

EDS - Electrical Document Storage the solution to the paper problem.

Despite all of the advances made in the electronic communication and storage of information, paper is still a major part of business. Invoices, reports, letters, faxes, brochures and magazines are just a few examples of the type of paper information used in companies every day. To get ahead, your organization needs a new and better way of managing that paper and of storing and sharing the information it contains.

The problems of paper.

Paper has been the principle method of storing and communicating information for literally thousands of years. Over time of course, the paper we use and what we use to write on it

have changed. Today, we are even able to

copy it and transmit it across continents using photocopiers and fax machines. Despite all of these developments though, paper still has a number of inherent problems.

The first of these is the problem of cost. Not only the significant cost of the paper itself, but also the cost of all the files, filing cabinets, cupboards and space needed to store it. In addition there are the costs involved in the purchase and maintenance of the fax machines, photocopiers, printers and so on, that your company uses.



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Providing the solutions

The solution to the problems of paper lies with document storage. By literally turning your paper into electronic images, you can use your computer to manage and communicate the information it contains, more easily and more effectively.



The DS solution is at the forefront of document imaging. It is also the only product that allows you to image enable your existing applications and:

- * Improve decision making by integrating paper based information, for example press reviews, Cv's or invoices, with the information you already store or communicate electronically. Thereby allowing all users to access and use it quickly and easily.

- * Cut costs by storing document images on low cost, physically small, 'optical jukeboxes' and removing the need for photocopiers, fax machines and paper by sharing those documents electronically.

- * Save time by automatically tiling and managing document images and faxes so that they can be found and retrieved quickly.

- * Remove the need for re-keying by 'reading' paper documents using optical character recognition (OCR) and translating them into text which can be pasted into other applications or stored as word processor documents for editing and/or inclusion in reports and letters.

- * Increase effectiveness by annotating document images using easy to use highlighting, text and arrow tools so that users can find the key information they need instantly.

- * Increase productivity by integrating DS with application development tools including Lotus Notes, Visual Basic, Paradox for Windows, Access and FoxPro and building custom applications that automate paper based business processes like inbound fax distribution, outbound tax management and invoice sign off.

EDS - Image enabling for business

The EDS software allows you to make sure that paper based information is always available to everyone who needs it. It achieves this by linking or embedding scanned paper images, intercepted faxes, or pointers, within your existing applications using either OLE, DDE or relational techniques.

As a result your paper based information can be incorporated quickly, easily and without any programming within e-mails, databases, accounting systems, or any other applications, for example Lotus Notes. When another user wants to read the document, they simply double click on the thumbnail or pointer and it is retrieved from central storage and displayed within an EDS window.

Clarify and explain with annotations

You can even annotate images to highlight particular areas or add clarifying notes using simple text, arrow, highlighting and drawing tools. Large amount of text, for example an explanation of the document or a request for action, can also be added using electronic sticky notes. Finally, you can even embed related information on to the image as OLE objects, for example vocal comments recorded using Remark or a chart from Excel.

Edit and integrate text with OCR.

Sometimes you need to edit the contents of a paper document or fully integrate the information it contains within an electronic record. EDS includes Optical Character Recognition (OCR) software that can "read" your scans or faxes and translate them into text tiles. If the document contains a diagram or picture, this is can be translated into a bitmap tile. These text and bitmap tiles can then be stored as word processor files or cut and pasted into databases, e-mails, spreadsheets or Lotus Notes.



Whether you choose to embed pointers or cut and paste text and bitmaps, the end result is the same - paper or fax based information is freely available to all who need it, when they need it, allowing them to make the right decisions for your business.

Increase productivity with OLE and DDE. Of course there are a number of other features within EDS management software that make scanning, viewing and sharing images easy. For example, the de-skew feature to straighten up crooked scans, the rotate feature and zoom function that make it easier to read text and being able to operate the scanner, import a fax or send a document to some-body else directly from the EDS manager tool bar.

EDS - Image enabling for business

But what really makes EDS software a powerful addition to your desktop product set, is its image enabling capabilities and its support for OLE and OLE.

The EDS software provides an imaging service to any OLE or DDE compliant application. As a result, complete custom solutions, that save time, increase productivity and automate workflow, can be created using familiar development tools like FoxPro, Visual Basic, Paradox for Windows, or BeyondMail.

All of the EDS software functionality can be controlled from within these applications using buttons, menus or the application's tool bar.

One example of the type of application that can be created in this way is a bought ledger and invoice sign off system. In this system, invoices and delivery notes are scanned and stored as thumbnails within the bought ledger database. When an invoice needs to be signed off, an OLE thumbnail of it is automatically sent to the supervisor within an e-mail message. The supervisor can then view the details of the invoice, sign it off using an electronic password or highlight any problems using the annotation tools. The bought ledger is then updated automatically and a cheque is raised and printed.

Scale solutions to meet business needs

Different companies have different requirements from document imaging. One company may only need a two user archiving system, whilst other businesses will need to include

document imaging on all of their users desktops. The EDS software is completely scalable from one user, scanning and storing document images on a standalone PC, to literally thousands of users, operating over a client/server network with multiple image servers, optical storage, scan stations and integrated fax gateways.

What's more, scaling applications does not require any time consuming re-working.

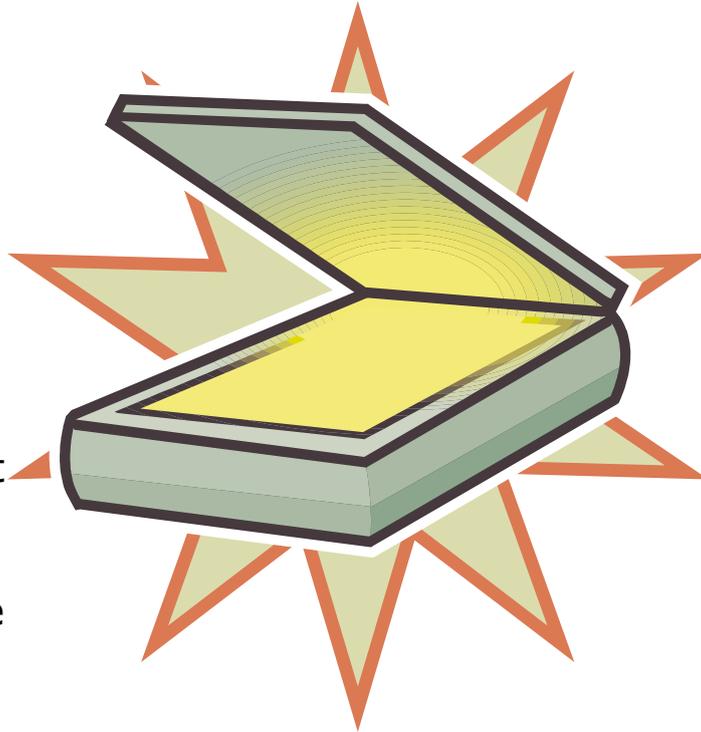
Manage high volumes of data easily

The EDS software provides a range of functionality to manage large volumes of paper quickly, easily and effectively. These include batch scanning, where pages are separated into variable length documents and indexed automatically using OCR, and a production capable, scalable image server. The result is that corporates are using EDS software for both large scale production systems and enterprise-wide ad-hoc imaging.



EDS Professional Ver 2 - Capture & management of documents

The concept behind EDS professional was to provide a complete **"out of the box"** solution for the electronic storage of paper documents. The system also supports documents created electronically in a variety of media formats. All documents in the system can be filed and retrieved through flexible document indexing that can be setup without programming. EDS Professional makes the power of imaging and information management available to a market that had previously been excluded by technical skill and cost barriers.



Although EDS Professional has a low cost of entry it was designed to be scaleable and is built on a robust industrial strength image processing engine. The user interface in EDS Professional is identical



to the interface in EDS Enterprise, (a system capable of supporting millions of documents and hundreds of networked users), thus the user can migrate from a system handling a few thousand documents and supporting a single user to one supporting millions of documents and hundreds of users without retraining or

loss of initial investment.

EDS Professional Ver 2 - Capture & management of documents

Document Capture and Electronic Archive - Step by Step.

EDS Professional implements the document capture and electronic archiving process in several distinct steps. Each of these steps is integrated via internal workflow queues.

1. Batch Preparation.

The efficiency of production input systems comes from their batch orientation. Typically, pages are prepped, sorted into batches of similar documents (for example, purchase orders, invoices, etc.), and then scanned. EDS Professional supports batch processing and provides an administrator with the ability to predefine multiple document classes, which allows a scanner operator to quickly tell the system what type of document to expect. Documents can be automatically separated within batches whether with job separator sheets or with bar codes printed directly on the pages.

2. Scanning.

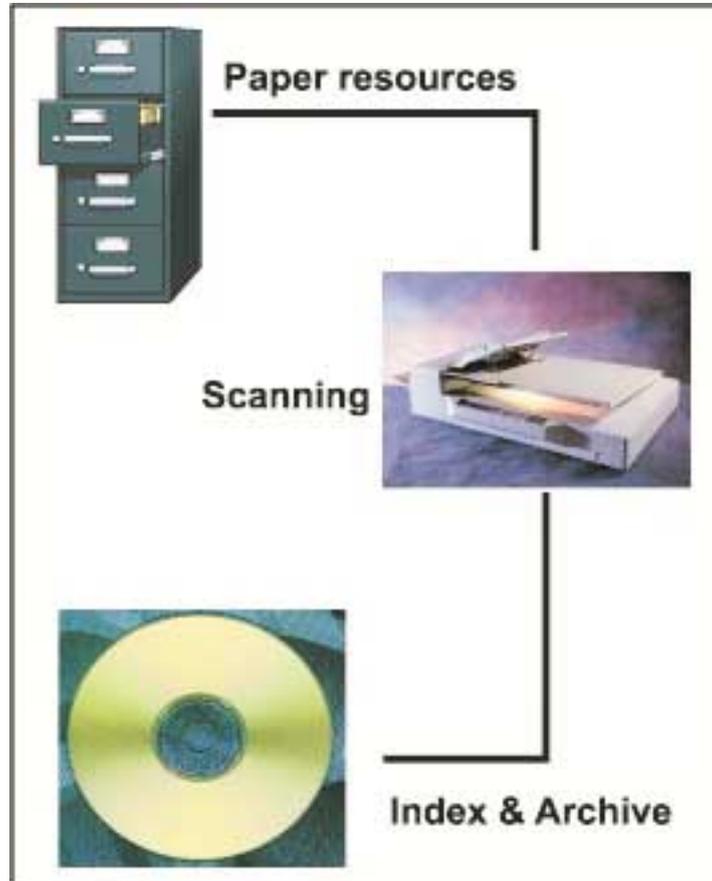
EDS Professional comes as standard with a 10PPM (pages per minute) heavy duty document scanner, upgrade options include high end video and SCSI models supported by Kofax accelerators. Support for both Simplex and duplex scanning as well as the ability to run the production scanners at their full rated engine speeds is a feature of the EDS Professional scanning facility.

3. Indexing & OCR.

Indexing is the most critical and time consuming step in the capture process. The index is the key to retrieving the document and EDS Professional provides several methods to cut down on operator errors and speed the indexing process: OCR can be used to read indexing zones previously defined by the document class. This allows the index operator to simply check the accuracy of the OCR rather than keying every index field by hand. Bar Code recognition provides another highly reliable alternative, method for indexing batches. EDS Professional supports most popular bar code types.

4. Electronic Archive.

The final phase of the process involves archiving the documents onto long term permanent storage media. EDS Professional comes as standard with a CD writer. Which allow a user to archive up to 10,000 documents after compression on to each CD. Upgrade options include optical Jukeboxes capable of holding millions of documents and sharing the information with a network of users.



EDS Professional Ver 2 - Technical Specifications

Features and benefits

Document scanning

- * Scan colour, greyscale or black & white documents
- * Scan single or double sided
- * Separate pages automatically at pre-defined intervals or using OCR or manually.
- * Full support for batch scanning with automatic indexing

Document Viewing

- * View colour, greyscale or black & white images
- * View documents created using 150 different WP, spreadsheet and graphic software without the need for the original software.
- * Annotate and highlight images using simple text, highlight, sticky note, and OLE object.
- * Convert images to text, WP or spreadsheet files retaining style fonts, graphics and layout using OCR.

Document and Inbound fax routing

- * Route images as OLE pointers or embedded objects via any VIM or MAPI compliant e-mail system direct from within the EDS software.
- * Route images via fax using popular fax servers.
- * Automatically route inbound faxes via e-mail using DID, CSID or manual fax router.

Document folders and queues

- * Easily manage services, folders and queues using the EDS browser (similar to Windows Explorer)
- * Embed folders as OLE pointers or objects into any Windows application

Document storage and retrieval

- * Store, index and retrieve documents and images quickly using keywords, document properties and user defined properties
- * Store documents and images on low cost CD ROM media or upgrade to networked Optical Jukeboxes supporting millions of documents.
- * Secure documents, folders and queues by specifying user and group permissions to read, modify, delete etc.

Customisation and application development

- * Create bespoke applications controlling imaging functions built into EDS software using OLE Automation, DDE or the Developers Toolkit using tools like Visual Basic, Delphi, Power Builder and Lotus Notes

System Specifications

Scanner

Technology: CCD image sensor
Resolution: 200 240 300 dpi
Greyscale: 8 bit (256 greyscale)
Colour: 24 bit (16 million colours)

Scanning Speed Pages per minute: 10ppm
1 x A4 Size 200 DPI: 5 seconds

Document feeding modes:

Auto Sheet Feeder (ADF)

Flatbed (FB)

Maximum ADF Capacity: 50 sheets

Document Sizes: B5 & A4

Interface: SCSI

Power Consumption: 35W

Dimensions: 6.3" x 22" x 13.6"

Weight: 30 lbs

Scanner Upgrade Options:

SC-2 27ppm A4 Duplex

SC-3 10ppm A4/A3 Flatbed

SC-4 27ppm A4/A3 100 sheet ADF

SC-5 80ppm A4/A3 Duplex 1000 sheet ADF

SC-6 A0 (continuous form)

Archive Mechanism

Technology: CD Recorder

Data Capacity: 640MB

Documents per CD: 10,000

Recording Speed: 4X: 600KB/sec

Read Speed: 6x: 900KB/sec

Buffer size: 2MB

Interface: SCSI

Power Consumption: 11W

Dimensions: 170mm x 68mm x 327mm

Weight: 3kg

Upgrade Options:

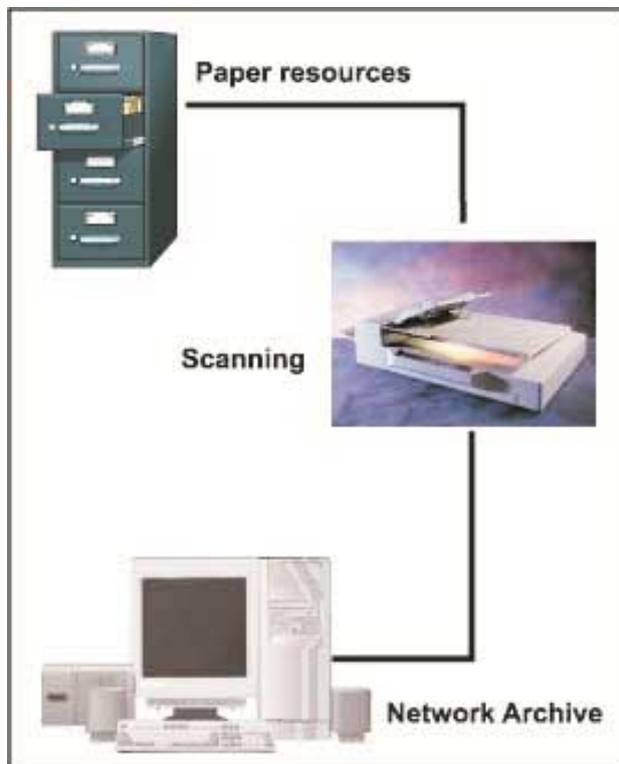
NTAR-1 100GB Fault Tolerant Archive Server

NTAR-2 200GB Fault Tolerant Archive Server

NTAR-3 500GB Fault Tolerant Archive Server

NTAR-5 1.6TB Fault Tolerant Archive Server

EDS Enterprise Ver 2 - Network Document Archive



The concept behind EDS Enterprise was to provide a complete **"out of the box"** solution for the electronic storage of paper documents. The system also supports documents created electronically in a variety of media formats. All documents in the system can be filed and retrieved through flexible document indexing that can be setup without programming. EDS Enterprise makes the power of imaging and information management available to a market that had previously been excluded by technical skill and cost barriers.

EDS Enterprise is a robust industrial strength document archive facility.. The System comes complete with a heavy duty scan station driving the world most powerful scanners. After the documents have been scanned, the archive server makes the documents available to a network of users. The system comes as standard with capacity to support the storage and retrieval of up to 1 million documents, the system can be expanded to over 2000 million documents. The system is based on an open extensible architecture which allows the system to take advantage of the latest advances in storage and scanning technology both now and in the future.

Document Capture and Electronic Archive - Step by Step.

EDS Enterprise implements the document capture and electronic archiving process in several distinct steps. Each of these steps is integrated via internal workflow queues.

1. Batch Preparation.

The efficiency of production input systems comes from their batch orientation. Typically, pages are prepped, sorted into batches of similar documents (for example, purchase orders, invoices, etc.), and then scanned. EDS Enterprise supports batch processing and provides an administrator with the ability to predefine multiple document classes, which allows a scanner operator to quickly tell the system what type of document to expect. Documents can be automatically separated within batches whether with job separator sheets or with bar codes printed directly on the pages.

2. Scanning.

EDS Enterprise comes as standard with a 27PPM (pages per minute) duplex heavy duty document scanner, upgrade options include high end video and SCSI models supported by Kofax accelerators. Support for both Simplex and duplex scanning as well as the ability to run the production scanners at their full rated engine speeds is a feature of the EDS Enterprise scanning facility.

3. Indexing & OCR.

Indexing is the most critical and time consuming step in the capture process. The index is the key to retrieving the document and EDS Enterprise provides several methods to cut down on operator errors and speed the indexing process: OCR can be used to read indexing zones previously defined by the document class. This allows the index operator to simply check the accuracy of the OCR rather than keying every index field by hand. Bar Code recognition provides another highly reliable alternative, method for indexing batches. EDS Enterprise supports most popular bar code types.

4. Electronic Archive.

The final phase of the process involves archiving the documents onto long term permanent storage media.

EDS Enterprise comes as standard with a 52GB Optical Jukebox. Which allows archiving of up to 1 million documents after compression. Upgrade options include larger Jukeboxes and high performance RAID systems capable of holding billions of documents and sharing the information with a network of users.

EDS Enterprise Ver 2 - Technical Specifications

Features and benefits

Document scanning

- * Scan colour, greyscale or black & white documents
- * Scan single or double sided
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- * Store, index and retrieve documents and images quickly using keywords, document properties and user defined properties
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- * Secure documents, folders and queues by specifying user and group permissions to read, modify, delete etc.

Customisation and application development

- * Create bespoke applications controlling imaging functions built into EDS software using OLE Automation, DDE or the Developers Toolkit using tools like Visual Basic, Delphi, Power Builder and Lotus Notes

System Specifications

Scanner

Technology: CCD image sensor
Resolution: 200 240 300 400 dpi
Greyscale: 8 bit (256 greyscale)

Scanning Speed Pages per minute: 27ppm
Simplex 1 x A4 Size 200 DPI: 2 seconds
Duplex 2x A4 Size 200 DPI: 3 seconds

Document feeding modes:

Auto Sheet Feeder (ADF)

Flatbed (FB)

Maximum ADF Capacity: 50 sheets

Document Sizes: B5 & A4

Interface: SCSI

Power Consumption: 35W

Dimensions: 530 x 376 x 198mm

Weight: 30 lbs

Scanner Upgrade Options:

SC-3 10ppm A4/A3 Flatbed

SC-4 27ppm A4/A3 100 sheet ADF

SC-5 80ppm A4/A3 Duplex 1000 sheet ADF

SC-6 A0 (continuous form)

Archive Mechanism

Technology: Archive Server

Data Capacity: 100GB

Data Transfer Rate: 5MB/sec

Interface: Network

Power Consumption: 11W

Dimensions: 170mm x 68mm x 327mm

Weight: 28kg

Upgrade Options:

NTAR-2 200GB Fault Tolerant Archive Server

NTAR-3 500GB Fault Tolerant Archive Server

NTAR-5 1.6TB Fault Tolerant Archive Server

Scanners

ARC STOR supply a comprehensive range of document imaging scanners they range from the low cost to 10 page per minute A4 scanner to the 110 page per minute A3 floor standing large scale batch processing models.

SC-4010S

The SC-401 is a versatile entry-level desktop scanner designed to meet the demands of document imaging applications. Combining fast document feeding with the quality of a colour desktop publishing scanner. The SC-1 allows documents to be continuously scanned through the ADF at a resolution high enough to satisfy OCR.

Paper Size supported: B5 to A4
Scan Speed: 10 pages per minute
Resolution: 200, 240, 300 dpi
Auto sheet feeder: 50 sheet capacity
Interface: SCSI
Power consumption: 35W
Dimension: 6.3" x 22" x 13.6"
Weight: 30 lbs

SC-4027SD

The SC-4027SD offers high-quality single and double sided scanning of text, photo's and graphics on paper sizes from B5 to A4. The scanning speed is dependant on resolution, but at 200 dpi the SC-4027SD scans at 27 pages single sided or 22 pages double sided per minute. It can also deal with different paper thickness in both manual or automatic mode.

Paper Size supported: B5 to A4
Simplex Scan Speed: 27 pages per minute
Duplex Scan Speed: 22 pages per minute
Resolution: 200, 300, 400 dpi
Auto sheet feeder: 50 sheet capacity
Interface: SCSI
Power consumption: 35W
Dimension: 6.8" x 21" x 14.8"
Weight: 29 lbs

SC-3010S

The SC-3010S is an entry-level desktop A3 scanner designed to meet the demand for scanning A3 documents. The SC-3010S allows drawings to be scanned in and then converted by vectorisation into Autocad editable format DXF or IGES..

Paper Size supported: A4 to A3
Scan Speed: 10 pages per minute
Resolution: 200, 300, 400 dpi
Auto sheet feeder: none
Interface: SCSI
Power consumption: 35W
Dimension: 384 x 548 x 100mm
Weight: 11 lbs

SC-3047S

The SC-3047S features a scanning speed of 47 pages per minute (ppm) for A4-size or 27ppm for A3-size documents at 200 dpi. The SC-3047S with its enhanced automatic documents feeder (ADF) allows the user to stack up to 100 pages of A4 or letter size documents for continuous scanning. The scanner also features a page counter.

Paper Size supported: A6 to A3
A4 Scan Speed: 47 pages per minute
A3 Scan Speed: 27 pages per minute
Resolution: 200, 300, 400 dpi
Auto sheet feeder: 100 sheet capacity
Interface: SCSI
Power consumption: 35W
Dimension: 696 x 497 x 173mm
Weight: 55 lbs

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