



Offline Content Access



You are required to submit volumes of documents to regulatory agencies for compliance purposes. You need a means for auditors to view documents without tying up your internal resources. Your attorneys need to review documents in order to respond to a lawsuit. You wish to offer constituents the ability to receive documents on CD rather than paper. Document sets may span disks. You must ensure data security in case the disks are lost or stolen. AND retrieval must be fast and easy for authorized recipients.

Offline Content Access (OCA) is the ideal solution for loan portfolio sales, transfer of account data to service organizations, regulatory document submission, legal discovery, medical records services, government agency constituent service, transportation system manifest deliveries and for any organization with external stakeholders who need content access without being connected to an ECMS.

OCA retrieves the documents—either selected manually or using a configurable rules table—from FileNet EDM and ECM systems. Documents are written to CD or DVD, either for storage, backup, or transfer to another recipient. In addition to the actual content, document properties are stored in an on-disk database, along with a search tool and generic content viewer. This allows recipients to search and view documents and data without being connected to an ECMS.

Easy CD Creation

OCA provides all the tools necessary for one-time or regularly-scheduled jobs. Create a job, select the documents and submit. OCA handles the rest of the tasks for you. You can group documents within a job by case number, account ID or any other common data property. Contents are presented in a folder metaphor. Multi-level foldering also is supported.

Create your job by searching for documents using OCA's guided search screen, or write documents and data from external system search results to a network location. You can opt to review the results set, or simply submit the results to the job for burning. Extended search parameters allow you to search against values contained in a spreadsheet: for example a set of loans or case numbers generated by an external system. And you can specify the document properties that are transferred with the documents. Regularly-executed searches can be stored for reuse. When jobs span multiple disks, detailed records are kept of which CDs are created in a job.

For situations where not all job creators have access to burners, jobs may be written to a network location. Burn station operators then pull the jobs from the location and burn them to media.

Annotation Support

OCA supports the inclusion of FileNet annotations, either as in-place redactions or in Windows Viewer compatible format.

Data Security and Protection

OCA provides a number of ways to protect and secure documents and sensitive information. For content management systems, you may opt to convert documents on the fly to either TIFF or PDF format. OCA allows you to apply Bates stamping on image pages. Media may be encrypted to ensure that the data is secure if the disk is lost or stolen.



For more information on OCA, contact your **Softech sales representative**, or email sales@softechis.com



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User-Friendly Data Retrieval

Everything the recipient needs to work with your documents is on the disk. A multi-function viewer, search tools and an index database all are written to the media. Where a job spans multiple CDs, the complete database is stored on each disk, allowing the user to search for documents at any time. When the document is located on a different disk, the application informs the user of the proper CD. Data can be exported to an external database or spreadsheet. A template is provided for CD labeling to provide a professional documentation of CD numbers.

Specifications

Document Selection Tools

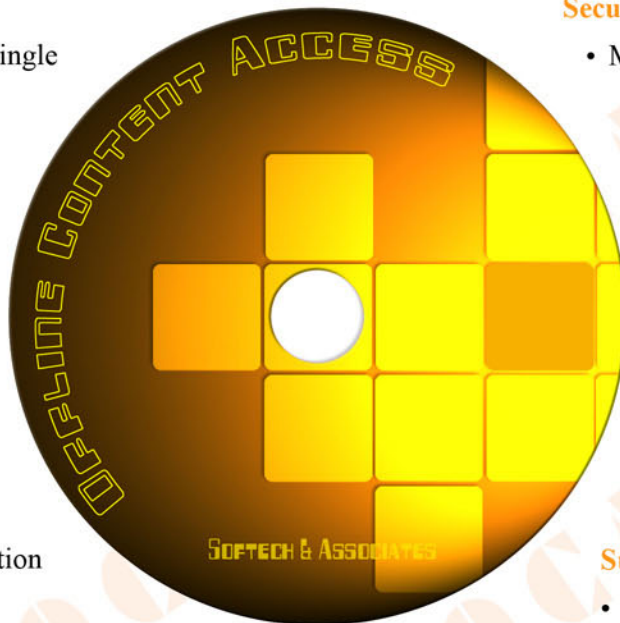
- "From File" search function to allow search by list of property values (case number, loan number, etc.)
- Ability to specify which properties are included in export
- Optional inclusion of annotations, either as in-place redaction or in Windows Viewer compatible format
- Batch mode allows execution of large jobs with minimum user interaction
- Auto layout feature permits creation of directory structures based on index field values

Job Management Tools

- Foldering within job
- Submit and Hold feature for single session mastering of multiple searches
- Configurable proprietary notice language written to CD
- Allows multiple users to submit jobs to central CD-burning station(s)

Recipient Tools

- All search and viewing tools written to media
- Search interface and full function viewer
- Content property database
- Pre-exported ASCII file option
- Compatibility with open system viewers on user's desktop
- Content outputs to printer, fax or other output device



Security Levels

- Media encryption
- Bates number stamping option

Supported FileNet Systems

- Image Services, Content Services, Content Engine

Supported Image/Document Formats

- All FileNet-supported image and document types

Supported Recorder Technology

- All Nero™-supported devices

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