

DocTrek: Document Scanning and Registration

What is DocTrek?

The program called **DocTrek** is a Document Information System (DIS): it enables you to save your documents on the hardisk of a computer by using a scanner (for example: incoming and outward correspondence, internal documents, invoices, etcetera).

Using the **DocView** module you will be able to recall and view (and make annotations if you want to), print and email as attachment the scanned documents on every computer that is connected to your network. The scanned documents are vere easily located and there is no need to create unnecessary copies for every employee concerned.

How does DocTrek work?

The documents are scanned in on the basis of so-called *Scanprofiles*. A *Scanprofile* is a collection of *Indexfields* which, taken together, identify a certain document uniquely. These *Scanprofiles* and *Indexfields* can be defined entirely according to your own style and way of working.



Example:

Suppose your incoming and outward correspondence is currently registered in the following manner:

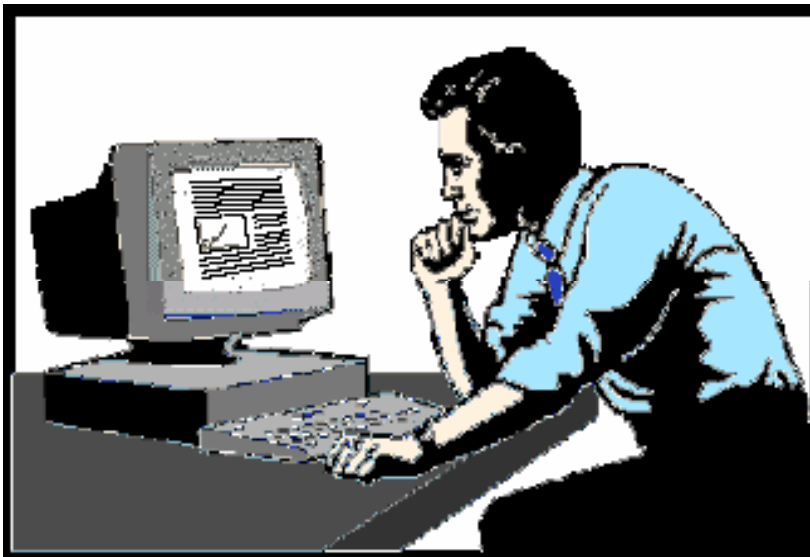
- Concerning the incoming correspondence, data is written down in a special ledger, keeping track of the sender, the date of receipt and a reference code for every document. The documents themselves are put on the desk of the person to whom they are addressed. Later they are stored in a filing cabinet.
- Concerning the outward correspondence, data is kept concerning the addressee, the date of sending and also a reference code. A digital copy of such a document is kept on the computer of the person who created it (for example, as a Word file).

In **DocTrek** two *Scanprofiles* could be defined: a *profile* called Incoming Correspondence and a *profile* called Outward Correspondence.

Within the *profile* called Incoming Correspondence four *Indexfields* are defined: "Relation", "Date receipt", "Addressed to" and "Reference number".

Within the *profile* called Outward Correspondence four *Indexfields* are defined also: "Relation", "Datum of sending", "From" and "Reference number". Per *Scanprofile* it is possible to define which *Indexfields* must be filled in during the scanning of a document.

At the moment a document is scanned, the user selects a *Scanprofile* and the program automatically shows the corresponding *Indexfields*. The user enters the values for the *Indexfields* and then saves the document together with the entered *Index values*. The program automatically keeps track of which *Index values* belong to which document. Besides entering the *Index values*, it is also possible to enter where the actual, physical document is stored, and to enter keywords which are characteristic for a specific document.



When on a later date a user wants to view, or make annotations to, the document, he or she can use the **DocView** viewer. This viewer can be installed on any Windows computer connected to the network. **DocView** enables the user to search for a document in one of the next two ways:

- A search can be performed within a selected *Scanprofile*, for example, searching among all documents which were scanned using the Incoming Correspondence *profile*. By entering specific *Index values* which must identify a certain document, a list is shown containing all documents corresponding to the values. It is also possible to search on physical location of the documents and keywords.
- A search can be performed for a *Relation*, for example, all documents sent to, sent by or concerning *Relation* Smith Ltd. The user can view a list with documents by entering selection criteria like *Relation* name, physical location, keywords or scandate.

Example:

When searching within the Incoming Correspondence *profile*, the user enters that the *Index value* for Relation should be "Johnson" and the Date of receipt between May 1st, 2005 and May 31st, 2005; a list is shown with all incoming documents sent by Relation Johnson in the month of May, 2005. After selecting the desired document it is shown on screen. The shown document can be printed or sent by email.

What does DocTrek cost?

The price range of **DocTrek** is such that smaller companies can afford this software as well. If you own your own scanner and will be scanning about 10 - 12 pages a day, you can be up and running for a one-time price of less than NafL 600.= This (and the other prices mentioned below) is a **one-time only** payment. Every month you will be able to scan and save 250 page or images. The program counts the number of scans saved and when you reach the limit, you will be shown a message. The next month you will be able to save another 250 scans. The first viewer is included in the price of the scan module. If you want to install a viewer on more than one workstation, you will have to pay an added amount per viewer / workstation.

Prices:	NafL	USD	Euro
Software:			
Main module DocTrek + 1 viewer for:			
250 scans per month	580.=	335.=	250.=
1,250 scans per month	1,180.=	675.=	510.=
4,000 scans per month	1,780.=	1,020.=	760.=
Unlimited amount of scans per month	2,380.=	1,360.=	1,015.=
Extra:			
2 up to and including 5 viewers (per piece)	300.=	175.=	135.=
6 up to and including viewers (per piece)	250.=	145.=	115.=
Over 10 viewers (per piece)	200.=	115.=	95.=

All prices are reserved and subject to currency exchange rate fluctuations. All prices are exclusive OB, other taxes, shipping or other expenses.