Document WorkBench™ For **Enterprise Content** Management

Rich Features and Flexibility simplify Information Assets Management, improve Work Efficiency and Productivity

Document WorkBench™

Highlights

- Highly Secured.
- High Performance.
- Features Rich
- Highly Scalable
- Yet, easy to operate and manage.
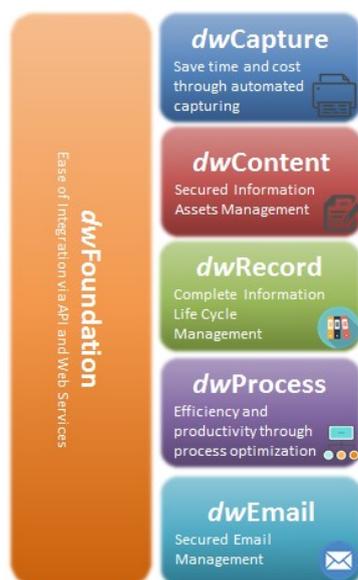
Expectations and Demands Challenges

Enterprise Content is a repository for rich information assets of an organization; a place where information is organized, managed, and transformed into knowledge draw upon by its workforce constantly for business conduct.

As business environment grows ever more sophisticated and demanding, so does the demand for Enterprise Content; it has to be available anytime and accessible anywhere but remains secured yet friendly, not just to its users but also to the business environment it serves. It needs to be readily and easily integrated with the other business systems or applications, to promote and achieve overall works efficiency and productivity.

These expectations and demands translate into an Enterprise Content Management System that is rich in features, highly secured, high performance, easy to use, manage, and highly scalable, a tall order by any standards.

Document WorkBench™ - a Business Friendly Enterprise Content Management Software

Document WorkBench™ is a feature rich and a competent Enterprise Content Management Software for complete Information Life Cycle Management, from Capture (create), Manage, to Deliver, Distribute, Archival and Destroy; it evolved over couple of decades of working with and taking feedbacks from its business user communities and is continually being refined. Document WorkBench™ Software is Web based and built on Microsoft .Net technology; it's built to address the key demands and challenges highlighted above.

Choice of Clients

Web Client is the required Client for most Content Management operations, however, a Desktop Client is also included for familiar Microsoft's Explorer look and feel, and as well as, for integrating with Microsoft Office and Email.

Web Client Scanning

Web Client and Desktop scanning module provides a convenience means to capture and store hard copy documents into the repository in an ad-hoc manner. Such Client could be a point in a business flow processes.

Encrypted Content, Out of the Box

One of the key security features, the Content is encrypted and is only decrypted at the point of viewing. With this feature, direct access to the files from the Operating System level will not reveal any meaningful content, thereby, preventing easy exposure of sensitive or content of top secret nature.

Role Based Access Control

Role Based Access Control supports and refines a high security implementation without compromising the ease of manageability of Document WorkBench™ Systems; in fact, security setting and management become simpler and adapts well to the ever changing landscape of business environment with regards to personnel roles assignments or movement.

Built-in Viewer

One of the big challenges for Enterprise Content Management Software to support business operations is how it handles various file formats. Some work with the concept of an Universal Viewer but this approach suffers from a deficiency of having to catch up with new file formats coming up in the market all the time and the efforts could lag far behind market development. Yet, other products rely on the native software, giving rise to higher capital costs and/or efforts as every user has to have the respective native software installed in their client computer for every file format, even if it is just for viewing.

Document WorkBench™ has a built-in Viewer that addresses both the problems highlighted above, requiring only a single copy of all native software on a server. In addition, even file formats of other business applications' output could be supported through Document WorkBench™ Virtual Printer.

Document Management Features

In Document WorkBench™, the basic document management functions are built-in to create or add document items, delete, modify, store, search (index and full text), check-in, check-out, version control, etc. Additional features are provided to support work efficiency, such as, Trustee, send Document as a link, Action Reminder, Duplicate, Dashboard, eForm and Installation Widgets. There are 30 permissions setting for various roles or groups of users to ensure high level of security to safeguard the Content, particularly for the highly sensitive documents. This is in addition to the out-of-the-box content encryption.

*dw*Capture Document Image Capture

Document WorkBench™ Capture Software caters to bulk documents' image capturing, it comes pre-built with features to improve work efficiency and productivity, such as the ability to sort scanned documents according to their types for further processing through a mix of auto and manual indexing, OCR, ICR, MICR, OMR etc, before storing them in the Repository.

*dw*Content Image Management

Document Imaging converts hard copy documents to soft copy images so they can be stored in the Content Repository. A range of functions can be performed on the images, such as, saving as colour or black and white (by default), OCR, Annotations, Book Mark, Sizing, Rotation, Export and Printing. Image text can be searched for specific words.

*dw*Process Business Process Management

Document WorkBench™ Workflow Software complies to WfMC and YAWL standards and support Workflow design via a Designer with Graphical Interface. With the Service Oriented Architecture and Web Services support, the Workflow Software is an key component in implementing Business Process Management to realize huge work efficiency and productivity gains in various business environments.

dwEmail Email Management

Document Workbench™ Email allows integration with Microsoft Outlook for filing emails into document repository for easy and fast search.

Multi-Languages Support

Document WorkBench™ supports English, European and major Asian languages.

Integrating or Embedding into Other Systems

Document WorkBench™ Software can be integrated with other software through its Software Development Kit; it can be embedded into other Software too.

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