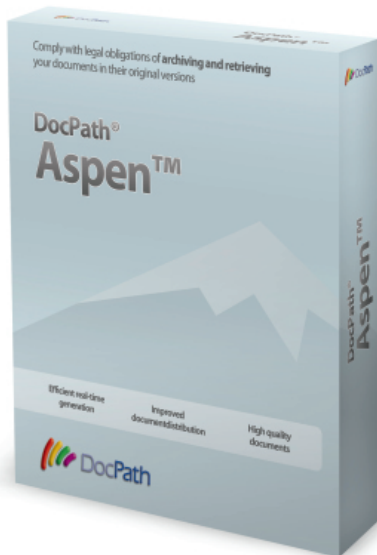# DocPath® Aspen™

Complete document management system with advanced functionalities

Highlights

- Storage of company documents and web-based queries.

- Real-time generation of requested documents.

- Controlled distribution of documents.

- Capture capabilities which permit mass digitilization of documents.

Powerful document manager

As information grows unabated, companies of all sizes and sectors are facing a major challenge: storing an increasing volume of business documents and managing them efficiently to optimize the tasks of distribution and subsequent retrieval. DocPath offers an answer to these requirements with its Aspen solution, a full document management system that allows storage of legacy documents and web-based queries.

To make Aspen a complete document management tool, DocPath has included in this solution an array of advanced functionalities. It enables the storage of business data in different versions so it can be retrieved later on in real time, it also provides a method of controlled document distribution and capture capabilities which permit mass digitilization of documents.

Advantages of DocPath Aspen

- **Efficient, real-time generation** of requested documents, using the stored business data and corresponding forms, and the appropriate versions.

- **Improve document distribution** allowing direct web access to users, in a completely controlled environment with the possibility of tracing actions carried out on a document.

- **Flexible search system**, based on personalized indexes.

- **Restricted use of certain documents**, users can establish security parameters regarding access, editing, saving or printing.

- **Easily integrable** with the rest of applications present in your organization.

- **Digitilization system**, this system can read printed documents through bar-codes and can automatically index these documents in a document manager.

- Carry out **different actions concerning documents** such as queries, printing or email delivery.

- **Significant savings**, in terms of storage space, time employed in searches, and costs associated with printing and distribution.

- **Query environment Thin Client**: queries can be carried out from a browser, without the need of installing software on user workstations.

Enterprise
Solutions

DocPath Aspen

Complete document management system with advanced functionalities

A step further in functionality

DocPath Aspen offers more than just storage, it provides many advanced management functionalities:

1. Real-time document generation

DocPath Aspen stores business data, forms and their associated resources in the different versions used by an organization, completely independent from each other. This helps streamline the subsequent retrieval process, documents can be generated in real-time without having to resort to a host.

This results in several advantages. Not storing documents reduces the space used on the server without affecting the quality of the storage and retrieval processes. Moreover, obtaining the documents is a completely transparent task: DocPath Aspen retrieves the data that the document contained when it was created, and then it is merged with the corresponding form version, this process is started as soon as the user requests the document.

2. Controlled distribution

Aspen provides a method of controlled document distribution, this means having complete control over the information handled by third parties, and knowing at all times the actions carried out on them. Depending on the user's access privileges, the user will be able to perform all sorts of searches and other actions on the obtained documents. For example, depending on the established security settings, certain employees may view documents but they cannot save them, maybe they can open them, but they cannot print them out, other actions can be individual printouts or even apply a print scheduler. All these processes are registered and controlled by the organization.

3. Digitilization of printed documents

DocPath's document manager also includes capture capabilities for mass digitilization of documents. This functionality allows Aspen to scan documents signed by a client and convert them into digital format, they are then stored and indexed in a database. The subsequent retrieval is extremely simple: the user, with previous authorization, only has to request the document through a browser, then the web server will retrieve the document.

4. Perfect complement for COLD systems

Although the data and forms do not occupy as much space as complete documents would, the volume of stored information may require, at some point, an export to an external system. Specially if a company has been storing documents for years. If this is the case, DocPath Aspen is also the perfect software complement for a COLD (Computer Output on Laserdisk) system.