

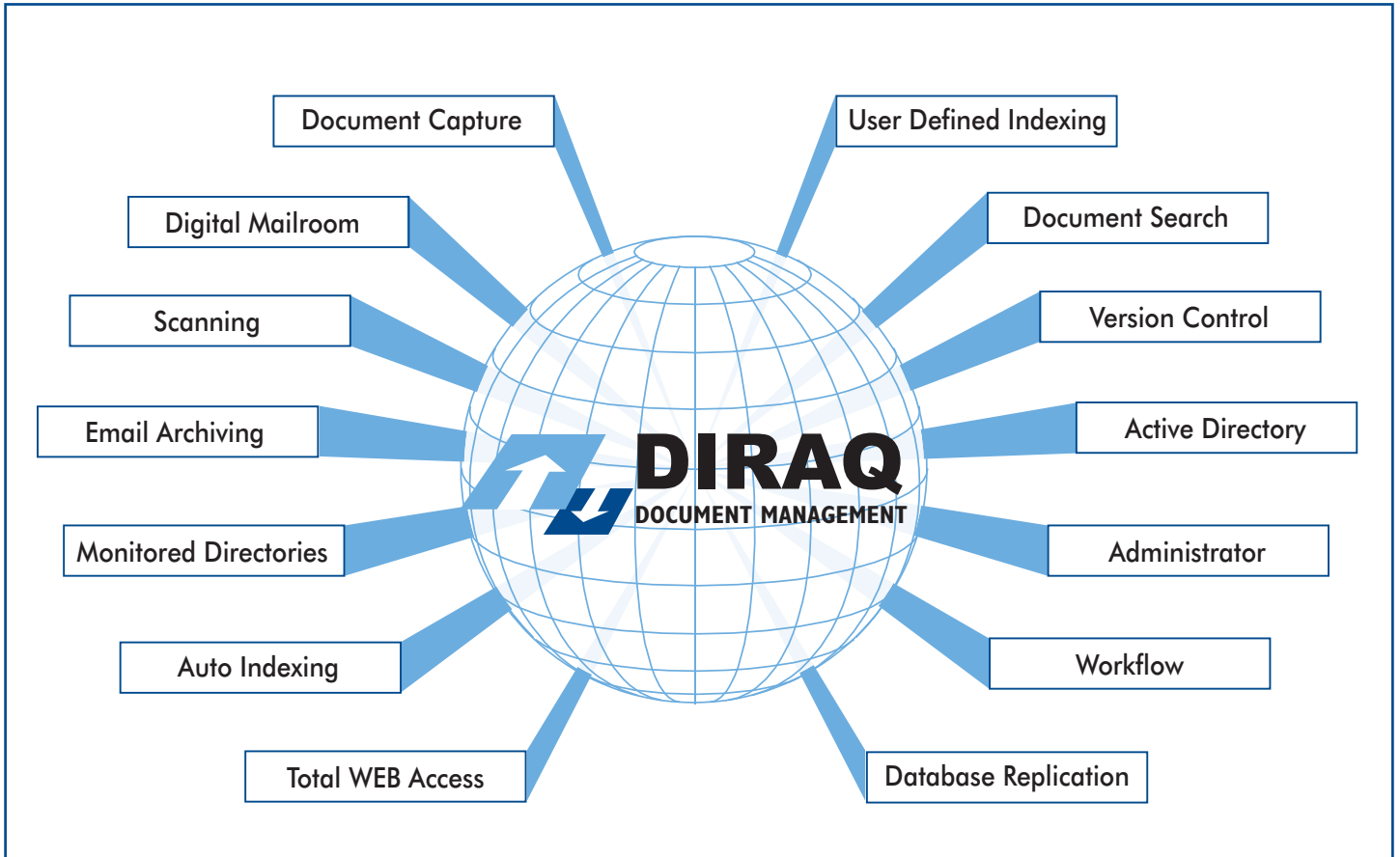


# DIRAQ

DOCUMENT MANAGEMENT



**DIRAQ**  
SYSTEMS LIMITED



## COMPREHENSIVE DOCUMENT MANAGEMENT YOU CAN TRUST

- ✓ **Document storage of any file type**
- ✓ **Replication of database to web server**
- ✓ **Browser based access - no desktop software**
- ✓ **High level search and retrieve**
- ✓ **'Check in' 'Check out' version control**
- ✓ **Automatic indexing**
- ✓ **Email archiving**
- ✓ **Scanning over LAN or WEB**
- ✓ **Directory monitoring**
- ✓ **Full text searching**
- ✓ **Security**

### DOCUMENT STORAGE

DIRAQ DMS allows you to store, index and manage all of your documents and files, whether electronic or paper, within the Document Management database.

Emails can also be automatically stored in the Document Management database (including attachments) using the Email Archive feature.

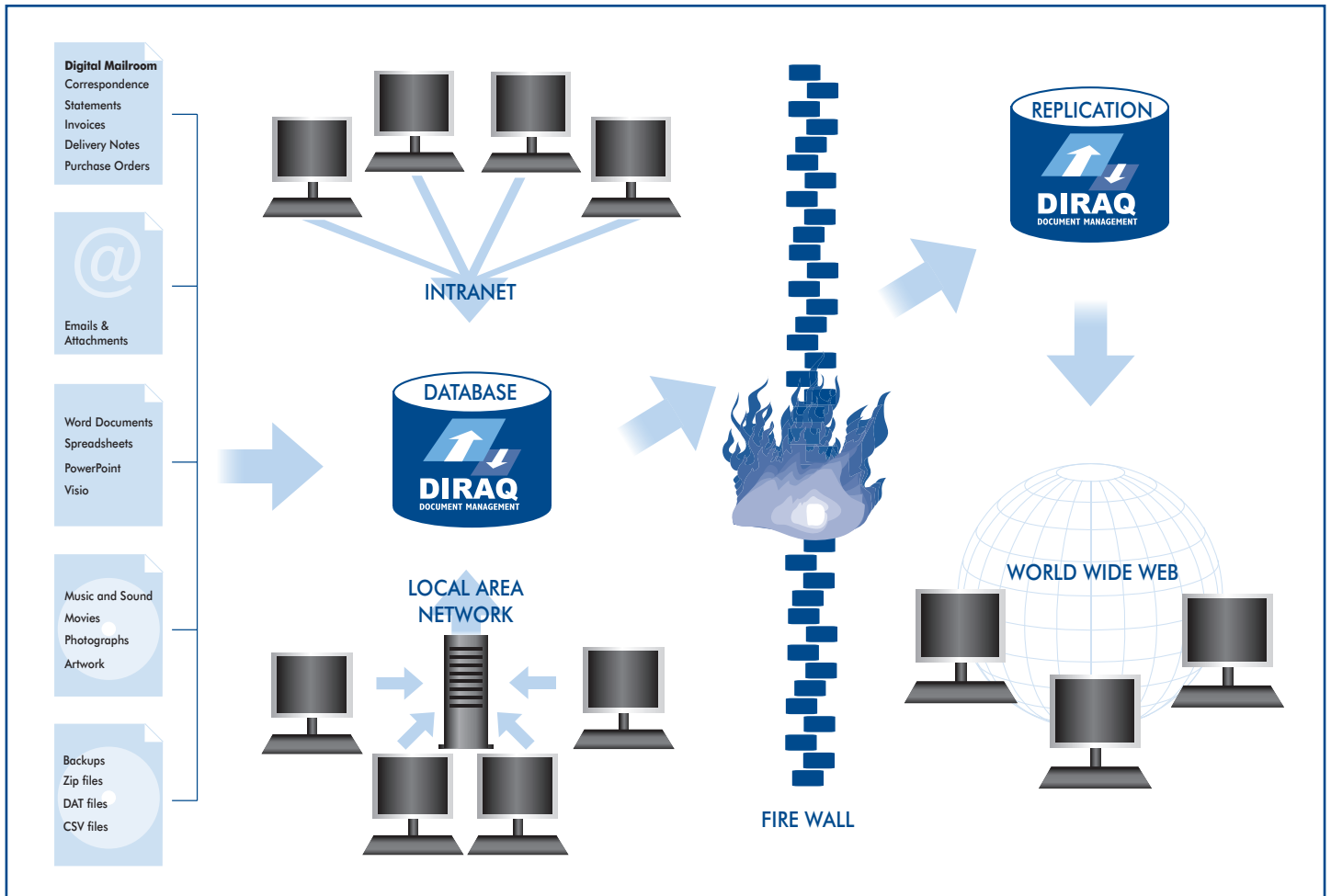
Scanned documents are stored in the database as \*Adobe PDF files. And because we use OCR (Optical Character Recognition) during the scanning process, your scanned documents are searchable using the Full Text Search capabilities within DIRAQ.

Documents that are uploaded or inserted using the 'bulk' load facility are stored in their native format. This means that you can store Word and Excel documents as well as Visio or PowerPoint.

Documents can be indexed by Business Type, Owner, Document Type or any number of 'User Defined' fields providing total flexibility in the way in which documents are stored.

Sound and Video files (MPG) can also be stored as well as Winzip (ZIP) files and photographs (JPEG).

\*Adobe's PDF file format—the de facto standard for secure electronic document exchange.



## REPLICATION

Specified documents stored within the Document Management database can be automatically replicated to another DIRAQ Document Management database for WEB publishing for example. This is to support those organisations that need to comply with the Freedom of information Act.

## BROWSER BASED

DIRAQ Document Management was specifically written for Internet Explorer 5.5 and above. This means that once you have the product loaded on your server you can access it from any desktop running IE5.5 (Browser) that has access to the server without having to load any client side software on your desktop. This also means that if your server is exposed to the World Wide Web you can access your documents from anywhere!

## XML INTERFACE

Data and documents can be automatically imported into the system using this interface. 'User Defined' fields can also be imported for both documents and images. TIFF files can also be processed by our OCR module which means that they will also be searchable for textual content.

## AUDIT LOGGING

Whenever a document is viewed, it's 'User Defined' fields changed or a new version added a log is kept and the history view shows when these activities took place and who performed them. The administrator also has the ability to view user-by-user activity.

Both of these online views are printable if required.

## SEARCH & RETRIEVE

The 'high level' indexing and 'User Defined' fields facility are very powerful yet flexible features.

DIRAQ allows you to organise your filing in any way that suits you without compromising any of the Search and Retrieve facilities.

Full Text Search on any document type means that you will be able to find any document.

## AUTO INDEXING OPTION

This option from DIRAQ uses a 'rules based' automatic indexing system that searches the OCR created from scanned documents and based upon the rules you provide it will automatically index & file your documents for you.

## **SCANNING**

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The DIRAQ Scanning facility allows you to scan locally (LAN) over the Intranet or over the Internet. Wider use of broadband has made the scanning and uploading of images over the World Wide Web a much more viable option. DIRAQ Scanning uses OCR on all scanned documents making them searchable using the full text search capabilities within the product.

## **SECURITY**

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Built in security means that in order to work with a document you must have the authority to do so. There are different levels of authority ranging from just having 'View' access to being able to check out a document, make revisions, and check it back in as an updated version.

DIRAQ also tracks who has just viewed or made changes to documents.

DIRAQ has a time out facility that is set by the System Administrator. This means that if you are away from your terminal for longer than you expected, then the system will automatically log you off so that anyone passing your desk cannot access your documents.

DIRAQ stores all documents, of whatever type, in a SQL Server database. This provides for an additional level of security and backup.

## **EMAIL ARCHIVING**

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DIRAQ Email Archiving automatically captures Emails from Microsoft Exchange Server for each nominated Mailbox. Powerful filter options allow the user to define what to save and what to discard.

Attachments are also saved, in their original format (Word, Excel etc.), and the association between the attachments and Emails retained within the Document Management system (Linked Documents).

Full text search is available for both Emails and attachments.

Security ensures that Emails are only accessible to the author or the recipients.

## **DIGITAL MAILROOM**

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By scanning in virtually all incoming mail and using either automated or manual indexing, the scanned documents can be directed to the appropriate person's or department's intray.

This helps speed up the circulation of documents and enables staff to process orders and answer customer queries more efficiently.

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