

BizeDocs Electronic Document Management

Provides modular applications to address specific business needs

The **BizeDocs Solution** is comprised of a Base System and a number of additional modules with specific functionality, ensuring flexible solutions for any size organisation and for future growth and changing business requirements.

BizeDocs has a proven track record for providing robust, high volume processing solutions for individual institutions or for multiple institutions within a service bureau. All user access is managed by Active Directory security groups.

Module	Functionality
Base System	<p>The BizeDocs Base system includes:</p> <ul style="list-style-type: none"> • BizeWeb - Provides user access to all documents in the repository, includes Centric, Report and Advanced Search functionality • BizeCopy - Copies, moves or pre-processes files from spooler and configured gateways • BizeFiler - Files documents into BizeDocs repository • BizeAdmin - BizeDocs administration • BizeNotify - Manages the forwarding of system generated alerts
Report Archive	<p>Capture and archive functionality for all report types.</p> <ul style="list-style-type: none"> • Interfaces to all core banking systems for continual capture and archiving of reports direct from the spooler to the BizeDocs repository • Adhoc excel and PDF reports and statements saved to a LAN folder can be automatically captured and archived using the detail in the file name as the index data • Scanned cheque images and receipts automatically captured and archived from configured folders • Designed for high volume processing
Document Annotation	<p>Functionality to mark-up archived banking reports and PDF documents, add further information in a 'sticky note' with each 'note' recording the date and time of creation. The annotated document can then be accessed by other users for further annotation, providing a valuable information trail.</p>
BizeScan & BizeVerify	<p>Converts paper into electronic images with centralised or distributed scanning at remote locations. Provides the following functionality:</p> <ul style="list-style-type: none"> • Import documents saved to a network folder, or scanned via Multi Function scanners • Click and drag documents into index window • BizeVerify validates index data against corporate database tables such as core banking, HR, creditors or any other database reference tables to auto-populate key index fields ensuring data integrity • Text blocking allows text from configured locations on specified forms to be blocked out as part of the commit process • File encryption ensures sensitive documents such as HR records, once scanned and committed to the BizeDocs archive cannot be viewed by unauthorized users. The scanned image is encrypted from the point it is committed to the archive and then remains encrypted for the life time of the document. Only BizeWeb users with authorized access to the cabinets containing the encrypted documents will be able to view the original documents. • Compatible with Citrix and Terminal Services environments
BizeMisc	<p>Provides index functionality to allow users to archive any file type. Browse and select files for archive or click and drag files into the index window. Index data is validated by BizeVerify to auto-populate key index fields.</p>

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MSOAddin	MS Office plug-in providing functionality to index and archive documents direct from Outlook, Word and Excel. Index data is validated by BizeVerify to auto-populate key index fields. Documents retrieved from the archive open in an application on the user's desktop compatible with the file type association.
Signature Capture	Provides automatic capture of signatures from specified customer documents using defined coordinates for the position of the signature on the document.
Signatures OnLine	Provides functionality to capture, archive and view customer signatures, photos and account authority details allowing front line staff to quickly access these details when completing customer assisted transactions, eliminating potential fraud.
BizeScanAudit	Automated compliance checking for capture of critical customer and loan documents to ensure they are archived within the period required by the business. Delinquency reports are generated for all documents not archived and system generated emails forwarded to nominated mailboxes for each document exceeding the archive compliance requirements.
eStatements	Provides a web service interface to your Internet Banking provider's software to allow statements archived in the BizeDocs repository to be viewed within the Internet Banking portal.
Statement Generation	BizeDocs statement production engine creates formatted PDF statements from the banking system's statement files for printing, emailing and archiving. Emailed statements can be encrypted for security.
Queue Manager	Copies nominated reports from the AS400 job queues to BizeDocs. Reports can be sent from multiple queues to one BizeDocs queue, or several matched queue pairs of queues. Transfer from any job queue can be enabled or disabled as required. A complete history is kept of the reports copied to BizeDocs.
BizeDR	Mirror sites are available by means of replicated databases and files on servers housed in more than one location. These can be used concurrently with the primary system as extra production servers to reduce network traffic as well as for disaster recovery. A single change of a network setting (DNS setting) will allow all users from one site to access an alternative site when a server needs to be taken out of service.
BizeProof	Reduces the possibility of manual errors made during the cheque proofing process with the cheque scanner automatically capturing the BSB, Account No and Serial/Cheque No. The cheque image is automatically captured and archived to BizeDocs as part of this process.
BizeChequeReview	Provides functionality to configure parameters for the selection and review of On Us cheques. Cheques meeting the selection parameters are automatically assigned to Examiners, one cheque at a time, allowing them to compare signatures to those held for the account, check captured and posted MICR details, Accept, Reject or Suspend the item for further investigation. Rejected items file is sent to banking system for dishonour processing.
BizeChequeEnquiry	Allows the user to perform a search for specific cheque and deposit voucher images and related transaction details in the BizeDocs database. Images are displayed as each item in the results grid is highlighted. Used in conjunction with BizeChequeReview and BizeProof.
BizeDocs Web Service	Bi-directional interface to third party applications such as Loans Origination, Collections and CRM applications. Scanned/electronic documents generated in the third party application are forwarded to BizeDocs for archiving and can then be accessed and viewed from the third party application.
BizeContractTracker	Electronically stores corporate contracts for archive and retrieval, sending email notifications to relevant users prior to the Notify, Review and Expiry dates to ensure sufficient time for appropriate actions to be taken as a contract nears expiration or renewal.