Storage Engine
Empowering The Critical Enterprise

Products and Services Guide

SEISYS IMAGING SOLUTION

Product Guide

STANDARD SEISYS IMAGING MANAGEMENT SOLUTION:

SEISYS IMAGING PROFESSIONAL SOLUTION

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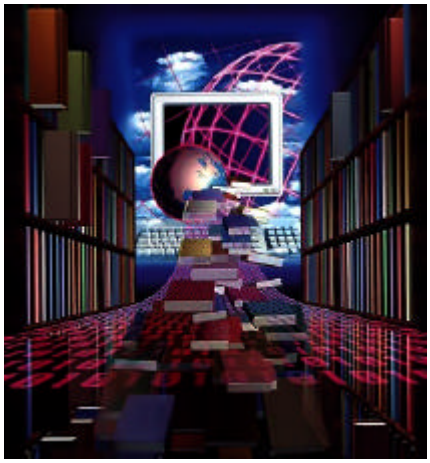
SEISYS IMAGING PROFESSIONAL SOLUTIONS

SEISYS Imaging Professional Solutions provides all of the services needed to complete the process of converting, managing, and sharing your assets within a secured environment. The main objective is to insure that the most cost-effective and complete imaging management solution is applied.



ASSET MANAGEMENT SOLUTIONS ANALYSIS

Before any intelligent decision can be made, the SEISYS Group conducts a complete workflow and imaging systems analysis. The Workflow and Imaging Systems Analysis reviews your operational rules and regulations concerning record retention and management. Additionally, this service also reviews your current (called Day Forward) and archived (called Back File) assets for type and volume (documents, microfilm/fiche, electronic, video, text, sounds, CAD/CAE, GIS/GPS, and other data-generated files), and rich-content images (photos, negatives, slides, reflective art, halftones, contones, and existing image file formats – JPEG, MPEG, TIFFs). When applicable, The SEISYS Group will also provide a pro forma report, with a return on investment analysis report. The SEISYS Workflow and Imaging Analysis is provided at no cost.

In most situations, a blend of solutions is required. The User may perform the imaging solution for Day Forward assets, while The SEISYS Group provides the imaging solution for Back File assets. Whatever the solutions requirements are, The SEISYS Group will be flexible and always available to assist in all imaging management matters.

PROOF-OF-CONCEPT SERVICES

Once the systems analysis is completed, the User is then provided an opportunity to witness first hand the recommended solution, called a Proof-Of-Concept demonstration. The Proof-Of-Concept system shows how the assets are converted to digital format, managed for improved performance (indexing, OCR, image enhancement), and prepared for digital access. If the recommendations require the User performing the Day Forward imaging solution, The SEISYS Group will provide the system along with the support (installation, training, warranty/post-warranty service). The SEISYS Proof-Of-Concept service can be performed onsite or at The SEISYS Group's facilities in Tinton Falls, New Jersey or Warrenton, Virginia.

DAY FORWARD AND BACK FILE IMAGING SERVICES

The SEISYS Group provides a complete imaging service utilizing the latest technology in imaging hardware and software systems. Depending on the situation, the service can be rendered onsite or at one of our group facilities in New Jersey or Virginia. The imaging service specifications and deliverables are stated within the back section of this Product Guide and the following:

Type of Assets

NORMAL CONTENT ASSETS

- ✓ Documents – Single-Sided or Double-Sided, Color or Black & White, Sepia, and Discolored; Any Size Up to 11.73" x 17," With Hand-Written Notes and Graphics
- ✓ Microfilm – 16mm, 35mm, 105mm Reels and Various Lengths
- ✓ Microfiche and Aperture Cards – All Types
- ✓ Books – Bounded or Loose-Bounded
- ✓ Engineering Drawings – Any Size; Translucent or Opaque, Onion-Skinned or Sepia
- ✓ Electronic Documents/Files – TIFF, PICT, PDF, ASCII, CAD/CAE, SGML, XML, HTML, and Metafile

RICH CONTENT ASSETS

- ✓ Photo Prints – Continuous Tones and Halftones, Up to 40" x 50"
- ✓ Film Negatives – From 16mm up 4" x 5" in Reels and Single
- ✓ Film Slides – All Types
- ✓ Flat Art – Up to 40" x 50" Camera-Ready Art
- ✓ Electronic File Assets – GPS/GIS, Bitmap, Photo CD, JPEG, MPEG, MP3, CMYK, Targa, and All Types of RGB Files

Preparation of Assets

Assets, such as documents, require the removal from file cabinets and folders within those cabinets. Staples and paper clips must also be removed, with special care provided in preserving the order in which the documents are contained within the folder and cabinet for restoration purposes.

Conversion of Asset to Digital Format

The SEISYS Group can scan all documents up to 11.73" x 17" within a high-production environment. The documents can be color or black-and-white, single- or double-sided, and in paper-stock or microfilm/fiche format. Assets that are book-bounded and cannot be removed require a special scanning platform. Large-sized assets, such as e-sized drawings require a specialized scanner. Whatever the asset, The SEISYS Group will be capable of converting that asset to digital format.

All scanning services are performed based on The SEISYS Group's high-level conversion standards and are automatically applied during the scan conversion process. This procedure insures that the best quality and most consistent results are always obtained.

Another service offered is image enhancement of deteriorating or damaged assets. Typical for Back File assets as some deterioration of the original asset occurs due to usage and aging process. Digital enhancement is then required, which improves the digital form of the asset for

subsequent retrieval and access. Alteration to the original does not affect the original—treated as an iterative copy of the original.

The SEISYS Group utilizes the most advanced scanning equipment presently available, along with very robust hardware/software systems. Whatever the type of asset, the conversion to digital format will be performed under strict guidelines, at the best quality level. Again, please refer to our Operating Specifications detailed within this guide.

Indexing

The main component of an image management solution is how the asset is identified and organized—this is called indexing. The SEISYS Group provides a very comprehensive indexing service. Essentially, there are two types of services provided: manual input indexing and electronic indexing.

Manual indexing is typically done by indexing words/phrases referenced within the document, storing documents/assets in folders, or assigning indexing fields to the asset itself—all performed by skilled specialists. This service can be automated to some degree; however it always requires a level of extensive labor.

Electronic indexing automates the process by capturing every word/text within the asset. This electronic process is called full text indexing utilizing Optical Character Recognition (OCR) technology. Typically OCR technology achieves at least 90% accuracy in converting text for indexing. The SEISYS Group accomplishes a 95% accuracy rate. Therefore, instead of 40 errors/2,000 documents only 8 errors/2,000 documents occur. Another form of electronic input is the use of bar coding technology to further reduce manual indexing. Finally, the SEISYS Group will provide the service of reviewing all documents for errors via a Quality Assurance Program utilizing statistical analysis procedures.

Assigning indexing fields to assets is the most arduous and costly solution. It is typically needed when converting Back File assets to digital—trying to match Day Forward asset indexing schemas. The SEISYS Group utilizes industry-standard formats/languages and tools such as SQL-compliant databases to insure universal application solution, scalability, and open-architecture solutions. Whatever the requirements are, The SEISYS Group will always apply its solution that can be easily used and understood by the User.

Storage for Imaging Services

The SEISYS Group provides the most cost-effective storage solutions for imaging service requirements. As standard services, The SEISYS Group will provide a parallel format that will facilitate the incorporation of the database and index into a web-based Portable Document File (PDF) format for an extended period and make available the scanned assets for viewing and quality control purposes over a secure web-based viewing tool.

The SEISYS Group will also provide the converted assets onto CDs/DVDs, along with the traditional hybrid solution—microfilm—when requested. The final imaging service for storage is the hardware system solution and storage service. The SEISYS Group makes available on-

line, low-volume CD-R storage, a virtual CD-R jukebox system with back-up, as well as a Storage Area Network Hosting Service, rental of high-volume storage at The SEISYS Group's facility.

User Retrieval and Access

The SEISYS Group provides the User full use of the most highly technical, but easy-to-use search engines in the industry. The User can search by words or phrases, Boolean Operators, Wildcards, and fuzzy logic—in seven languages. The search engine even will find and retrieve similar words that are misspelled or OCR errors. The retrieved words or phrases are highlighted and the search results saved for later use or analysis. Finally, the administrator can define access to searches by User functions and access features. Having the flexibility to combine template searches along with text and names offers the greatest control, thereby insuring the cost of converting assets to digital format to pay for it within several of months. Public Access legislation and Right-To-Know laws can now be satisfied cost-effectively, within a very secure environment.

Finally, The SEISYS Group offers the User access to the digital assets by royalty-free CD publishing that has the search engine resident on the CD—portability at the highest level. Users will also be able to send the assets via E-mail attachments with redaction capability.

Summary of Professional Services

The SEISYS Group objective is to provide friendly, easy-to-use, and the highest-quality services. Users are getting the most advanced and comprehensive solution in the industry. Most importantly, the solution addresses all of the image management requirements. SEISYS, A Total Solutions Provider.

SEISYS NETWORKING, SECURITY, AND INFRASTRUCTURE SERVICES

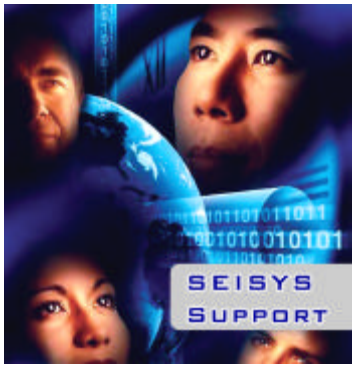
An image management system is not complete until the system is connected by an optimized network, albeit LAN, WAN or Internet. The SEISYS Group provides a complete suite of network solutions – from designing/building a new or altering an existing network to performing a network analysis to insure the network is properly configured and optimized for peak performance. The group will even lay the cabling, if desired.

Network systems require various security solutions. The SEISYS Group offers solutions in firewalls, encryption, intrusion detection, risk assessments, distributed authentication, virtual private networks, and IP video surveillance.

SEISYS infrastructure services consist of wiring of CAT VE and fiber optics onsite, domain software upgrades, and uninterruptible power supply solutions. Another important infrastructure service is The SEISYS Group's software engineering team. Our application software solution is adaptable to a variety of software interface requirements, for existing systems, databases and file formats. In fact, one of the unique services that the SEISYS Group provides is the sub-sampling of the image file, yielding a parallel file format, available to the User on the group's web site for up to a year. This unique service accommodates those Users that are planning to install their own public access system.

SEISYS SERVICE AND SYSTEM SUPPORT

The SEISYS Group offers a complete package of support services. The services are designed to address all conditions possible and all services that may be needed, since each user's requirements will vary. For example, one User may elect to perform its own imaging solution for Day Forward Files, but elect The SEISYS Group to provide the solution for the Back File assets. The SEISYS Group will provide the imaging system, installation, training, and warranty/post-warranty services, while it then performs the more arduous task of converting the Back Files—all conforming to the User's preferred indexing schema and search criteria.



The SEISYS Group will also provide LAN/WAN and operating/ application software upgrades—at client-server or enterprise-level networks. The objective is to provide the complete service and not just parcel out chunks of solutions that never truly realize the best return on investment rate. The SEISYS Group's pledge is to provide services that are:

- Compatible with the User's Imaging Management Software and workflow
- Accommodating to the User's purchasing capability of computer hardware
- Accommodating to the User's existing computer hardware availability
- Providing all or selective imaging services where needed, conforming to the User's information management processes and standards
- Providing all or selective installation, training, and support services where required.

WORKFLOW AND PROCESS EVALUATION SERVICE

The SEISYS Group evaluates record retention rules and policies for Day Forward and Back Files at each User level (department and/or agency), at no cost to the User. The evaluation will determine type of documents, candidates for record retention, and best method conversion for the targeted records and assets. The final evaluation step is the indexing schema (current method) and best integration path to pursue.

Purchasing Agreement of Computer Hardware and Scanning Devices

The SEISYS Group assists the User in purchasing workstations and servers. In some situations, the User's purchasing agreements with the computer manufacturers may be more cost-effective. In other situations, the User may want to incorporate existing computer

workstations and a server. Finally, the User may elect to purchase directly from The SEISYS Group. In all cases, The SEISYS Group provides the computer workstations and server configuration specification requirements and will certify the computer configuration and specification meeting or exceeding the requirements.

The SEISYS Group will also fully support the User's existing scanning equipment, along with upgrading or installing new scanning equipment. This will insure proper setup, calibration, installation, and post-install support/servicing—providing consistency and best productivity.

INSTALLATION AND TRAINING

Installation

The SEISYS Group provides site inspection at no cost to determine proper equipment placement and identify any network connectivity problems. Hardware installation itself shall consist of unpacking, connecting, and setting up hardware, as well as installing the necessary operating systems and drivers. It also includes testing the equipment to ensure proper hardware functionality. After testing, software installation shall consist of installing the imaging application software on the server and workstations. Final testing & certification completes the installation process.

Training

The SEISYS Group training program consists of the following elements:

- End-User Training: Teaching end users the mechanics of the system. Training is conducted on site. Each group of eight or fewer persons receives additional instructions to ensure comfort with the new imaging system. The amount of training necessary depends on the level of familiarity with Windows applications. Class size is limited to no more than eight persons, and participants must be free from interruption due to phone calls and other day-to-day business.

- System Administration: Accomplished in one day, total enrollment of three persons. This phase of training may occur either on site or at the source provider's facility.

- Implementation Consulting: Optional, but highly recommended. This training involves assisting those responsible for the record management functions in developing strategies in translating existing paper filing and indexing structures into an electronic format. Electronic filing is different from paper filing, and records managers need to take the differences into account in setting up their systems. 1 to 3 days of training is available, depending on the complexity of the filing system and is conducted on-site.

- Supervised Hands-on: Optional training involves supervision of employees using the system in actual operation, where questions can be directed to the trainer. Training is

normally one day per group, physical layout of the facility being the only limitation on group size. Training is onsite.

MAINTENANCE AND SUPPORT

Hardware Maintenance and Support

The SEISYS Group supports workstations/servers, all scanners and peripheral devices as per the manufacturer's warranty policy. Post-warranty support agreements are available, typically one-year service agreements on parts and labor with the AUR (advance unit replacement) option. The SEISYS Group recognizes that it will be the first level of support. As a result, it will assist where needed.

Software Maintenance and Support

The SEISYS Group offers two Software Assurance Plans (SAPs): The outside source provider's SAP updates and support of all software for three years. Software will be supported directly by outside source provider via the SAP.

The Standard Software Assurance Plan (SAP) includes:

- Twenty-four hour access to the Storage Engine Inc. Bulletin Board Service
- Current published technical bulletins and newsletters
- Technical support dial-in to site w/ guaranteed next business day response time.

The Priority Software Assurance Plan (SAP+) includes:

- All Services of the Standard Software Assurance Plan plus priority hotline support with quick response (within four hours).

Documentation

Installations include the following documentation:

- The manufacturer supplies hardware specification and configuration
- Software specification and configuration–User's and System Administration Guides
- Technical Administrative Instructions and User Manuals.

IMAGE MANAGEMENT SYSTEMS

The SEISYS Group is The Total Solutions Provider. In many situations, it is cost-effective for the User to perform certain imaging services itself. The following section explains in detail the varying types of imaging systems available for the User to perform its own imaging solution, based on the type of organization and operation requirements: standalone, client-server, or enterprise systems.

SINGLE-STATION IMAGE MANAGEMENT SYSTEM

The Single-Station Imaging Management System is an entry-level, single-user, imaging management product line. Team-Level Imaging Management comes with one scanning, CD creation, and database—MSDE solution, which holds up to a million pages. It supports up to ten total users (full and retrieval). Users and databases can be added in increments of one.

Overview of system features:

Turn Key System for Single-User and Beginners

The Team-Level Imaging Management System provides all of the essential components to convert hard copy assets to a more manageable digital format solution and then search/ retrieve those assets effortlessly. The User is provided the scanning interface, OCR capability, electronic document conversion to standard format, e-mail attachment of images, indexing schema solution, image enhancement capabilities, multiple retrieval User solution, search engine, and security—an all-in-one system solution.

Scalable Systems Solution Addressing Present and Future Imaging Needs

To begin with, the system solution comes with one Full User, five Retrieval-Only Users, and five e-mail/ electronic document conversion User licenses. As your User-base needs expand, the system expands to meet those needs easily.

Find Files Faster

An intuitive browse window keeps images in electronic folders—just like paper documents are stored in paper folders. Electronic index cards retrieve images by performing database searches on the template fields themselves. Searches are full-text with “fuzzy logic”, offering the User multiple search methods—using words, phrases, even misspelled words. Finally, by using Boolean operators and wildcards, searches can be narrowed or, for that matter, expanded for full-text searches.

Sharing Your Assets, Easily

The Team-Level Imaging Management System provides the means to make stored assets accessible in many ways. The original images can be printed or faxed right from the computer. Folders and documents can be exported to Windows Briefcase for use on other systems. Portable volumes allow additive synchronization at multiple sites without time-consuming file copying. Images, text and database files are stored in industry standard, non-proprietary formats. If your desire is to share the assets over the Internet, the system can be expanded easily to accommodate that need.

Features

- ✓ Turnkey, single-user solution, cost-effective and complete system
- ✓ Intuitive search capability, robust, extremely flexible and fast solution
- ✓ Readily available, open architecture, non-proprietary solution
- ✓ Ease-To-Use Folder and Indexing solutions
- ✓ Highly scalable, flexible to meet demanding and changing user needs

Options

- ✓ Web Link Interface capability for on-demand access through standard Web browsers
- ✓ Workflow and Audit-Trail capability by automating paper routing services and auditing usage
- ✓ Bar Coding separates document types and populates index fields to streamline processing
- ✓ Remote Scanning option allows for remote scanning to be captured via WANs or Internet

Requirements

- ✓ SEISYS SINGLE STATION IMAGE MANAGEMENT SOFTWARE
- ✓ WORKSTATION (MEETING MINIMUM SPECIFICATION REQUIREMENTS)
- ✓ DOCUMENT SCANNER WITH AUTO FEED (BASED ON TYPE AND VOLUME)
- ✓ CD-R STORAGE DEVICE WITH BACKUP

CLIENT-SERVER IMAGE MANAGEMENT SYSTEM

The Client-Server Imaging Management System is the complete solution for documents and assets that are centrally located. Simply scan in the assets or drag in the files from other software applications. The state of the art client-server design enables the User to find and share those assets effortlessly, efficiently, and extremely fast. All of the tools are provided to insure a turnkey solution that is extremely user-friendly for the actual image conversion or the Users themselves—truly fitting the client-server environment.

Engineered to Find Files Faster

Using whatever is known concerning the asset, the imaging management system's search engine capabilities finds it in seconds. The User will be able to search at word, phrase or full-text level, along with "fuzzy logic", Boolean logic, and proximity search to widen or narrow the search results. Once obtained, the targeted word or phrase is then highlighted.

Improve Collaboration

The Client-Server Imaging Management System improves routing and workflow of documents. Files are copied/moved to the folder of the next person who needs it. Thousands of pages/ documents can be shared via searchable CDs (browser included)—royalty-free. Even the option to share the assets on the web easily is available.

Easy Input

Electronic documents are "drag n' drop" into the system. Assets needing digital conversion are done on site or remotely and brought into the system at any time. Once in the system, the User can batch or separate. The built-in OCR solution automates indexing all words for full-text retrieval. The User can further automate the indexing via bar coding option.

Keep Documents Secure

The Client-Server Imaging Management System comes with a very comprehensive security solution. The administrator is provided tools to completely control access at many levels. Even the systems features can be controlled to allow staff members certain functions access. For extra security, an audit-trail feature allows the administrator to track usage (who and what actions) of the assets.

A Robust, Reliable System

Over 17,000 installations, this proven technology and system is the preferred choice for client-server designed users. The system is designed to reduce traffic over the network while offering faster response times. The bulk of the data processing tasks, including indexing, searching, and storage, are performed on the server, reducing processor requirements and potential memory problems on the client. An ODBC-compliant, industry-standard SQL database, with complete insulation of the database from the client interruptions. N-tier architecture provides

separate business logic for imaging, document management, database, and client applications.

Easy to Use, Easy to Maintain

The Client-Server Imaging Management System already is integrated with all major functions included, requiring no modifications. It runs on Microsoft NT/2000 or Novell NetWare servers, offering simple administration and monitoring. Server configuration and monitoring can be performed remotely, w/server software using TCP/IP/IPX protocols for client communications.

Grows with Your Needs

The system can be expanded from a single-user installation to an enterprise-wide solution by installing servers and scanning workstations as needed. The system is open-architectured, utilizing non-proprietary file format—TIFF Group 4—and certainly is non-hardware specific. Portable Volume design allows documents to be stored on any media or storage device accessible by the operating system, including RAID, jukeboxes, CD-ROMs, and DVDs. Finally, Portable Volumes allow rapid additive synchronization of databases for multiple sites.

Functionalities

- ✓ Input of Electronic Documents and transfer documents/folders via Windows Briefcase
- ✓ Transfer large volumes of documents via Portable Volumes
- ✓ Scanning of assets and documents for conversion to digital format-TIFF
- ✓ Image enhancement features
- ✓ OCR capability for full-text searches, support multiple station OCR functions & languages
- ✓ Auto-naming during scanning
- ✓ Archive all Windows-based files, images, text, spreadsheets, movies, AutoCad, & sound
- ✓ Indexing via index card templates, with color coding capability
- ✓ Intuitive folder tree user interface
- ✓ Document data location is fully configurable, stored on any network volume
- ✓ Management and migration of document data across multiple volumes
- ✓ Search via Boolean operators, fuzzy logic, wildcards, misspelled words, & OCR errors
- ✓ Proximity searches, name searches by document, batch, or folder
- ✓ Combine index field and full-text searches with name search
- ✓ Feature Rights control access to function levels – defined for users and groups
- ✓ Access rights control access to folders and documents – defined for users and groups

- ✓ Control ability to see through redactions
- ✓ Track document activity by audit-trail
- ✓ Publishing of thousands of images onto royalty-free CDs with a browser included

Options

- ✓ Web Link Interface capability for on-demand access through standard Web browsers
- ✓ Workflow capability by automating paper routing services and auditing usage
- ✓ Bar Coding separates document types & populates index fields to streamline processing
- ✓ Remote Scanning option allows for remote scanning to be captured via WANs or Internet
- ✓ Computer Output to Laser Disk provides solutions for users generating large numbers of computer generated reports and needs access to them quickly

Features

- ✓ Complete System Solution at the Client-Server Level Environment
- ✓ Flexible Input Capabilities – onsite/remote scanning, electronic document input, E-mail, voice, image, AutoCad, all Windows-based documents and other universal input devices
- ✓ Full Search Engine Capabilities w/Fuzzy Logic, Boolean, Wildcards at word or phrase level
- ✓ Full or Zonal OCR, with nine language support
- ✓ Full Line of Image Enhancement Tools – at Preset Mode
- ✓ Windows NT/2000 Operating Software-Client Level
- ✓ Windows NT/2000 4.0 Service Pack 3 or NetWare 4.11/5.0 – Server Level
- ✓ Indexing Schema Creation and Functionality
- ✓ Security – Several Levels, at features and users
- ✓ Audit-Trail Functionality
- ✓ Web or WAN distribution/Sharing

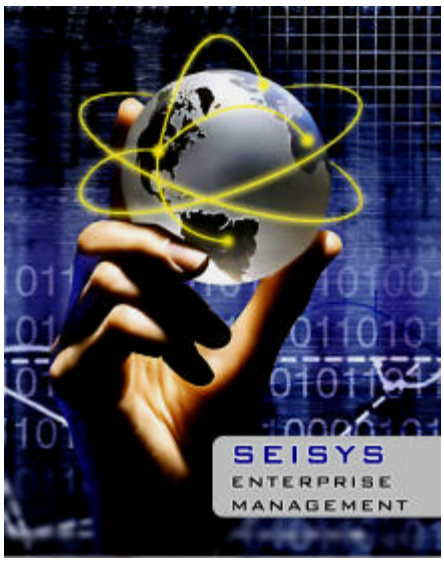
Requirements

- ✓ SEISYS CLIENT-SERVER IMAGE MANAGEMENT SOFTWARE
- ✓ SERVER (MEETING MINIMUM SPECIFICATION REQUIREMENTS)
- ✓ SEVERAL WORKSTATIONS (MEETING MINIMUM SPECIFICATION REQUIREMENTS)
- ✓ ONE/TWO DOCUMENT SCANNER WITH AUTO FEED (BASED ON TYPE & VOLUME)
- ✓ DAS OR NAS STORAGE SYSTEM

ENTERPRISE-GROUP IMAGE MANAGEMENT SYSTEM

The Enterprise-Group Imaging Management System solution quickly and precisely archives, retrieves, and distributes essential documents over an enterprise-level network. The solution begins with flexible asset-capture options that prepare electronic and paperbound information for instant retrieval, while intelligent search capabilities retrieve assets instantly. Efficient distribution options deliver information on-demand via the Web and CD. Workflow routing and notification automates repetitive and costly document-centered processes. Comprehensive security protects the entire digital archive and library from unauthorized access. The system is built upon a scalable, open architecture that integrates smoothly into existing IT infrastructures, where the organization's unified digital asset repository is instantly accessible, reducing time-to-find and increasing time-to-act enterprise-wide.

<u>Designed for Enterprise Application</u>



The Enterprise-Group Imaging Management System is designed to address enterprise-wide requirements, supporting multiple departmental servers and databases, within an open-architecture—utilizing non-proprietary TIFF Group 4 file format—and non-hardware specific. It is a flexible platform that adapts to diverse multi-departmental needs allowing users to maintain established, preferred procedures. Portable Volume design allows documents to be stored on any media or storage device accessible by the operating system, including RAID, jukeboxes, CD-ROMs, & DVDs. Portable Volumes allow rapid additive synchronization of databases for multiple sites.

<u>Technical Administration Concerns are Addressed</u>

The system utilizes state-of-the-art N-tier architecture, plus support for multiple servers and databases. This allows administrators to configure separate databases for individual departments while maintaining a controlled, centralized information repository. Databases reside in separate physical locations, protected with individualized security measures. Open architecture promotes integration with existing and future technologies. The optional Integrators Toolkit provides comprehensive database and programming tools, helping engineers integrate with other enterprise applications. The toolkit includes detailed database table maps and COM object documentation.

<u>Rapid Deployment of Information in a Secured Manner</u>

The Enterprise-Group Imaging Management System is designed to adopt web hosting, WAN, and other related services easily, fitting the organization's information broadcasting needs. Access to the information is through standard Web browsers. The WebLink option is a secure gateway between an organization's digital archives and an intranet or the Internet. WebLink dynamically posts HTML versions of designated assets, while administrators retain complete

control over what assets/documents are accessible. Comprehensive security measures guarantee the integrity of the digital archives while making designated assets available to authorized staff, offices, and the public. Universal document access with standard Web browsers, dynamically post assets without HTML coding—that means no client installation, no ActiveX controls, and Active Server Pages, COMN. Cascading Style Sheets technology deliver seamless integration and customization.

Easy Input

Electronic documents are “drag n’ drop” into the system. Assets needing digital conversion are dealt with on-site or remotely (they can be brought into the system at any time). Once in the system, the User can batch or separate documents. The built-in OCR solution automates indexing all words for full-text retrieval. The User can further automate the indexing via a bar coding option.

Automation is Essential

The Workflow Application is designed to increase productivity by automating the document-centered work processes. An intuitive graphical interface provides easy work process modeling and streamlining. Routing and notification services guarantee smooth workflow despite user error or absence. Finally, the application provides the efficiency and security of rules-based routing and monitoring while also supporting ad hoc participation in the workflow environment.

Grows with Your Needs

The Enterprise-Group Imaging Management System can be expanded from a single-user installation to an enterprise-wide solution by installing servers and scanning workstations as needed. Portable Volume design allows documents to be stored on any media or storage device accessible by the operating system, including RAID, jukeboxes, CD-ROMs, and DVDs. Finally, Portable Volumes allow rapid additive synchronization of databases for multiple sites.

Any valued Imaging System Solution must address the requirement of the digital assets being shared in various broadcasting situations—LAN, CDs, Intranet, Internet, etc. The SEISYS Group not only provides the imaging services, it is also manufactures the necessary storage systems—the essential component of any broadcast solution. By offering all-encompassing Professional Services, along with the Storage System Solution, in an all-in-one Imaging System Solution, the User receives a complete, one-stop, full-service package for solving information management needs now and into the future.

The SEISYS Group offers SDI Virtual CD Jukebox, Synchronism 3000 Direct Attached Storage (DAS), and Synchronism 3000 Storage Area Network (SAN) storage solutions. The Virtual CD Jukebox System stores CDs (and DVDs) as the backup, while the data is made available on enclosed hard drives. This type of storage solution is ideal for low-volume asset management systems—giving the User instantaneous searching and retrieval of images. The Synchronism storage products are the only high-performance, intelligent data storage solutions that

aggregate, virtualize, and manage storage resources and provision service in the form of SAN and/or NAS over IP. Highlights of The SEISYS Group varied storage offerings follow.

Unsurpassed Performance

- ✓ Leverages existing industry standards like Fibre Channel, Ethernet and other high-speed LAN/ MAN/WAN infrastructures
- ✓ Preserves existing investment in the network infrastructure, and frees up these networks to improve performance which can be easily enhanced along with reallocation of existing technology which can be harnessed
- ✓ Provides connectivity between the islands of data that have developed over time
- ✓ Leverages the knowledge base within your existing enterprise and that of your vendors/ consultants, as this technology utilizes existing open standards that are familiar and comfortable
- ✓ LAN-free and server less backup- enables this solution to be compliant with the software incorporated herein for zero impact, but is also compliant with other leading backup software products like Veritas NetBackup™

Centralized Management

- ✓ Provides one view of your data storage with sophisticated services such as snapshot, mirroring/ replication and backup acceleration as part of the overall infrastructure
- ✓ Virtualizes your resources into one pool or can be their own LUN at your discretion
- ✓ End-to-end data storage monitoring
- ✓ Common easy to use Java Console for centralized policy based management
- ✓ Directory integration
- ✓ Unified SAN and NAS management
- ✓ Integration with enterprise management framework (CA's Unicenter TNG, HP's OpenView and IBM's Tivoli)
- ✓ Usage report to assist with the management capacity and planning of data resources

Reliability

- ✓ Full feature high availability data storage architecture.
- ✓ Replication/mirroring for mission critical computing.
- ✓ Snapshot copy facilitation 24x7 operations.
- ✓ Provides both synchronous and asynchronous replication.

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Security

- ✓ Centralized access control - simplified security management
- ✓ Key based authentication
- ✓ Optional encryption support (IPSec and VPN)
- ✓ Utilizes all your existing security

Compatibility

- ✓ Server Client neutral
- ✓ Supports Fibre Channel devices as well as SCSI devices, without requiring conversion boxes
- ✓ Leverages the enterprise-wide Directory (NDA or NTDS) via LDAP to facilitate server discovery and user account management
- ✓ Virtualizes all storage under one solution, providing for cross server/platform sharing growth
- ✓ Leverages IP and FC connectivity to perform volume mirroring and replication across SAN, LAN, MAN, and WAN

Functionalities

- ✓ Input of Electronic Documents and transfer documents/folders via Windows Briefcase
- ✓ Transfer large volumes of documents via Portable Volumes
- ✓ Scanning of assets and documents for conversion to digital format-TIFF
- ✓ Image enhancement features
- ✓ OCR capability for full-text searches, support multiple station OCR functions & languages
- ✓ Auto-naming during scanning
- ✓ Archive all Windows-based files, images, text, spreadsheets, movies, AutoCad, & sound
- ✓ Indexing via index card templates, with color coding capability
- ✓ Intuitive folder tree user interface

- ✓ Document data location is fully configurable, stored on any network volume
- ✓ Management and migration of document data across multiple volumes
- ✓ Search features Boolean operators, fuzzy logic, wildcards, misspelled words, & OCR errors
- ✓ Proximity searches, name searches by document, batch, or folder
- ✓ Combine index field and full-text searches with name search
- ✓ Feature Rights control access to function levels – defined for users and groups
- ✓ Access rights control access to folders and documents – defined for users and groups
- ✓ Control ability to see through redactions. Track document activity by audit-trail
- ✓ Publishing of thousands of images onto royalty-free CDs with a browser included

Options

- ✓ Web Link Interface capability for on-demand access through standard Web browsers
- ✓ Workflow capability by automating paper routing services and auditing usage
- ✓ Bar Coding separates document types & populates index fields to streamline processing
- ✓ Remote Scanning option allows for remote scanning to be captured via WANs or Internet
- ✓ Computer Output to Laser Disk provides solutions for users generating large numbers of computer generated reports and needs access to them quickly

Requirements

- ✓ SEISYS CLIENT-SERVER IMAGE MANAGEMENT SOFTWARE
- ✓ SERVER (MEETING MINIMUM SPECIFICATION REQUIREMENTS)
- ✓ SEVERAL WORKSTATIONS (MEETING MINIMUM SPECIFICATION REQUIREMENTS)
- ✓ SEVERAL DOCUMENT SCANNER WITH AUTO FEED (BASED ON TYPE & VOLUME)
- ✓ SAN STORAGE SYSTEM

OPTIONAL SEISYS APPLICATION SOLUTIONS

Bar Code Plug-In

The optional Bar Code software upgrade provides the User error-free automation to indexing of batch-scanned assets. The SEISYS group will provide the upgrade, along with the equipment at client-server and enterprise-group level application.

Workflow and Audit Trail Plug-In

A successful Workflow solution automates the paper shuffle that occurs daily within the User's organization, effectively route information while being flexible to handler exceptions. Ultimately, it saves time by reducing photocopying, hand delivery, and repetitive dragging and dropping. This option automates the document-centered work processes. An intuitive graphical interface provides easy work process modeling and streamlining. Routing and notification services guarantee smooth workflow despite user-errors.

The Audit Trail plug-in option monitors and provides custom reports on User activity. This option offers powerful assistance for administrators to monitor efficiency and guarantee project completion.

Template Express

The Template Express is a software upgrade that automatically indexes documents with information from database applications such as Oracle, Access, dBase, and MS SQL.

Universal Capture

The Universal Capture option allows the User to incorporate almost any type of scanning device utilized to convert the asset to a digital format. This option is typically applied when the need for a unique scanning device is required (e.g., a wide-format scanner for hardcopy engineering drawings, etc.)

Remote Scanning

The Remote Scanning option allows for satellite or branch offices that are performing scanning conversions to schedule the transferring of recently scanned assets to a centralized location server environment. The Remote Scanning option automatically detects the activity and relocates the files to a centralized-located folder. Transferring the files during off-peak times frees up the network and improves staff productivity.

WebLink Publishing

The WebLink option is available for Users that want to deliver on-demand enterprise asset access through standard Web browsers. It is a secure gateway between an organization's digital archives and an intranet or the Internet. WebLink dynamically posts HTML versions of designated assets, while administrators retain complete control of accessibility. Comprehensive security at all levels is guaranteed.