Document Management

Information is vital to business but it's how you manage it that really makes the difference. With Document Management for Opera II all your essential business documents can be scanned, indexed and archived electronically, with instant retrieval from users' desktops.

A complete document imaging and file management solution, Document Management handles all key business information: general correspondence, customer purchase orders, supplier documentation including delivery notes, invoices and credit notes, job costing paperwork, such as timesheets and requisitions, payroll & HR documents and many others. And you'll never lose paperwork again.

The paperless office is now a reality

Document Management has five primary functions:

- Capture (from a scanned image or electronic file)
- Indexing
- Retrieval
- Archive
- Reporting

Document images stored within the system can be accessed either through retrieval options in the Opera II ledgers and modules or from Document Management Processing.

Functionality

- Manual or barcode indexing
- Capture, retrieval and archiving of electronic files
- Transactions are tracked, with full auditability from individual files to system level
- Reporting by date or user range
- High levels of security including full user/department security to single image level and encryption of names, descriptions and images

Key benefits

Moving from paper-based to electronic environments can have invaluable benefits for businesses across all industries:

- Paper waste is significantly reduced
- The risk of misplacing documents is eliminated
- Files are kept in a central location
- Legislative data storage requirements are more easily met
- The need for office space to store document archives is minimised
- The quality and speed of customer care is improved
- Access to files and documents is quick and easy for efficiency and effectiveness
- Going green is simplified

document management **go green**

Advanced Document Management

Advanced Document Management extends the functionality of Document Management with two new functions, **Content Indexing** and **Deferred Indexing.**

Content Indexing

Content Indexing captures words from machine typed text, scanned images and .txt and .doc file types and uses the text to index the document. This automated method of indexing documents is in addition to Manual Indexing and Barcode Indexing, making it even easier to retrieve documents.

Content Indexing enhances the use of captured data within Document Management including:

- Inclusion and exclusion dictionaries which allow you to manage the words that are used to index the document
- Improved retrieval and analysis of data which allows for cross reference of documents using any combination of words and terms

Deferred Indexing

Captured data can either be indexed at the point of capture, or at a later stage with Deferred Indexing. Users will enjoy greater flexibility including:

- Documents can initially be captured as a batch with a name without being indexed, and can optionally be assigned to a user for future indexing
- Ability to browse, create and index a batch from images created by multi-function devices such as large photocopiers that 'scan' to a path on the network