

HYPERSUITE/5 :

SOLUTION PORTFOLIO

*HYPERSUITE/5, IMTF's award-winning universal document management platform, provides a number of specific process automation solutions in order to improve your organisation's day-to-day business. Those solutions allow for a high integration level of your disparate systems such as ERP, Core Banking, MS-Office and Outlook into IMTF's single, highly secure and scalable enterprise-wide repository, **HYPERSUITE/5**.*

HYPERSUITE CA/2: Capturing Process Automation for Paper Documents

With CA/2, IMTF offers a suite of integrated software components to automate the entire processing of paper documents such as contracts, correspondence, invoices, etc. By automating these processes with CA/2, organisations report a sharp reduction in operational and administrative costs. The process usually consists of the following steps:

1. Digitalisation of paper documents with a scanner (eg. Kodak)
2. Optical Character Recognition (OCR) (form processing or freeform)
3. Workflow with, among other, manual post-treatment and dual control
4. Forwarding to a third party system (central system such as ERP, banking system, etc.)
5. Archiving in HYPERSUITE/5

CA/2 incorporates the most widely used tools currently available on the market and is at the cutting edge of technology. With over 20 years of experience in process automation, CA/2 significantly optimizes your business processes and frees your organisation from the constraints and costs associated with paper documents.

HYPERSUITE MR/3: Email Archiving for Regulatory Compliance

MR/3 is a state-of-the-art email archiving system for companies of all sizes that integrates with the HYPERSUITE/5 Universal Document Management platform. It is fully embedded into popular mail systems such as Exchange and Lotus Notes to archive all incoming, outgoing and internal emails. Thus the user works in its usual mail system environment enhanced with email archiving, query and retrieval functions.

MR/3 is fully compliant with international and local regulations on legal archiving and data protection. In order to achieve these goals MR/3 applies technologies such as Digital Signature and Encryption, provides a comprehensive non-falsifiable audit-trail and supports any non-alterable storage media. Thanks to MR/3, your organisation can mitigate its legal risks, achieve compliance, reduce costs of email storage and boost messaging server performance and availability.

The emails Archiving Policy Engine of MR/3 is easily customisable via a secure, user-friendly web-based interface. It allows for flexible and automated archiving of all emails by using a combination of criteria such as retention periods, quota thresholds, email content, age, size, keywords and locations. Important emails for the organisation's business can be manually indexed directly from the mail system and then archived in the client's dossier, which may contain any other document types such as statements, correspondence, invoices, etc. The emails and attachments are indexed in full-text and can therefore be searched directly from the mail system or within the Query & Retrieval Web application of HYPERSUITE/5 by using Google-like searches or structured metadata searches with criteria such as To, Cc, date, etc. Finally the emails can be archived in their original format and/or in PDF for their long-term permanence.

HYPERSUITE Office Direct: Indexing and Archiving MS-Office Documents

MS-Office documents are usually stored in a disordered way on the file servers of your organisation, or even often locally on the employee's workstation. This leads to lost information, poor know-how sharing, non compliance with regulations on legal archiving and work inefficiency. Office Direct allows your organisation to organise, structure, archive, research and use efficiently all content created by MS-Office applications.

Documents created via MS-Office can be indexed and then published in the Enterprise Object Repository of HYPERSUITE/5. A PDF version for the long-term archiving and, in option, the original format is archived. By using the check-in/check-out function, the original format allows to create different versions of the originally archived document. The original document is also indexed in full-text and can there-

fore be found in the archive by using Google-like searches.

Office Direct is fully integrated on the users' desktop and MS-Office. By choosing the function "Office Direct" in Windows Explorer's contextual menu or MS-Office's tool bar, an indexation mask is displayed in order to key-in the metadata. Certain meta-data such as the file name, date, user, etc. are automatically extracted from the document.

By using Office Direct, you ensure that your MS-Office documents are securely archived in a well defined folder structure of your customers' dossiers, thus improving your organisation's efficiency, know-how sharing and content security.

HYPERSUITE Orchestrator: Powerful Document Lifecycle Management Workflow Engine

Traditional manual paper processing requires making multiple copies and distributing these to a multitude of touch points and includes routing, indexing, validating, authorizing documents and sending them to file storage. These processes are costly and time-consuming, error prone user interaction tasks. HYPERSUITE Orchestrator takes your electronic documents processing to the next level, delivering the right information via a workflow with a set of business rules defining who is authorised to route, index, validate, approve and act on documents.

HYPERSUITE Orchestrator allows your business processes, related to document life cycle management, to be easily created, modified, adjusted and managed from capture to long-term archiving. HYPERSUITE Orchestrator integrates business process workflows and ensures important printed and electronic document information is retained, indexed, validated, approved and integrated into your document lifecycle management process. The result is a highly efficient document lifecycle management workflow process with automated and human workflow steps that; increases productivity; improves document security; and provides faster, improved response times to customers. Additionally, HYPERSUITE Orchestrator provides a comprehensive, standards-based interface using SOA allowing for easy integration to any document management or records management system as well as integration with your organizations core ERP/Finance and CRM systems.

HYPERSUITE Orchestrator uses the Oracle BPEL process manager for providing a graphical and user-friendly way to build models, deploy and process workflows via BPEL processes. HYPERSUITE Orchestrator offers both generic predefined workflows for common requirements as well as the ability to customize and develop new ones to meet customer specific needs. User friendly wizards are used to set up simple and complex human workflow steps, configure adapters, and define complex transformation maps as standard services in the design time GUI. Some workflows produce tasks to be executed only by systems and others require both system and

human task execution. Multiple standard adaptors to third party products such as SAP, Siebel, Peoplesoft, JD Edwards, Outlook, Oracle Apps, etc. are already available facilitating integration to your disparate and heterogeneous systems within centrally defined workflows.

HYPERSUITE KWA: Supplier Invoice Workflow

HYPERSUITE KWA is a pre-packaged solution that works with your ERP system to streamline accounts payable processing. HYPERSUITE KWA optimizes and simplifies the process of capturing, managing, monitoring and routing invoices and purchase orders. Vendor invoices are processed more efficiently and quickly; problem invoices are automatically routed for problem resolution, approval, and payment. HYPERSUITE KWA allows you to better manage all your invoices through a web-based interface where the accounting department, other company employees (for endorsement, etc) and suppliers can collaborate to improve cashflow.

HYPERSUITE KWA is built on the so called FreeForm technology, which captures automatically the entire invoice, analyzes and categorizes data, and forwards designated financial data to your ERP system. In addition to the capturing automation this IMTF solution uses imaging and, workflow as well as employing best-practice design for increased efficiency.

In a SAP environment, HYPERSUITE KWA for SAP can intelligently extract the invoice data in your SAP data model, deposit it into the SAP transaction and trigger the SAP workflow. HYPERSUITE KWA for SAP does not use any third party workflow tool, only your existing SAP business workflow. Invoices are archived via the SAP certified ArchiveLink in HYPERSUITE or any existing archive.

With HYPERSUITE KWA you can maintain decentralized process models, but the solution adds centralized control over the whole process and has been shown to be the source of massive cost savings with volumes of as little as 50 invoices per day. Improved cashflow, reduction in headcounts, more early payment discounts and faster problem invoice resolution are among the major benefits derived from deploying IMTF's HYPERSUITE KWA solution!

HYPERSUITE BR/2: Hold Mail & Periodic Mail Process Automation

In most instances, bank services for the tracking and processing of “hold mail procedures” for private clients is still accomplished manually by back office staff. For a variety of reasons private clients elect to have bank statements and other documents maintained at the institution rather than mailed to them. When your client makes an appointment to view, you have to make sure that all statements are printed and presented at the right time in the right place. After receiving the documentation your cli-

ent signs the receipt which is also archived

HYPERSUITE BR/2 automates the entire hold mail process:

1. Hold mail documents are set to a dedicated state (metadata).
2. The client makes an appointment with your relationship manager, who launches the order to print bank statements and transaction documents.
3. The person in charge of printing the documentation retrieves all documents pertaining to that client for the current period (e.g. since his/her last visit) via the HYPERSUITE Web-GUI (your web site portal).
4. HYPERSUITE builds a dossier from the retrieved documents and automatically generates a receipt that contains all relevant information (date, number of pages, etc.). A unique ID, printed as a barcode, will mark each receipt.
5. The dossier and the receipt are printed on the printer of choice.
6. Your client receives his folder of documents and signs the receipt.
7. The receipt is scanned. Through bar coding, it will be automatically recognized as a receipt and will be included in the customer's dossier.

BR/2 requires minimal user interaction. BR/2 offers maximum flexibility and improves your quality of service, as your clients can now pick up their documents in any branch office, wherever and whenever it is convenient for them.

The "Periodic Mail" service enables banking clients to receive all or some of their financial documents at specific time intervals throughout the year via the post. Pending documents (documents never previously sent) are retrieved from the archive, placed in dossiers and mailed to nominated "Addressees". An "Addressee" may be the client themselves or a person nominated by the client to receive their financial mail, for example their trustee.

HYPERSUITE/5 Periodic Mail application enables banks to produce one or thousands of dossiers in one single print spool. This provides banks with the opportunity to take advantage of bulk mail discounts.

Below are some of the key features of the system:

- Periodic Mail dossiers may be sent to one or more persons at different locations.
- People receiving the dossiers do not need to be a "client" of the bank.
- It is possible to request only specific document types to be included in the dossiers for a specific client.

- It is possible to request one document type for a client to be sent more frequently than other document types.
- Each “Addressee’s” file (receiver of a file) may be configured to always print to a predefined printer.

HYPERSUITE ZV/2: Payment Capturing Automation

In recent years, requirements for payments processing at banks have been increasing. Reasons for this development being a higher number of transactions and the introduction of new forms of payment and payment systems (€-Giro, IPI, SEPA, etc.). These factors call for a state-of-the-art, flexible system that enables the highest possible degree of automation and a significant increase in your processing rate.

Based on IMTF’s long time experience and thanks to a close collaboration with our existing banking customers, IMTF has tackled this problem and developed a second generation payment capture solution: ZV/2. This solution is based on the latest SOA architecture and automates for the following processes:

- Outgoing payments
- Incoming payments
- International payment transactions
- Forms and non-standardized documents
- Incoming payments (PostFinance) EGA-B/EGA-V
- Automation (payway, correspondent, etc.)
- Integration (corebanking / archiving system)

For both national and international payments (SWIFT), ZV/2 can be work with your existing AML message filtering system for online message filtering.

HYPERSUITE IP/2: Capturing and Electronic Distribution of Your Mail

Internal mail delivery - a common topic, a common problem: distribution lists, multiple copies, circulate through the whole company, multiple filing, loss of documents, etc. These are only a few of the daily problems caused by manual mail distribution. Not

only do the big firms suffer from these difficulties, but SMEs are also particularly vulnerable as their work processes are often not very clearly defined.

In principle, there is no reason why your mail should not be distributed electronically. If your company already uses MS Outlook or Lotus Notes, all you need for electronic mail delivery is a scanner and IMTF's IP/2. Furthermore, there is no need to train your staff for a new application, since they are already accustomed to using the existing standard software.

HYPERSUITE IP/2 incorporates the following components:

- Scanning tool

The scan tool consists of a scan-client and a scanner with the appropriate capture software, which allows for the scanning and identification of documents.

- Addressing and distribution tool

The addressing and distribution tool manages the automatic distribution (routing) and indexation, depending on the document type.

- Administrator-tool

The administrator tool enables you to create and design templates for indexing masks for the respective document types.

The workflow functionality as well as the user and group management are part of MS Outlook or Lotus Notes, and therefore do not need to be managed redundantly.

IMTF's IP/2 solution offers you a cost advantage as well as rapid availability of information.

HYPERSUITE HYPERPRINT/2: Output Management

Every organisation with a large volume of (paper) output faces high costs associated with processing this flood of documents. Two main elements increase this cost:

- High cost of changing legacy systems based document editors / applications
- High customer expectations regarding form, content and frequency of information

With HYPERPRINT/2, IMTF provides a solution to these conflicting constraints.

For many organisations, the provision of information to its customers has become a substantial part, if not the key value add of their service offering. In general, a document serves as a distribution vehicle for this information. Yet, from the organisation's point of view, documents only represent cost. Therefore, the goal for the organization must be to cut the costs of providing this information whilst at the same time increasing the perceived value to the customer of this information.

HYPERPRINT/2 fulfills these requirements by sending documents from any editor to any device, thereby cutting costs of production and facilitating meeting high customer expectations regarding, form, content and frequency of information.

HYPERPRINT/2 serves as an output device to the editor systems in processing each individual document as formatted output (object sequentially). In this context, HYPERPRINT/2 can be characterised as an exchanger which accepts objects in any format from any editor system, internally converts the object into a standard format, splits any existing spool in documents/objects and eventually passes the object onto the available output devices

This exchanger role can be broken down into 3 basic functions:

- **Routing**
defines, which object in which form will be sent to which output device (i.e. account statement via e-mail, stock exchange transaction via SMS)
- **Grouping (Sorting)**
allows the merging of multiple objects, independent of the originating editor system (i.e. letter to the customer created in WORD and account statement sent by the host system in the same envelope)
- **Channel Management**
executes the transmission via the various devices (i.e. eMail, fax, SMS, archive, printer, etc...) applying the requested composition sequence