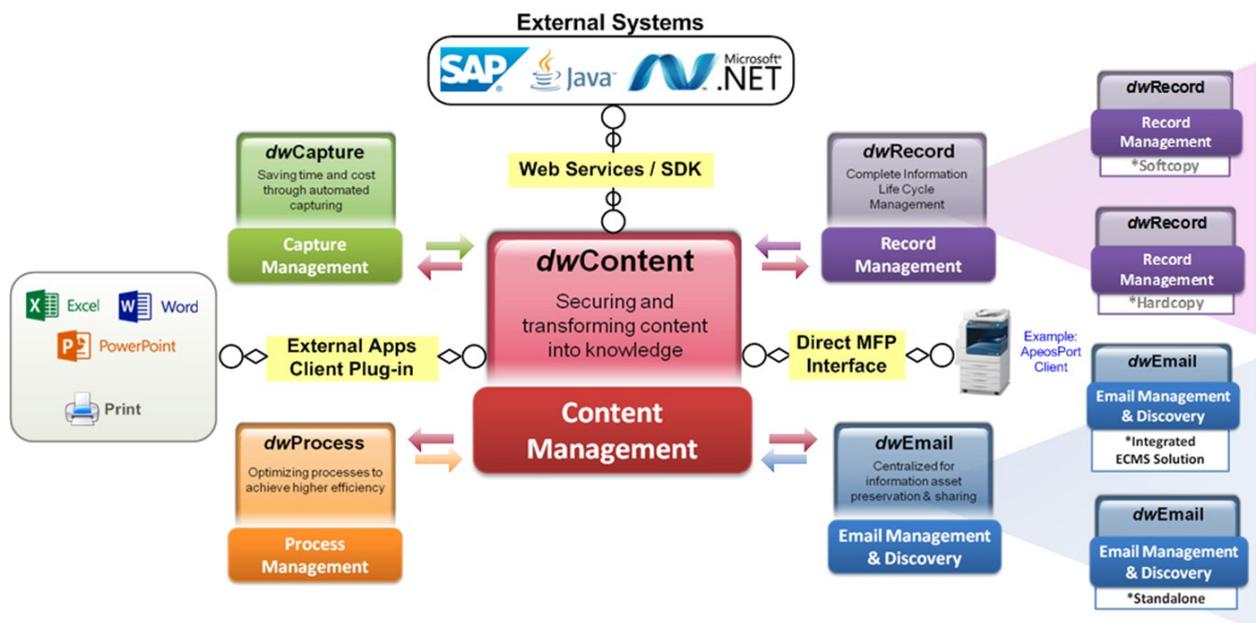


# Document WorkBench™

## Enterprise Content Management System:

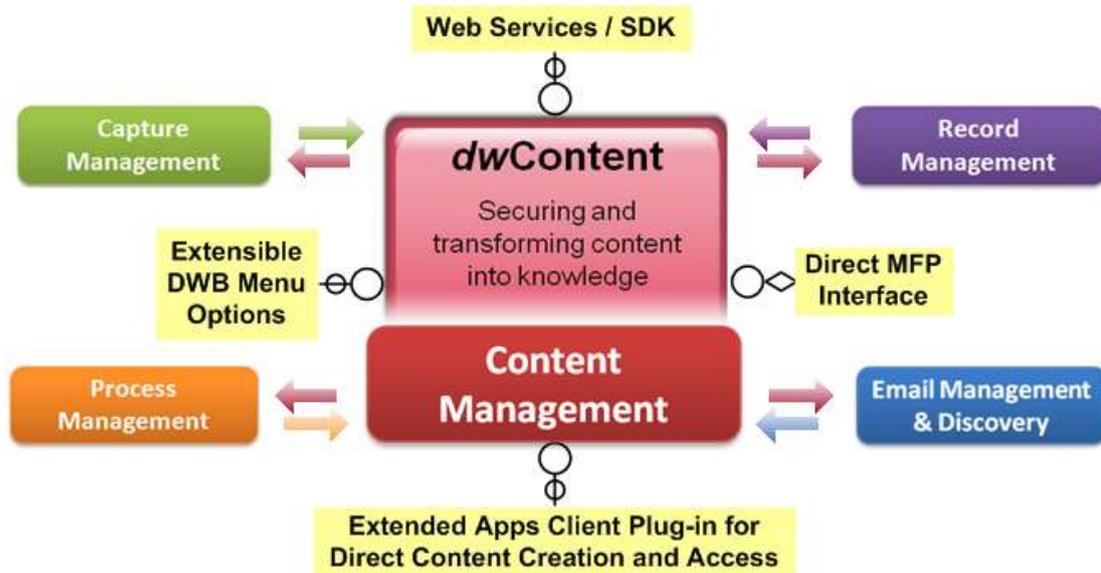
### An Overview

## Document WorkBench™ at a Glance



1. **Document WorkBench** (DWB) *dwContent* - Content Management System.
2. **Document WorkBench** (DWB) *dwCapture* - Capture Management System.
3. **Document WorkBench** (DWB) *dwRecord* - Record Management System.
4. **Document WorkBench** (DWB) *dwProcess* - Process Management System.
5. **Document WorkBench** (DWB) *dwEmail* - Email Management and Discovery System.
6. **Document WorkBench** (DWB) *dwAPI* - Integrates with any External Application Systems via Web Services or Software Development Kit.
7. Provides Plug-in to Microsoft Office for direct Content Access and Creation.
8. Integrates with Multi-Function-Printers or Devices such as FujiXerox's ApeosPort.

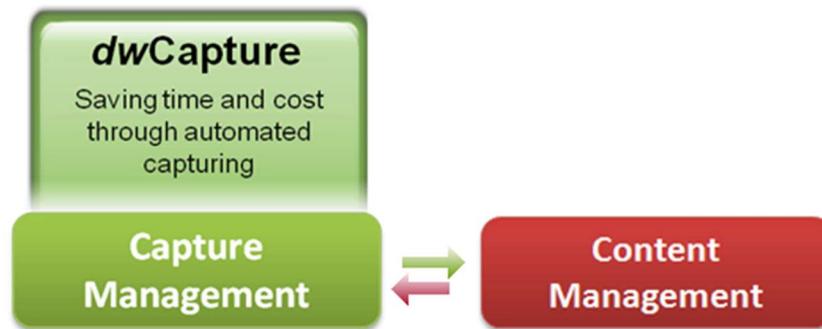
# Document WorkBench™ *dwContent* - Enterprise Content Management System at a Glance



1. Replaces physical cabinet-based document filing with electronic filing system.
2. Much more efficient and productive filing system.
3. Protect your organization's Information Assets residing in DWB's Content with:
  - a. Out-of-the-box content encryption, prevents content exposure due to inadvertent actions or security by-pass attempts;
  - b. 30 levels of content security classifications made available for your most demanding security classification requirements;
  - c. Roles based access control with separation of duties and least privileges security principle to support Statutory or your company's Compliance Requirements;
  - d. More than 40 content access controls configurable to meet all sorts of combination of access control requirements you may have;
  - e. Audit trail log and report for every action taken on the content.
4. Simple and appealing user interface with rich features and functions to meet various aspects of your content management requirements, e.g. Create/Modify/Delete/Control/Manage of Content, annotations, image, version control, full text search, thesaurus search and many other search methods etc.
5. Built in contextual help messages and step-by-step operation guides to make learning to use DWB a breeze.
6. Security implementation extends to all other add-on modules of DWB family of products.

Read also **DWB Enterprise Content Management System, Simplified Content Administration, Scalability, Performance and Security** brochures for details.

# Document WorkBench™ *dwCapture* - Capture Management System at a Glance



1. Batch capture and conversion of physical documents into electronic image documents with auto sorting.
2. Built for high volume processing but caters to small set up too.
3. Built with auto-capture and/or auto-index capabilities based on identifiable data of an unstructured document, or from structured documents or structured part of a document such as Application Forms, Purchase Orders, and Invoices etc. to drastically improve efficiency, productivity, therefore reduce efforts and costs.
4. Auto check-in to DWB Content at the end of the Capture processing.
5. Built-in Workflow configurable for different capture set up processing requirements.
6. Supports ISIS and TWAIN based scanners.
7. Support multiple languages, such as English, major european and asian languages.
8. Supports OCR, ICR, MICR, OMR etc.
9. Supports Structured and Unstructured Documents.

Read also **DWB for Document Capture** brochure for details.

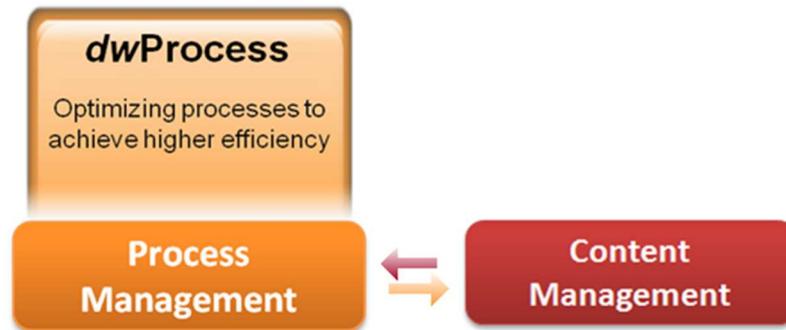
# Document WorkBench™ *dwRecord* - Record Management System at a Glance



1. Option to manage both electronic document (softcopy) and physical document (hardcopy).
2. For physical document (hardcopy), there is Library functions with booking, loan, return, location tracking etc. for hardcopy document management.
3. Record management standard and scheme apply to both electronic document and hardcopy document, such as publishing draft into permanent records etc., for compliance management.
4. Configurable record retention policies.
5. Archival of Records with option to move to off-line storage or on-line Historical Records Content Base.
6. Records Life Cycle Management from creation to archival and destruction, with built-in review and approval workflows at each stage of the life cycle.

Read also **DWB Record Management System** brochure for details.

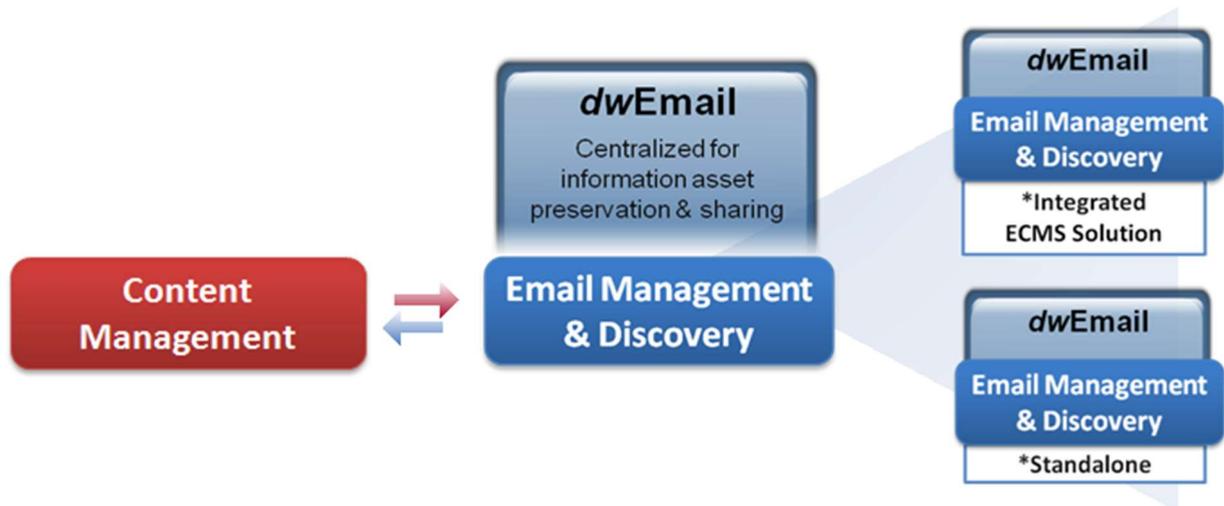
## Document WorkBench™ dwProcess - Process Management System at a Glance



1. Out-of-the-box Workflow design and deployment for simple to very complex workflow processes, to achieve work efficiency and productivity gains.
2. Workflow designed via a Graphical User Interface visual workflow design tool (Client based).
3. Workflow management and administrations (Client based).
4. Workflow can be embedded or integrated with Business Applications to achieve end-to-end Business Process Management Requirements.
5. Built-in Alert and escalation for workflow progress monitoring.
6. Viewing of workflow progress status.
7. Supports sub-workflow processing.
8. Compliance to WfMC and YAWL workflow standards.

Read also **DWB for Workflow Process** brochure for details.

# Document WorkBench™ *dwEmail* - Email Management and Discovery at a Glance

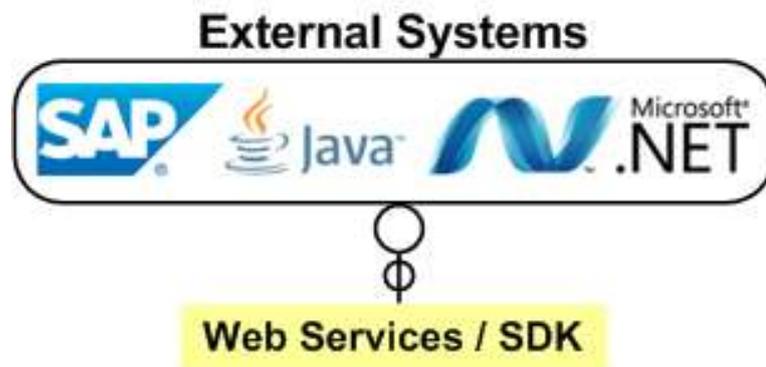


1. Available as a plug-in for Microsoft Outlook to allow filing of emails within Outlook.
2. Centralized storage and preservation of emails, including attachments.
3. Configurable rules to enforce mandatory filing of emails, or trigger by preset conditions.
4. Auto populate email related metadata, like: FROM, TO, CC, SUBJECT, DATE & TIME
5. Search from vast amount of emails, including attachments, via metadata and / or content search.
6. Ensure ownership of emails for knowledge and / or information asset retention.

dwEmail can be purchase as an additional module to integrate with the rest of the modules, or as a \*Standalone – which is a packaged solution with Content, Record and Email all included, but for supporting emails filing only.

Read also **DWB Enterprise Email Archival Solution for MS Outlook** brochure for details.

## Document WorkBench™ *dwAPI* - External Systems' Interface at a Glance



1. There are two ways DWB Enterprise Content Management System could interface with external or 3rd party Application Systems:
  - a. Via Web Services  
Web Services allow integration across different development platforms such as Java and .NET.
  - b. Via DWB's Software Development Kit  
Software Development Kit allows direct API calls between .NET based systems.
2. Interfaces between DWB and other external systems typically involves data exchanges or to archive data from other external systems into DWB Content as a centralized Content Management Repository.
3. Using the above interface means, DWB could also be embedded into a business application to achieve end-to-end Content Management capabilities within the business applications such that DWB is transparent to the users and the Content Management functionalities are managed through the business application behind the scene.

Read also **Integrating with and Embedding DWB System** brochure for details.

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