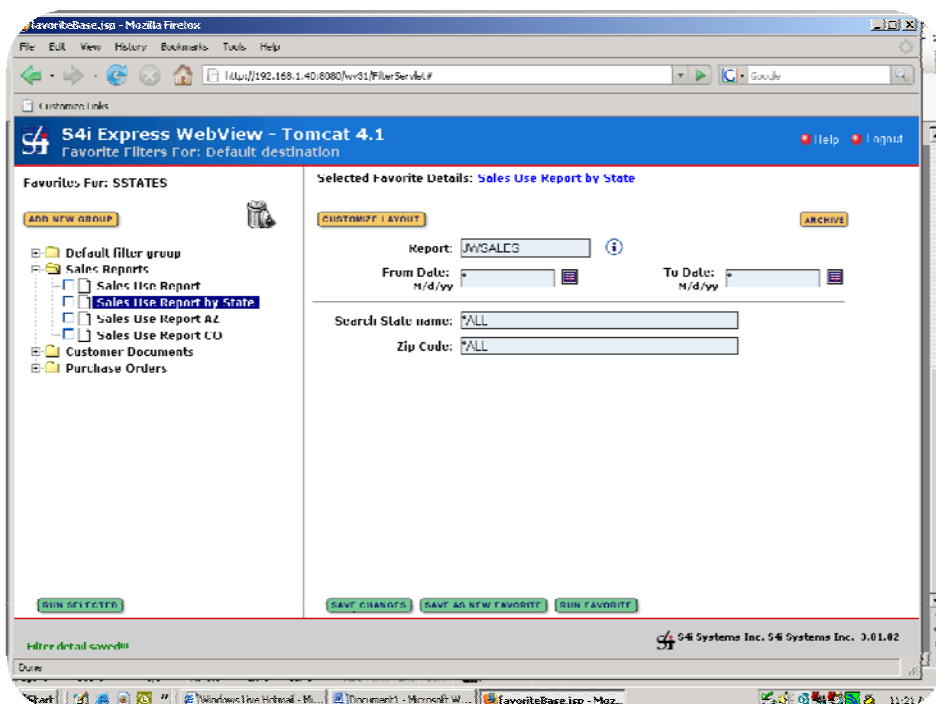
Add notes to your document

As an administration your organization has the ability to manage who can see which documents, who has access to these documents within a single spool file, PDF file or document class, how they can be distributed (if at all) and who can view notes associated with a given document.

Desktop Archiving

Within WebView, PC and other file type documents can be archived for later retrieval with simply two clicks of a button. Archiving through WebView gives the organization access to key business documents within the organization in format, business maintained in repository, lost or business

their native resulting in assets being a central thereby, avoiding misplaced intelligence.



KOFAX CAPTURE DATA SHEET

Kofax Capture captures document images electronically, and simplifies storage and retrieval. Kofax Capture captures everything from scanned documents to electronic files. Integrating with S4i Express and other application software throughout the enterprise Kofax Capture is compatible with an extensive array of hardware- scanners, diverse capture devices, content and document management systems, workflow applications and databases. Kofax Capture uses Ascent Capture technology from Kofax.

Remote Capture

Kofax Capture enables workers in remote offices to scan and validate documents directly into the central Kofax Capture process for release into a back-end enterprise system. This important feature eliminates the cost of shipping and photocopying, and offers better security and document quality. Users can access content faster, which accelerates business processes.

Custom Modules

Tailor Kofax Capture to support your precise business processes with any of dozens of plug-and-play custom modules. From powerful forms-processing modules that can extract information from even the most difficult documents, to postal mail scanning, to microfilm archiving for long-term records retention, These custom modules give users powerful, off-the-shelf alternatives.

Import Controller

Create front-end scripts to feed Kofax Capture from enterprise applications such as financials, human resources, manufacturing, and management decision support.

Customizable User Interface

Modify the Kofax Capture user interface via Visual Basic, Visual C++, or any language that supports COM.

Database Lookup Interface

Set up sophisticated database lookups without scripting.

Flexible Information Delivery

Deliver information into workflow and content management systems via release modules written in Visual Basic. Choose from our unrivaled library of release modules, or use our source code to write your own. Kofax Capture facilitates the delivery of information into multiple systems at the same time.

Supports Color Scanning

Kofax Capture has color image processing which improves image quality and OCR accuracy for color documents. It uses advanced algorithms developed by Kofax to handle full-color deskew, and state-of-the-art color-to-bitonal thresholding. Kofax Capture can now automatically recognize color images, extract data from them and deliver them into your business systems.

Easy To Use, Easy To Install

With Kofax Capture, applications can be up and running in hours, rather than days or weeks of expensive installation and configuration. And when the job changes, Kofax Capture's test mode and point-and-click batch editing make setup a breeze.

Scalable To Grow With Your Enterprise

Scanning a few hundred pages a day? No problem. We have low-cost, stand-alone configurations that provide all the functionality you need. Scanning a million pages a day? Still not a problem. A networked installation of Kofax Capture can be expanded easily by adding more scanning, recognition, validation, or release stations. And with the Kofax Capture you can expand even further by installing remote scanning and indexing stations anywhere around the world, all linked to your central site via the Internet or your corporate network. Or use the collection server to gather documents up that were imaged using a variety of remote scanning devices or presented electronically in a disparate environment for central processing, thereby, providing an automated and systematic solution to distributed workflow.



Additional Information

Advanced technology accurately recognizes handwriting (ICR), machine print (OCR), check marks (OMR), bar codes and checked boxes.

Native PDF Support. There is no additional expense to output "Image Only" PDF files, plus you can upgrade to enable "Image+Text" output.

Produce print shop quality forms in-house. Forms design tools from S4i accelerate forms automation. Map in System i data with drag n' drop simplicity, then print them on common ink jet and laser printers or transmit electronically. S4i's Forms Design Suite runs in the background with virtually no support. And because they are scalable and portable, you may never seek an alternative.

Design Forms

Capture

Capture existing printed or electronic forms and transform them into System i based eForms.

Create

Create documents in color from scratch or use pre-designed forms templates. Auto import logos, barcodes, and images embedded within an XML stream. WYSIWYG PC based design tools afford great power and accuracy.

Enhance

The Forms Design Suite offered by S4i performs sophisticated image enhancement routines to ensure high quality images and eliminate manual correction. Clear images are easier to read and take up less disk space when stored.

Redesign

Map data from System i databases and spool files into new forms with the click of a mouse. Reformatting or rebuilding your documents make them easier to read and provide greater flexibility in sharing only the most critical information. Universal adaptability allows S4i's Forms Design suite to integrate with any System i software application.

Review

Review draft versions of documents on line. No need to print draft copies for review.

Distribute

Distribute documents electronically with S4i Express to local or remote servers and printers. Transmit instantly via email or fax.

Archive

Electronic document archival makes forms retrieval easy. Eliminate paper document storage... paper documents are hard to find and share.

Design Checks

- Checks created with S4i Forms Design tools can incorporate MICR security and electronic signatures.
 - These checks can be printed on existing MICR capable laser printers.
 - Bank file maintenance screens are password protected and secure.
 - Spool data can be encrypted at output level for additional security.
 - Multiple bank accounts are supported to accommodate several business units under one roof.
 - Intelligent signature printing is based on user-defined dollar amounts.
- ✓ Boost your image by creating forms that reflect the professionalism of your organization.
 - ✓ The Forms design tools from S4i are scalable and accommodate low to high volume document distribution requirements.
 - ✓ Document automation reduces or eliminates time spent on printing, collating, and distributing documents by up to 80%.
 - ✓ Electronic documents reduce or eliminate the costs associated with preprinted forms, paper, postage toner, repairs, and storage.
 - ✓ Enjoy lower costs, faster business processes, better access to information, and more complete records.
 - ✓ The benefits of document automation cross industry boundaries. S4i Forms Design Suite users are in healthcare, insurance, banking, accounting, manufacturing, distribution, transportation, and many other industries.
 - ✓ Integrates seamlessly with S4i Express for automated document distribution.

ABOUT LIFE IT

Life IT specialise in business support, application development and consultancy for System i and Domino environments. As an IBM Premier Business Partner, we extend our services with IBM hardware and software licensing. Life IT provides any combination of application, operational and technical support no matter what the customer's legacy environment, no matter how long support is projected for. We tackle complex systems where a combination of requirements would normally mean that more than one party is required. Our deep understanding of emerging technologies coupled with our core expertise in the IBM System i platform, has enabled our customers to enhance their business performance. Life IT has enabled organisations to leverage their existing investments in software applications and skills to evolve their technology to keep place with industry best-practices.

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