

Modular. Intuitive. Data Integrity.



## BizeDocs Electronic Document Management

Provides modular applications to address specific business needs

BizeDocs Electronic Document Management (EDM) solutions have been designed to advance information accessibility, simplify compliance processes, improve employee efficiency, and bring significant cost savings to your organisation.

Designed to take advantage of Microsoft's Dot Net development environment, this allows BizeDocs to be seamlessly integrated to many recent technologies.

BizeDocs is comprised of a number of modules with specific functionality, ensuring scalable archive solutions for any size organisation and future expansions.

### Capture

BizeDocs provides streamlined archival of application documents such as computer generated reports, scanned documents, word processing documents, spreadsheets, presentations, PDF documents, cheque images, emails, music and video files to a central repository.

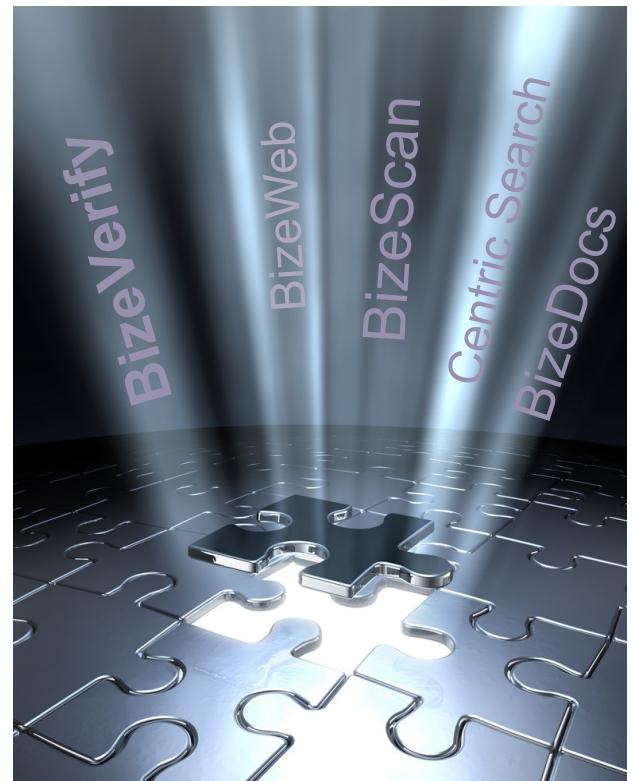
Designed for high volume processing, with over 60,000 reports per day easily managed in conjunction with 80,000+ scanned images.

BizeScan functionality provides multiple document imaging options with centralised or distributed scanning at remote locations using USB or multi-function scanners with images archived immediately into the BizeDocs archive. Process efficiencies are further increased with the use of functionality to batch scan, OCR or Barcode indexing capability, blank page detection, text blocking and signature capture.

### BizeDocs Point of Difference

The key to data integrity is to ensure all scanned and imported documents are archived with correct indexing details. BizeVerify functionality eliminates incorrect details being entered by validating index data against corporate database tables such as core banking, HR or any other database reference tables. This validation process auto-populates values into the key index fields with data from the corporate databases.

With BizeDocs you can be confident in the integrity of your archive while eliminating all those incorrectly filed 'lost documents'.



### About Associated Computer Solutions:

ACS is an Australian-owned company that delivers and supports highly functional enterprise management systems.

The company's mission is to provide high-quality Australian designed and developed software systems that provide fast, efficient, practical, low-cost business management solutions.

ACS focuses on core business applications and provides seamless integration with best-of-breed third party applications to provide and facilitate total enterprise-wide solutions.

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BizeDocs clients are constantly seeking to automate their business processes and reduce operating costs.

As the BizeDocs system has been designed in such a way as to allow for the development of interfaces to the majority of third-party business applications used by financial organisations this provides clients with the opportunity to work with ACS to continually develop new modules and additional functionality to meet their business requirements.

The flexibility of the BizeDocs system and its proven DR capability ensures BizeDocs clients receive value for their investment.

### Retrieval

BizeDocs provides fast user-friendly access of archived information to all authorised users on the network. The central repository is structured to emulate the search criteria used for core applications providing logical, intuitive access to documents.

Digitally-driven office environments help organizations facilitate efficient communication with subsidiary offices and/or remote workers, as well as other businesses and clients. Additionally, digital libraries optimize document-tracking for compliance purposes.

### Storage

BizeDocs storage solutions bring significant cost savings to an organisation. By eliminating the need to store hard copy reports and documents valuable office real estate can be converted from files storage to workstations.

Information is compressed and saved to hard disk cache or to a SAN configuration. Mirror sites are available by means of replicated databases and files on servers housed in multiple locations.

### Institution Functionality

BizeDocs design also allows service bureaus to provide multiple client archive facilities on a single system, using the BizeDocs institution functionality which allows for multiple domains and associated active directories. The system is on-line real-time with data being available across the network within seconds of it being generated from the host systems.

### Key Benefits:

- Central repository for all file types
- Validation of key index data
- Designed for high volume processing
- On-line real-time system
- Enables adhoc document storage
- Seamless integration with third-party applications
- Provides fast search capabilities
- Scalable for any size organisation
- Modular applications for specific business needs
- Institution layer to allow for multiple clients within a service bureau
- 'Hot' DR capability

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