



## ViciDocs Product Overview

# VICIDOCS Enterprise

*A comprehensive document management system*

From

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## ViciDocs Product Overview

### 1. Background of the product

Vicisoft Technologies, a leading software services and products company has developed a comprehensive Document Management System, **ViciDocs Enterprise** which provides distinct advantages for organizations that deal with documents in paper as well as electronic formats.

The product is built on a web-based modular architecture, which combines technical robustness with flexibility to adapt to business processes. Conforming to international standards like ODMA and XML, ViciDocs is also an immensely scalable solution primarily because of its distributed component based architecture.

### 2. Higher level details of the functionality of the product

#### **Cataloging & Profile**

ViciDocs Enterprise organizes all a firm's documents into an electronic library with instant search, retrieval and archival abilities. To do this it profiles every document that is created by extracting all the text that is there in the documents being scanned or dragged into ViciDocs and indexing all of them. Further, it also provides features for users to define their own properties (meta data and key words), which can be used to retrieve documents. Similar to cards in a library catalogue, it creates a profile of each document from which a logical index is built.

#### **Search & Retrieval**

ViciDocs Enterprise provides full text search to enable the user to access information within the body of the text that is not easily categorized or described in the document profile. Apart from exact search, ViciDocs also supports Fuzzy Search (fetches even approximate matches!) and Thesaurus Search. It also facilitates Boolean searches (where search criteria is specified through a combination of words and phrases). Full text searches give users wide-open access to their documents and make it virtually impossible not to find the specific document that the user is looking for.

#### **Access & Security**

In ViciDocs Enterprise, rights and restrictions may be assigned to specified documents based on individual users or groups of users; enabling managers to grant fully configurable privileges (Read; Search; Write; Delete; Full Access or a combination) on the firm's central document repository. The product also tracks the version history of documents in case changes are made to the document. Further the product logs the actions of the users for auditing.



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### **Storage**

ViciDocs provides 'easy to use' options to add documents to specific folders within the Firm's repository. Paper documents can be added to the folders through scanning while existing electronic documents can simply be dragged into the specific folders in the repository. Bar code mechanism provided in ViciDocs Enterprise facilitates automatic routing of documents into specific folders thus making the scanning and routing job delegable, automated and error-free.

### **Document Views**

In a typical organization, information is likely to be stored in more than one type of file; ranging from different word processing programs like Word and PDF, to power point slides, excel spreadsheets, and html or image files in different graphic formats. ViciDocs Enterprise indexes information stored in different file formats so that the content is searchable. ViciDocs Enterprise also provides a browser based viewer for viewing scanned images as well as more than 150 computer file formats like MS WORD, MS EXCEL, MS Powerpoint, PDF, DWG etc.. The viewer also allows users to edit the viewed documents through annotations, notes etc..

### **Version Control**

ViciDocs has implemented a powerful version control system, which allows the users to create multiple versions of the documents with Single CheckIn, CheckOut features. Apart from that the users can view the Version History of any document, retrieve the latest version of the document, Undo CheckOut etc., user can enter his/her own version number along with the comments/remarks about the new version.

### **Workflow**

ViciDocs has a flexible and powerful workflow module through which business processes of an organization can be mapped very easily. The users or administrators can create custom workflow templates and add documents to the workflow to be routed appropriately. Security can be assigned to ensure that only specific users who are part of the workflow can actually work on that document and not anybody and everybody. Multiple operations on the workflow and the job (a document which is following a workflow) can be performed like holding a job, deleting a job etc.,

### **BackOffice Maintenance:**

ViciDocs provides various tools and web interfaces to perform multiple back office operations, few of which are mentioned below.

Back Up and Restoration of the entire repository along with the database.

Text Rectification for better OCRing and indexing.

Audit Trails for tracking the user operations.

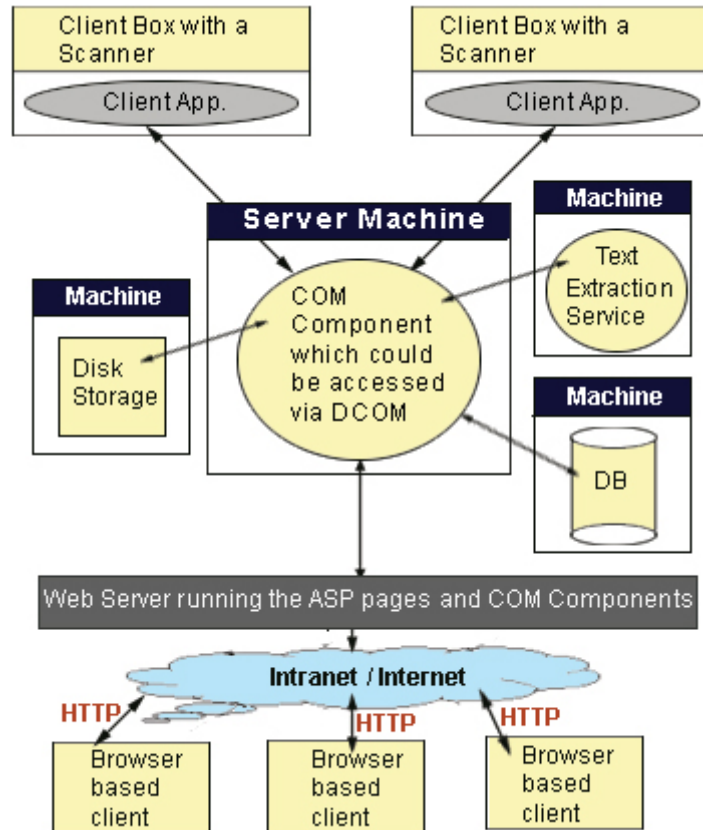
Report Generation for tracking the usage of the system.



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### 3. TECHNICAL ARCHITECTURE HIGHLIGHTS

The technical architecture of the product is as follows



#### HIGHLIGHTS OF TECHNICAL ARCHITECTURE

- ❖ ViciDocs is based on a true-distributed architecture, which allows for immense scalability and flexibility.
- ❖ ViciDocs allows the OCR process, which is CPU-intensive to be distributed on multiple machines.
- ❖ The browser-based applications and other client applications like Capture Client etc. can be installed on any version of Windows.



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- ❖ The system uses a proprietary algorithm for storing the documents on the hard disk. ViciDocs stores the documents in such a manner that to access any document, there is a maximum of 2 subfolders. Also, since the logical structure required by the user is not replicated on the hard disk, it becomes very difficult for anyone to pull out a document from the hard disk directly.
- ❖ The system allows for configuring multiple volumes of storage for storing the documents. These additional volumes could come from other server machines or hard disks. And the most important thing is that these new volumes can be added without stopping the ViciDocs server. So, as the number of documents keeps increasing additional volumes can be added and the size on the volume to be used can also be set.
- ❖ ViciDocs uses XML for transferring data between the components. So, customizing this doesn't involve any amount of overhead. Also, this has interfaces, which allow the administrator to perform a complete storage of the database in XML format so that the entire database can be reconstructed even if the database crashes. Similarly, if the index gets corrupted, the entire index can be rebuilt within no time. Error logging is done allowing the administrator to understand the problem and fix it in a very quick turnaround time.

### 4. Benefits of ViciDocs Enterprise to an organization

- Organizations deal with a plethora of documents – be it specific Client/Vendor related or specific department related. ViciDocs helps users store all types of documents (Paper as well as computer based documents) they deal with in Electronic File Cabinets, which act as a single source for the Firm's entire repository of documents.
- It is very critical and important that users find the documents *they need, when they need* it. Finding the specific document/file required becomes very easy since ViciDocs provides elaborate search facilities.
- Organizations can effectively reuse the past work done in a similar area instead of 'reinventing the wheel' by creating the document all over again
- Organizations can better utilize the volumes of knowledge that is available in the firm by sharing the work done across the partners
- Customizable Security Settings ensure only authorized access and protects the Organization's most valuable asset – Knowledge!
- By supporting even paper documents (Journals, Articles, News Paper Items etc.), ViciDocs acts as a powerful Document based Knowledge Management System.
- The electronic archival systems ensure longer life and lower archival costs for documents that are required to be stored for statutory and/or commercial reasons.



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- Many times it is not possible to have software applications for all users in an organizations due to the steep cost involved. ViciDocs Enterprise includes a viewer which allows viewing of more than 150 popular file formats without the need for native application being installed at the user's machine
- ViciDocs Enterprise helps organizations in implementing workflow for documents across the enterprise thus increasing productivity

### 5. SYSTEM REQUIREMENTS

ViciDocs is a modular solution with a few key Server side components and a few Client modules. The Server side components can be deployed on a single machine or on multiple machines as per the specific requirements of the user. This is essentially a function of the size of the repository and/or the specific configuration preferences the Client may have. The hardware and software requirements will depend on that.

#### (i) **Hardware Requirements:**

**Server(s):** Number of Server machines required depends on the specific configuration the Organization chooses. Each Server has to be an Intel Pentium-IV upwards with a suggested RAM of 512 MB; a minimum HDD of 40 GB and network card.

**Client(s):** The number of Client machines is a function of the Organization requirements and the license granted. The Client machines can be any standard Celeron or Pentium Processor based machines with a suggested RAM of 128 MB and network card. The Client Machine(s) that need to be connected to the Scanner and run the ViciDocs Capture Client are required to have provision for USB or SCSI adaptor depending on the make of the scanner.

**Scanner(s):** The number of scanners required will depend on the Organization preferences. The Scanner needs to be a Twain-Compatible scanner with the maximum dpi for better quality of the images. The Speed of Scanner and other additional features like ADF can be as per the Organization preferences.

#### (ii) **Software Requirements:**

**Operating System:** The Server machines require installations of Windows NT-Server (with Option Pack) or Windows 2000 Server or Windows Advanced Server. The Client machines can run on Windows 95/98/NT/2000. The search component itself is browser-based and Client machines that are used only for Search can be any windows based machines running Internet Explorer.



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**Database Server:** A server installation ODBC-compliant RDBMS like MS-SQL2000/Oracle etc. is required.

**Web server:** The server running the Search Component needs to have web server like IIS 4.0 installed on it.

**Web Browser:** Internet Explorer 4.0 or above is required on the Client machines where searching is required.

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**(iii) Other Dependencies:**

Apart from converting Paper documents to searchable digital documents, ViciDocs also supports more than 150 file formats along with most of the standard document formats like MS-Word, RTF, PDF, MS-Excel, MS-Power Point, HTML, Plain Text and TIFF images where the existing softcopies of any of these document formats can be stored in ViciDocs repository. Users can view all these 150 formats with the Universal viewer that is integrated into ViciDocs Enterprise. However, to view any of these documents in the native applications or to edit them, the native application installations are required on the Client machines.

For client machines connected to the Scanners, appropriate Scanner Drivers should have been loaded onto the machine before using ViciDocs. These drivers are normally given with the Scanner itself and are also usually downloadable from the web sites of the manufacturer. The Twain driver should also be pre installed for the scanner for ViciDocs application to automatically scan and store the documents in the repository.

ViciDocs uses a third party OCR engine, for converting the graphical file formats to text data, from Abby Software. One installation of the Run Time License of Abby comes with ViciDocs software and for additional licenses Vicisoft will purchase on the clients behalf.

ViciDocs also uses a third party component for extracting the text out of the various electronic file formats that are stored in the Repository. One Run Time License of this software is also provided with the ViciDocs installation.