

BizeDocs Electronic Document Management

Document Annotation

Electronically add notes to archived documents



BizeDocs Annotations module provides the ability to mark-up archived text, PDF documents and reports with a selection of graphical tools and rubber stamps, or add further information in a 'sticky note' with each note recording the user name, time and date of creation.

- Identify content to be actioned, corrected or verified.
- Record that a report has been viewed and that the contents are correct on a daily, weekly, monthly basis.
- Add comments in reference to certain content for Managers and Auditors.

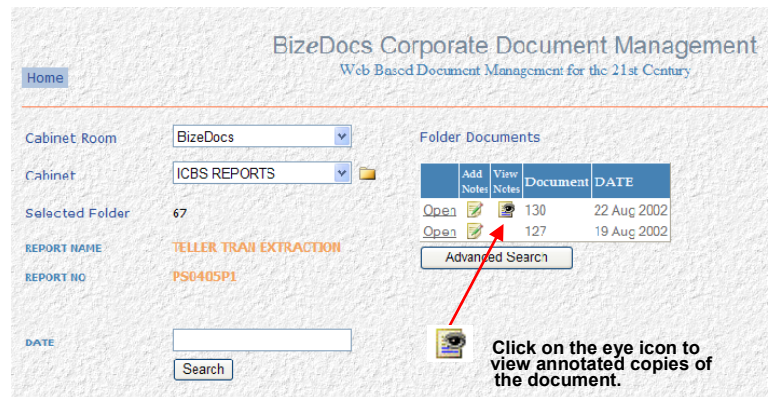
The original document archived into BizeDocs is unchanged, with the annotated document being a copy of the original, saved as a separate PDF document.

Process

When it is necessary to verify a report has been produced and viewed for correct content the user can mark up the document as required and add a sticky note with a comment about the accuracy and then save the annotated copy.

The original archived document remains unchanged.

Once the annotated document is committed to the BizeDocs archive the mark-up details can not be altered. BizeDocs maintains a register of each annotated document recording details of the original document the annotated copy is directly linked to.



REC NBR	ACCOUNT NUMBER	TRAN CODE	AMOUNT LCYE	TELLER BRANCH	TRAN AMOUNT FCY	EXTRACTION SERIAL NUMBER	DESCRIPTION
0	TELLER NUMBER 1234			001	TILL NBR 1234		CURRENCY 000
0	TELLER NAME	BFT TRANSACTIONS - DEFAULT					
00001	20090060	81	4,400.00			.00	001-1234 CASH I
00002	20090060	10	295,467.98			.00	001-1234 CASH C
00003	20090060	81	439.86			.00	001-1234 CHEQUE
00004	10	81	60.00			.00	001-1234 DDA DE
00005	81	81	295,467.98			.00	001-1234 DDA WI
00006	10	81	12,829.86			.00	001-1234 DDA OT
00007	19999901	10	13,114.00			.00	001-1234 DDA OT
00008	19999901	10	1,340.00			.00	001-1234 LOAN F
00009	19999901	10	724.00			.00	001-1234 LOAN C
0	TELLER TOTAL		310,421.84				
	DEBITS		310,421.84				
	CREDITS						
					OVER/SHORT DIFFERENCE		Checked by BDadmin 5/10/10 1:30 PM
	TELLER NUMBER 0414			BRANCH 004	TILL NBR 0002		CURRENCY 000
	TELLER NAME Helen Trevithick						
00010	19999945	10	3,852.00				004-0414-002 Trs
00011	19999945	81	5,852.00				004-0414-078 Trs
00012	19999945	10	5,852.00				004-0414-079 Trs
00013	10010026	81	28,861.32				004-0414-129 CHE
00014	29999940	10	28,861.32				004-0414-129 CHE
00015	10060900	30	77.00				004-0414-003 G/I

Benefits

- reduces paper costs, no need to print and manually annotate documents
- standardises annotation process for each document type
- auditing and verification of documents electronically
- provides a major step towards a total centralised document repository
- eliminates cost to store paper documents