

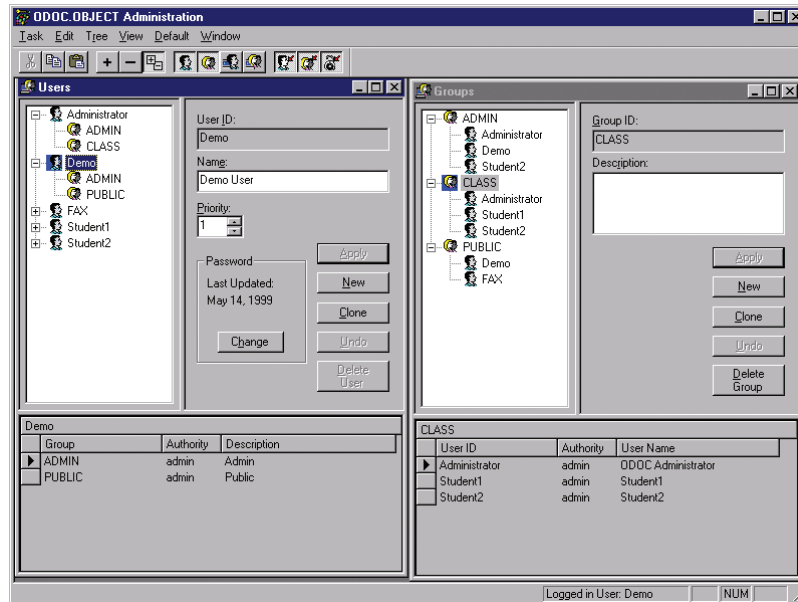
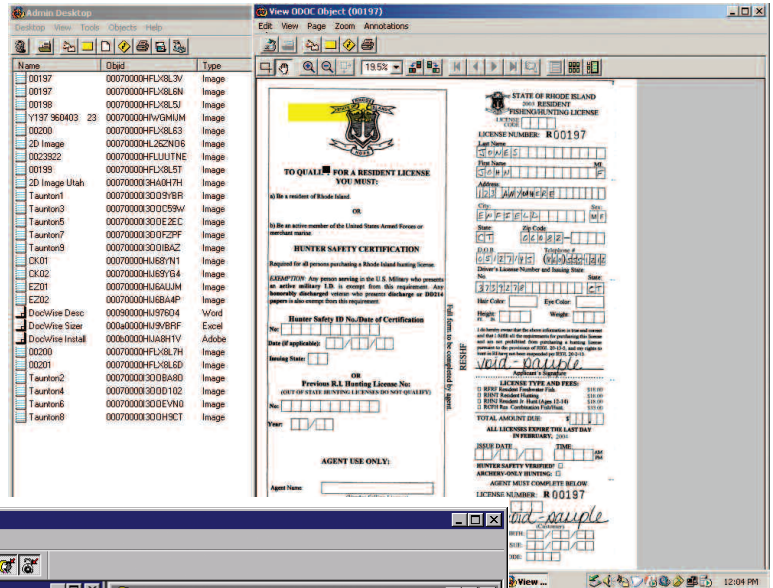


# VIKING SOFTWARE SOLUTIONS

A Division of Phoenix Software International

# DocWise™

Access your  
electronic  
documents  
instantly from  
any desktop at  
any time.



## PRODUCT FEATURES

- Access documents anytime, anywhere
- Transform paper into digital images
- Capture, index, store, manage, distribute
- Answer customer inquiries quickly
- Safe, secure storage
- Image-enable a mainframe process
- Electronic annotations
- Build an image-based workflow
- Improve customer service
- Eliminate paper bottlenecks
- Streamline processes
- Convert paper processes into e-processes
- Easily configurable

# DocWise

Access your electronic documents instantly from any desktop at any time.

## Buried Under Piles of Paper?

We hear it everyday—electronic transactions will eliminate the paper. Yet somehow, the paper keeps coming. And coming, and coming!

With the volume of incoming paper you're handling—not to mention the faxes, emails, EDI and other electronic transmissions—you need a system that can help you effectively manage it all.

## DocWise Provides A Secure Digital Information Archive.

What if you could convert incoming paper into electronic images, and manage those images along side other electronic files—for safe, secure storage, and near instantaneous search and retrieval?

It's easy with DocWise from Viking Software Solutions.

DocWise can store virtually any type of electronic file: Email, Computer Documents (Excel®, Word), Digital Photos, Faxes, XML files, ERM reports—you name it! And DocWise has Windows® security and seven levels of access rights built in.

Teamed with high-speed scanners and dwIMPORT™ software DocWise imports and indexes thousands of documents per hour in standard Tiff and JPEG format. Now the paper is off your desk, and your processes can be image-based.

## We Sell Productivity.

Viking Software Solutions offer solutions to our customers to help streamline their data capture and storage/retrieval challenges—saving them

time and money. Whether it's incoming tax returns, health claims, order forms, invoices, test booklets—you name it—getting control of the paper stream and automating with image can provide a

significant return on investment. But, more than that, moving to an image-based process often provides additional advantages—everything from improved Customer Service to neater work areas, better access and improved document security and control. Let us help you eliminate the paper bottlenecks that are slowing down your business process and costing you extra on every transaction. The DocWise software product marks yet another milestone in Viking's commitment to continuous improvements in the document imaging marketplace. Team with us today, and we'll embark upon a new and bright future.

## Server Components

### Object Server

The main component of DocWise, running in the Windows Server. The Object Server manages the storage and retrieval of objects at the request of clients. It enforces security, handles ownership, and manages all rules (including migration) within the system. Object Server is configurable, and creates an Audit Log file to track system activity. Object Server also includes a Task Scheduler for scheduling on demand or recurring system tasks.

### Database Interface

The DocWise Database Interface component communicates with the Microsoft® SQL (or alternatively Oracle®) relational database engine running under Windows Server®. All indexes for objects in DocWise are stored in Microsoft SQL database tables. The DocWise Database Interface is the component running on the Server that communicates with SQL for database access. Like other components of the DocWise system, it is multi-threaded.

### dwIMPORT™

The High Speed Importer component of DocWise. dwIMPORT continually polls the scanning output directory for images to import into the DocWise system. dwIMPORT is multi-threaded, and can support multiple scanners simultaneously. The importer has been tested at over 10 images per second. Actual import speed is dependent on the number and size of indexes defined, and the size of the images to be imported.

### dwSTORE™

dwSTORE is the storage component of the DocWise system. Each copy of dwSTORE is responsible for storing objects to a specific storage media (ex. magnetic, optical, etc.). DocWise creates a unique ID for each object. dwSTORE uses a hashing algorithm to increase the performance of I/O for fast access, and manages the various storage volumes and pools.

## Optional Server Components

### dwFAX™

dwFAX enables both incoming and outgoing faxes via DocWise Workflow. Fax capability requires both fax hardware and 3rd party fax software. DocWise utilizes fax server cards from BrookTrout, and the OMTPOOL Fax Sr. software product. dwFAX consists of two components: an interface to DocWise and an interface to the OMTPOOL fax software. These two components communicate with each other to convert incoming faxes into DocWise Objects and route them into a workflow, and to route outgoing faxes from the Desktop Client workstation, via the DocWise Workflow Server and out. dwFAX supports multiple fax cards and multiple modem lines. dwFAX also allows for mapping incoming data elements (such as sending phone number) to workflow process attributes.

### Docwise Workflow Server

DocWise Workflow Server allows the creation, management and use of automated process flows in which documents, information or activities are passed from one participant to another for action, based on predefined procedural rules. Workflow Server (and its management tool Workflow Manager) provides all the capabilities needed to define and assemble the building blocks of a production workflow. Instead of using complex programming languages, DocWise Workflow uses the familiar Microsoft Windows interface and Visio drag-and-drop tools for visually defining the work type that represents the real-life flow of work in a company or department. This server also tracks all process instances and provides an audit trail for each process instance.

### dwWEB™

In essence, dwWEB functions as a web site over either a corporate Intranet or over the Internet. dwWeb enables users to query the DocWise system and retrieve/display images using the industry standard Internet Explorer browser. Retrieved images can be zoomed, rotated and printed.

## DocWise Management Tools

### Docwise Server Manager

The DocWise Server Manager is one of the two Administrative Tools that are included with the product. The Server Manager is the central Administrative Tool used to manage the DocWise server(s) and component(s). Allows administrator to add, remove, configure and monitor DocWise components, and to schedule tasks.

### Docwise Object Manager

The DocWise Object Manager is the second of two Administrative Tools that are included with the product. The Object Manager allows the administrator to:

- ✦ Setup Users/Groups, Security and Desktop Applications
- ✦ Define Object Types and Hierarchy · Define Indexing and Search Categories
- ✦ Define Storage and Storage Class Rules



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