ClearVision DMS - Document Management System

Improve Productivity
Find Documents Quickly
Save Storage Space

www.ClearVisionDMS.com

Features

Twain Support: ClearVision DMS Supports Twain compatible scanners — Currently the largest image acquisition standard

Industry Standard Database: ClearVision DMS communicates with Microsoft SQL Server 2000 backend database to store your index information

Easy Management with Intuitive Graphical User Interface: You don't need to be an experienced system administrator to manage this software

Cross Cabinet Searches: Search for documents across any number of cabinets. Search your entire document library instantly

One Step Upload: Allows documents to be scanned, indexed and uploaded in one step

Duplicate Existing Filing Structure: Create an unlimited number of cabinets, forms, and indexes to electronically store and retrieve documents

Imaging Tools: Rotate, Zoom, Magnify Deskew, Despeckle, and Auto Crop to view the electronic document

Easy Backup: Easily backup images and data with a click of a mouse

Network Compatible: From a single station to a multi station network with many users

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For more information about how ClearVision DMS can help your company, contact us:

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Product OverView

ClearVision DMS
Document Management System

Scan, Organize, Retrieve, and Secure documents

ClearVision DMS converts paper documents into electronic images on your computer. Once on your desktop, these documents can be retrieved effortlessly in seconds. *ClearVision DMS* is a powerful yet user friendly document management solution. From a single-station, single-user setup to a multi-station, network-based system with multiple scanners and many users; *ClearVision DMS* is scalable to fit your business demands.

✓ **Saves Storage Space**

✓ **Find Documents Quickly**

✓ **Manages Records Easily**

✓ **Create Unlimited Cabinet Structures**

✓ **Disaster Recovery**

✓ **Secure Documents**

✓ **Powerful Search and Retrieval**

- Eliminates need for filing cabinets

Easy Configuration

ClearVision DMS can be easily configured to meet your specific needs. Customized cabinets, forms, and indexes are easily created to enhance your current business process.
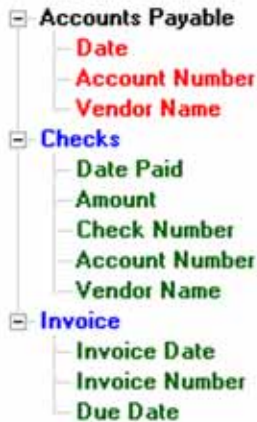
Security Configuration

The Login Manager feature provides for fine control over what the users can and cannot do in the system. Access to each *ClearVision DMS* function can be enabled or disabled for each user or group—ensuring documents are only viewed by users that are authorized to see them.

Benefits of using ClearVision DMS

■ **Fast Retrieval -** ClearVision DMS will give you the ability to find documents quickly without leaving your desk.

■ **Flexible Indexing -** ClearVision DMS can Index documents many different ways, giving total control to the user.

■ **No Lost Files -** The system makes documents centrally available. Imaged documents are never misplaced.

■ **Improved Security -** ClearVision DMS provides flexible control over sensitive documents.

■ **Improve Productivity -** Eliminate wasted time spent locating information.

■ **Save Space -** Imaging will help recover valuable office space previously taken up by bulky paper files.

■ **Disaster Recovery -** Imaging provides an easy way to back-up documents for offsite storage and recovery.

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ClearVision Technologies - A Division of Southwestern Stationery & Bank Direct

ClearVision DMS *is a powerful yet user friendly document management solution.*

Cabinet Editor

Create an unlimited number of cabinets, forms, and indexes to electronically store and retrieve documents.

Cabinet Structure

- Accounts Payable
  - Date
  - Account Number
  - Vendor Name
- Checks
  - Date Paid
  - Amount
  - Check Number
  - Account Number
  - Vendor Name
- Invoice
  - Invoice Date
  - Invoice Number
  - Due Date

The cabinet editor makes it easy to duplicate your current manual filing system. The *ClearVision DMS* has a unique database design that allows for cross cabinet searches. Search your entire document library instantly.

Powerful Search and Retrieval

With *ClearVision DMS*, users will have access to records at their fingertips instead of having to search through dozens of filing cabinets. The search is so powerful because of the way the documents are loaded into the system. Once in the system, the search and retrieval process allows you to access your entire document library instantly. Cross Cabinet searches make it easy to access information from multiple cabinets - **a feature unique to** *ClearVision DMS*

Improve Productivity with flexible indexing

The flexibility with *ClearVision DMS* starts with the configuration. Nothing in the system is predefined, giving total control to your specific business needs. These capabilities are available to those with no programming ability, lowering the total cost of ownership. Flexible indexing gives you the power to capture document data so it makes sense to your current business process.

Advanced Document Security

Document viewing should be readily available to those who need it, with the flexibility to control access to the system. The *ClearVision DMS* Login Manager feature gives you the ability to control what cabinets individual users can access. Only authorized personnel can view confidential information. *ClearVision DMS* gives you the power to ensure the confidentiality of your documents. The dynamic nature of the document security feature allows you to control each users' accessibility to specified documents.

Copier

Scanner

Scanning Station

Server

PC PC PC PC
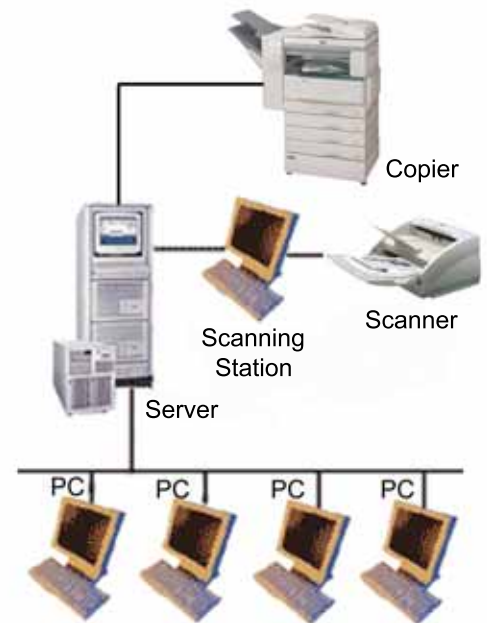
"ClearVision DMS does not use confusing folder structures."

System Requirements

Class 1: Personal - Small Business Use

Operating System: Windows 98, 2000, ME, or XP
Processor: Pentium II 300 MHz or Faster
RAM: Minimum 512 MB SDRAM
Hard drive space: Minimum 40 GB
Database: Microsoft SQL Server or free MSDE Engine (for smaller installations)

Class 2: Small Business - Corportate Use

Server Requirements:
Operating System: Windows 2000 or 2003 Server (this can include Small Business Server)
Processor: Pentium II 300 MHz or Faster
RAM: Minimum 1 GB SDRAM
Hard drive space: Minimum 40 GB
Database: Microsoft SQL Server

Easy Installation

Begin the transformation to a paperless office on the same day as the install

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