



ProFiler – Product Overview

Overview

ProFiler is a document management system that can integrate seamlessly with the electronic forms facility of RouteOne to easily build a repository of all documents created on the iSeries. Any other spool file can also be stored in the repository. Other documents can be scanned in to the system to facilitate a complete document management system.

Features

User definable keys and search fields for each document type
Keys and search fields can come from database files if they are not within the document itself
HMRC SAF-T standard compliant
Complete audit trail
Printing of bar code labels for identifying scanned documents
Spool file search fields can be from spool file attributes, data within the spool file or from database files.
Sophisticated search facility to find stored documents
Documents can be reprinted, emailed or faxed from the repository
User authorities can be specified by document type to prevent unauthorized retrieval

Benefits

Cost savings - One of the biggest hidden costs that paper-intensive businesses face is the time it takes to work with paper files. Employees spend valuable time walking to and from central records rooms and finding and replacing documents. If off-site storage is used the costs are usually even higher. A document scanning solution makes employees more productive, since they can work with those documents without ever leaving their desks.

Space savings - Office space that has previously been used for document storage can now be reclaimed for other purposes

Security - Business data is held securely within the ProFiler and can only be accessed by authorized personnel – something that is nearly impossible with paper based solutions

Disaster recovery – An off site backup of the ProFiler database and documents ensures that a flood, fire, break-in or other disaster will not cripple the business

Access – Multiple people can view the same document simultaneously