



## The AbleDoc Core Solution

AbleDoc Core system combines Document Management, Business Process Management and Records Management in a single easy to use application. The ability to scan, import, store, search and retrieve information is inherent in the core product. The ability to route and perform basic workflow functions is also included. Other modules are available for those organizations requiring additional functionality. AbleDoc allows you to reduce or eliminate your dependency on paper. Your information is secure and organized. The system is Web based and data is returned to the user via a browser; this provides a single place of deployment, eliminating the need to install software on each client.

The system works using the AbleDoc database as a back end or your existing SQL Server or Oracle database. The user interface

is straight forward and intuitive. AbleDoc allows the creation of customizable queries that streamline that data returned to the user, saving them from having to sift through unwanted records.

AbleDoc provides functionality for processing documents through a workflow. Tasks can be assigned to users. When users retrieve items from their flow they can review the document and assign appropriate values to data elements and pass the document to the next level of approval. AbleDoc Workflow eliminates the need to manually pass papers around for processing, preventing printing expenses and paperwork loss. The time needed to pass a piece of paper from one person to the next is eliminated so processing time is dramatically reduced.

## AbleDoc Modules

### AbleDoc Form Engine

AbleDoc Form Engine allows you to create a form that can update, insert or read database records. There is no complex programming involved, simply create a form with the data elements you wish to change or retrieve, add three predefined fields to the form and save it to the forms directory. Once the form is created it can be accessed by securely logging into AbleDoc.

The user interface provides methods for updating and saving database values by simply clicking an icon. Hovering over the list of documents returned by the search will also provide a thumbnail image of the document allowing the user to quickly determine whether the document is, in fact, the document they were searching for.

### AbleDoc Scanning Module

AbleDoc Scanning Module provides a friendly user interface between your scanner and your backend storage. The module is a one stop shop for scanning, proofing and indexing your electronic documents. Scanner settings can be changed and saved for individual types of documents. A GUI provides the ability to proof and index your documents as they are scanned.

We provide the ability to read barcodes from patch sheets so batches can be automatically indexed. Your documents can be OCR'd for easy search capability down the road. Templates can be created to gather specific fields from a scanned form. This data can be added to the index file for upload to the image retrieval system, reducing the need for manual indexing of documents.

### AbleDoc Reports

AbleDoc Reports allows you to add, modify and delete custom reports to suit your needs. Using AbleDoc Reports is very easy and intuitive. In just 10 minutes you can design, build and post to your Intranet a fully functional Data Cube Report for others to use.

AbleDoc Reports has been dramatically reengineered and designed to simplify compliance and to give managers greater flexibility. The latest version (released in spring of 2006) is a dynamic tool that allows users to either modify reports that are provided with the module or build their own on the fly. Additionally, AbleDoc Reports has been configured with the ability to audit user activity complying with HIPAA and SOX regulations. This module can report on who has accessed documents, as well as the exact times and dates.

AbleDoc Reports features two main functions: one for reporting, and another that provides analysis and data mining using graphics and charts. By analyzing the data your company stores within the AbleDoc electronic storage system, users can change the report simply by dragging fields that are displayed on the screen. It offers users flexibility, and provides the ability to create highly customizable reports or charts that can be accessed securely over the intranet.

AbleDoc Reports aids administrators in proactively monitoring system performance and internal workflow through an easy-to-use Web page. This dynamic module, which works closely with the AbleDoc Dashboard module, generates immediate reports, system information and can graphically represent data in unlimited

configuration options. AbleDoc Reports enables administrators and managers to monitor employees' workflows, streamlining overall system management. AbleDoc Reports can monitor and return immediate results on almost any aspect of a Windows environment, giving managers the information that they need to compare data and processes over time.

## AbleDoc Dashboard

AbleDoc Dashboard provides you with real-time information relating to your system's performance. This enables you to proactively identify and circumvent bottlenecks, slowdowns, and other issues. Dashboard helps you increase productivity, avoid system failures, and enhance application control. This latest version includes an enhanced System Monitoring Portal and enhanced screens which displays system monitoring performance. The Dashboard can also be configured to output an RSS feed enabling mobile users easy access to system alerts while on the move.

AbleDoc Dashboard allows users to closely observe their entire system's performance from a single, easy-to-use screen. AbleDoc Dashboard functions as the nerve center of information for every component of the system. Through the day, the software will take readings of the system and indicate if everything is functioning properly. When a problem exists in the imaging system, the relevant alarm in the AbleDoc Dashboard screen will turn red and notify administrators to the disruption.

Rounding out the benefits of the AbleDoc Dashboard is the program's ability to alert administrators if a pre-programmed critical error is detected. In this event, the system can automatically email, text message to a phone, or page administrators, ensuring a timely correction to the error. The AbleDoc Dashboard module also helps our customers proactively monitor functions before they result in a slowdown.

## AbleDoc Full Text Search

AbleDoc Full Text Search was created to allow a user the ability to search for a document with very little information available to them. The search engine runs a search of the entire database and returns any document that contains a match to the search criteria. AbleDoc provides the ability not only to run the search against your database, but to full text search your scanned documents.

## AbleDoc Enhanced Workflow

AbleDoc Enhanced Workflow provides an automated means for processing routine tasks. Work can be accomplished electronically through rules and procedures set up by the customer based on your current or proposed business practices. Work is completed consistently and accurately leading to higher production and increased cost savings.



717-540-1301

info@abledoc.com

www.abledoc.com

## AbleDoc Endorser

The AbleDoc Endorser monitors the AbleDoc database for any new records that need an endorsement. The value to be endorsed is read from the database and burned onto the image.

Even high-end scanners with endorsement capabilities are typically fitted with an inexpensive print head and as a result most organizations are having trouble maintaining consistently readable endorsement. Lower volume scanners may offer a post-scan endorsement or none at all. The AbleDoc Endorser solves several critical business issues and opens the door for an entirely new range of scanners not offering an endorsement option.

## AbleDoc Bar-Code Generator

Using the AbleDoc Bar-Code Generator is easy. Simply enter the information that you want to use to index your scanned documents and then print out the bar-coded header page for use during scanning.

Use the Section Sheet Generator to further index documents with minimal effort. Imagine having thousands of different types of documents in a folder and need them all scanned in and sorted by type. All you would need to do is separate your sections with a section sheet. Once scanned your OCR application will identify the section information and separate the documents automatically.

## AbleDoc COLD (Computer Output to Laser Disk)

COLD is a system for archiving, indexing, searching and printing reports from high volume text files generated by mainframes, mini-computers and other computer applications. COLD stores large report files and extracted index fields on hard disk, optical platter or CD-ROM and the need to store paper or generate microfilm is eliminated reducing the amount of time and money required to handle your data. The information stored on these devices can be easily retrieved allowing you to access your documents for viewing, faxing, printing, annotation and reporting.

## AbleDoc Thumbnail Generator

AbleDoc Thumbnail Generator is an application that allows you to create smaller thumbnails of your documents. The thumbnails can be displayed when a user hovers over items retrieved during a search, giving them the ability to decide whether or not they would like to view the document prior to opening it.

## AbleDoc Signature Capture

AbleDoc Signature Capture provides a means for securely storing electronic signatures for faster, more accurate document approval and verification.