

HYPERSUITE/5 UNIVERSAL DOCUMENT MANAGEMENT

KEY FEATURES

- Captures any document from any source in any native file format
- Manages the entire document lifecycle including workflow, versioning, check-in/check-out, notification, etc.
- Homogenises documents captured from disparate sources in one unique electronic record (EDOC) according to international standards
- Archives electronic documents on any physical media (e.g. magnetic discs, WORM, addressed base storage)
- Provides fast and secure access to documents from anywhere at any time (24/7)
- Ensures high-level data protection and document confidentiality (encryption, digital signature, etc.)
- Implements multi-entity architecture for deployment by ASP service providers

KEY BENEFITS

- Allows consolidated and transparent access to your customer dossiers in Windows Explorer-like views

Documents which are not proactively managed in an organisation will result in lost information and duplicated records, leading to loss of productivity and profitability. Moreover, security breaches can significantly adversely impact on a company's bottom line business and non compliance to legal archiving and record keeping regulations will result in fines and reputational damage. HYPERSUITE/5, IMTF's award-winning universal document management platform, manages the entire spectrum of structured and non-structured information available in your organisation, from scanned documents, e-mails, MS-Office documents, output from core systems such as ERP or Core Banking Systems, and many other record types.

Unified Capturing of all Document Production Sources

HYPERSUITE/5 unifies and homogenises all document production sources into a single, highly secure and scalable enterprise-wide repository. Wherever content is produced or received by your organisation it is stored in the Enterprise Object Repository of HYPERSUITE/5 for further manual/automatic processing or long-term archiving. For each document entering the system, metadata is created and validated by using technologies such as OCR/ICR, full-text indexation or manual indexation. Documents are automatically or manually classified in configurable file structures, comparable to Windows Explorer, conforming to the desired file classification plan of your organisation.

Web-based Secured Access for All Users

HYPERSUITE/5 provides a fast, secure, consolidated and transparent web-based access to documents for end-users. Highly interactive Web interfaces allow documents to be searched and displayed from anywhere at any time by using multiple kinds of searches such as

- Increases enterprise-wide productivity through even faster and easier access to information
- Reduced risk through better control mechanisms and consistency of information policies and processes enterprise-wide
- Facilitates policy-based records management and therefore compliance to government and industry legal and archiving regulations
- Protects confidential information against fraudulent access through high-end security features such as encryption, digital signature and smart card authentication

KEY APPLICATION STANDARDS

- Powered by Oracle Fusion Middleware
- Open development standards : WebDAV, MoReq, Dublin Core Metadata Initiative, DoD, BPEL
- Service Oriented Architecture
- Full J2EE software architecture
- LDAP Connectors : Sun Java System Directory Server, Microsoft Active Directory, etc.
- Capture Connectors: Outlook, MS-Office, Kodak Capture Software, Kofax Ascent Capture, OCR for AnyDoc, SAP/R3, AFP, Arizona, etc.
- Core Banking Connectors: SAP for Banking, Finnova, Avaloq,

structured metadata searches, Google-like searches or thesaurus searches. For example, by just one click, the user can display a consolidated view of his customer's dossier containing all their related documents such as e-mails, correspondence, invoices, etc.

High-End Secured and Reliable DMS Platform

The security model within HYPERSUITE/5 is highly flexible, with fine-grained permissions and access specified at function, record, folder, metadata or client relationship level. Role-based access control includes a rich set of out-of-the-box roles and allows customer-defined roles to be built up from basic permission rules. Other sophisticated functionalities such as encryption, digital signature, dual control and Smart Card authentication ensure a very high-level of confidentiality and protection against fraudulent activities. This is a *must* in most industries particularly in private banking and the health-care.

Comprehensive Document Life Cycle Management

HYPERSUITE/5 manages the complete lifecycle of captured documents providing a flexible and graphically configurable workflow engine in addition to features such as versioning, attribution, notification, check-in/check-out, etc. Multiple standard connectors to third party products allow integrating disparate and distributed systems into the workflow. A user-friendly Task Cockpit provides global views of the workflow queues, with the ability to drill-down to the queue details, providing managers with a full and centralised control of all user activities.

Policy-Based Records Management

With regulatory compliance issues on legal archiving becoming increasingly important, records management capabilities are now an essential requirement for any organisation. HYPERSUITE/5 provides you with the ability to specify the length of time a document is to be retained

T24, Olympic, Flexcube, Delta Bank, APSYS, Equation, etc.

- Storage Connectors: NetApp, EMC Centera, QStar, Hitachi, etc.

for, prevents or controls changes to documents during their retention period and disposes of documents in a prescribed way once the retention period has expired. HYPERSUITE/5 is a dynamic records management application and supports record organisation based on a file plan together with flexible management of record classification, retention and disposal policies. Moreover, the product provides a comprehensive storage management capability that enables your organisation to specify what types of online, near-line and/or long-term storage is needed for various record types at different stages of their life cycle.