



skelta

Processes Drive Businesses,
We Drive Processes.



Skelta DMS – For Paperless Processes

POWERED BY SKELTA BPM.NET

Skelta DMS for Paperless Processes brings to you a powerful, revolutionary electronic document management solution that transforms your document-based processes. Combining sophisticated imaging technology, advanced workflow automation, and SharePoint technology, Skelta DMS for Paperless Processes enables quick deployment of a robust and secure platform for document processing across application boundaries.



An end-to-end, fully web-based paperless process management solution, Skelta DMS for Paperless Processes enables you to:

- › Capture documents
- › Create a searchable, enterprise repository of critical documents
- › Easily manage security and access rights to documents
- › Index, archive and store documents
- › Retrieve documents through a powerful search functionality
- › Define workflows for automated routing and processing of documents
- › Significantly reduce time and costs of document-based processes
- › Lower ancillary costs of document management such as faxing & mailing

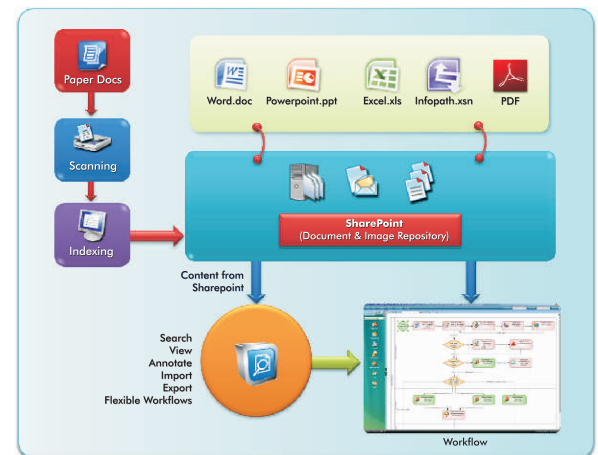
Solution Features

Scanning features for easy capture*

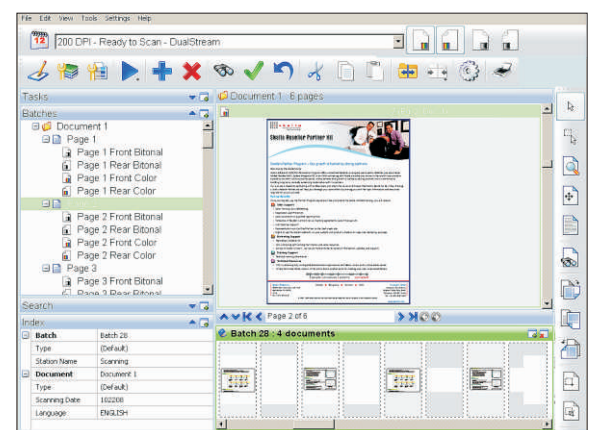
- › Powerful and easy-to-use production scanning and OCR solution
- › Support for most popular scanners
- › File import for processing batches of scanned documents
- › Multi stream support and multi mode scanning
- › Indexing at batch or document level
- › Wide range of Batch Output Formats
- › Image adjustment and manipulation
- › Documents separation features through barcode, patch codes, OCR/ICR, blank pages, pages counter or layout identification
- › Binarization for scanning all documents in color and creating binarized images that can be improved with contrast, brightness, smoothing and despeckle features
- › Automatic pre-processing of the scanned images including cropping/over cropping (eliminates black borders), rotation (supports landscape scanning), blank page detection and deletion
- › Advanced indexing feature through barcode, patch codes and OCR/ICR
- › Automatic identification of the document type

Form capture features for superior form management/Intelligent Invoice Capture*

- › Automatic capture, sort and identification of all types of documents, forms and invoice
- › Generate full-text indexed invoice documents for an easy retrieval
- › Full colour document processing and dual-stream architecture
- › Automatic processing of flexible forms
- › Batch character image processing for visual mass verification
- › Capture for free-format field capture
- › Field mode correction for context verification
- › Computer assisted coding for linked field capture
- › XML/CSV export and Form Viewer
- › Drag-and-drop OCR for validation
- › No template design and OCR engine training required
- › Automatic location and recognition of key information
- › Support for attachments



Skelta DMS - For Paperless Process Lifecycle



Scan

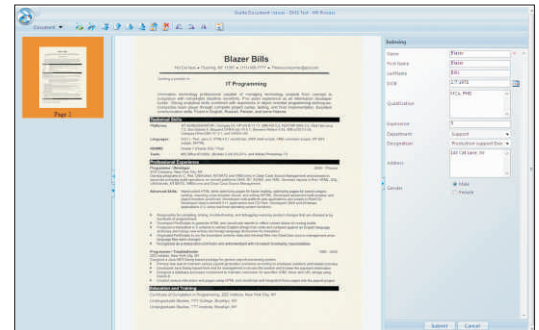
Skelta DMS – For Paperless Processes



- › Cross-field data validation
- › Support of multi-page invoices and attachments
- › Recognition assistant for Frequent Suppliers
- › Optimized OCR and Data extraction engine in Invoice Capture
- › Recognize invoices from different countries. Perfect solution for processing foreign invoices in the same batch

Quality control and validation for high accuracy*

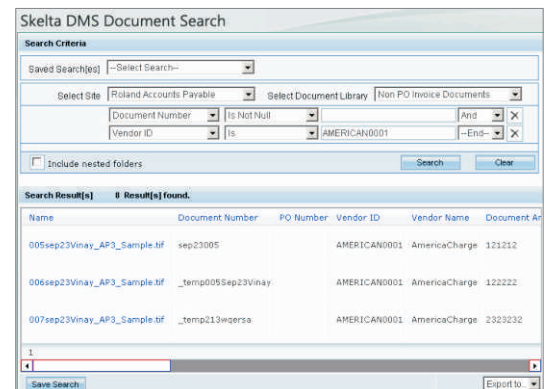
- › Improved Indexing- Fast and Easy! Drag and drop OCR feature, combo list and last value indexing makes data entry redundant.
- › Editing tools - User-friendly interface allows easy re-scan, rotate, re-order and deletion of pages
- › Multi-image display
- › Tree view for batches and pages
- › Drag-and-drop OCR, ICR and bar code
- › Multi-criteria filtering



Web-based Scan & Index

Indexing features for faster retrieval

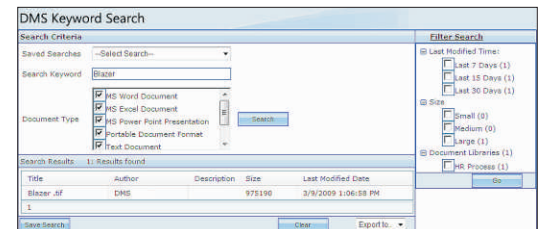
- › Bar-coded indexing of scanned documents based on bar-coded document separators*
- › Ability to support indexing by subject
- › Customizable index options for re-indexing without re-scanning documents
- › Indexing based on user permission through browser
- › Indexing at the time of scanning
- › Full-text indexed documents for an easy retrieval*



Skelta DMS - Document Search

Search features for instant availability

- › Parameterized search on document metadata
- › Advanced search on multiple criteria and index values
- › Combination of Index search and Boolean searches
- › Search in nested folders and option to save searches
- › Exporting search results to Excel, CSV and HTML etc.
- › Annotation search web part
- › Keyword search



Skelta DMS - Keyword Search

Security and Authentication for secure document management

- › Role-based security for users
- › Security inheritance for documents and folders
- › Support for digital signature and biometric authentication
- › Customizable multi level of security
- › Single sign on
- › Document viewer permission

Document Management features for effective tracking and storage

- › Multiple reviews of same document coupled with facility to add comments
- › Document version control
- › Document audit trail and tracking of changes
- › Record management
- › Printing of documents with or without annotation
- › Backup, Recovery, Retrieval and Disaster Management

Skelta BPM Workflows for superior processing

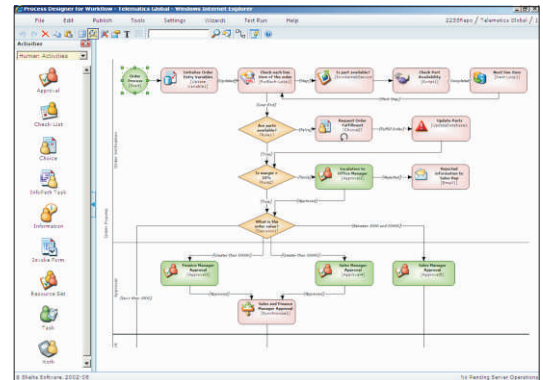
- › Define workflows to automate document-based processes
- › Define workflows for all file operations on SharePoint document libraries
- › Business user-friendly wizards for creating workflows
- › Visio-type, web-based process designer for creating advanced workflows
- › Enhanced traceability of documents in process
- › Clear audit trail
- › Advanced reporting and analytics

Anytime, Anywhere Access for higher productivity

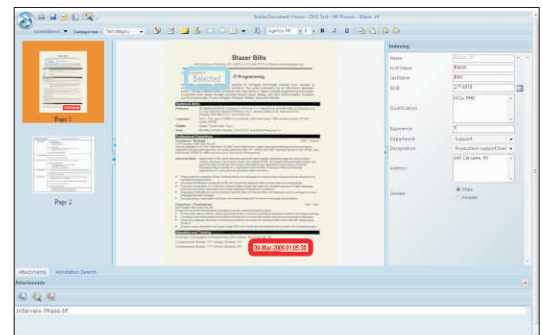
- › Access to document management processes from web and email
- › Support for task delivery and response through PDA, SMS, Voice and other channels
- › Seamless integration with MS Outlook – receive and respond to document management tasks from Outlook
- › Send selected e-mail message/attachment to SharePoint
- › Store documents to Skelta DMS for paperless processes repository from Word, Excel, PowerPoint and Outlook

Annotate and View for effective collaboration

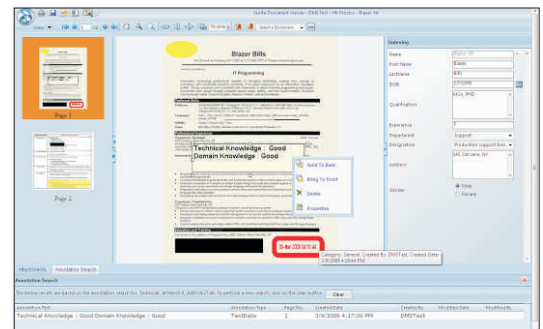
- › Viewing, adding, displaying and annotating scanned documents based on user permission
- › Skelta Viewer for viewing and annotating the document from SharePoint document library
- › Thumbnail Viewer - Support for thumbnails on image
- › Permission-based access for document viewer functionality
- › Check -in /Check-out functionality
- › Re-scanning feature
- › Deleting & inserting pages from the document
- › Replacing and moving the pages with or without annotation
- › Show and hide annotation feature
- › Printing the document with or without annotation
- › Adding time stamp and text stamp
- › Annotation search



Skelta BPM Workflow



Document Viewer – Indexing and attaching reference documents



Annotation and Annotation Search in the viewer

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- › Edit or delete the annotations based on the annotation permission
- › Exchange secure comments/notes on documents
- › Property dialog box for annotation
- › Page rotation
- › Bookmarking the pages
- › Attaching the support document or reference documents
- › Deleting and viewing the reference documents
- › Editing & viewing the metadata information based on the permission
- › Versioning support
- › Viewing the previous versions of the document
- › Integrated with Skelta workflow, moving of the document with annotation from one document library to another using workflow
- › Tooltip for annotation
- › Facility for selecting color palette [foreground color, background color, border color], font and font size

SharePoint Scan Plug-in

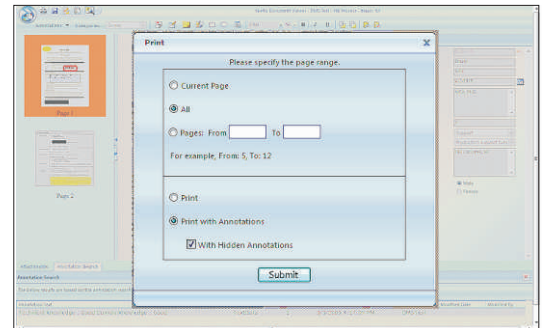
- › Browser-based scan plug-in for SharePoint with manual indexing feature
- › Add/Delete/Replace/Rotate or move pages within the existing document
- › Direct scanning and uploading of document images
- › Support for TWAIN scan

MS Outlook Integration

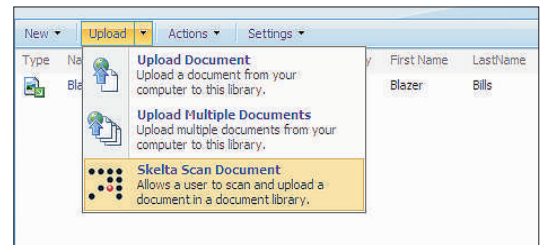
- › Saves Outlook mail content including attachments into SharePoint document library
- › Integrated into Outlook's user interface through the toolbar and context menu
- › Manual indexing based on permission
- › Support for 2007 & 2003 versions of Microsoft Outlook

Key Benefits

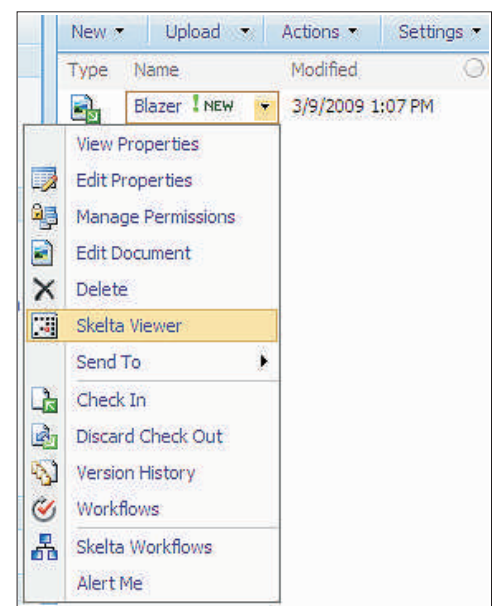
- › Scalability: Easily scan, index and store millions of documents
- › Reduces costs of processing, storage, mailing and faxing hard copies of documents
- › Provides enterprise-wide access to documents - access to documents is not restricted by physical location
- › Supports compliance with regulatory acts - most acts require documents to be stored for at least 8 years
- › Restrict access to documents through security policies on SharePoint
- › Significantly reduces processing time for document-based processes



Document Viewer - Print Option



Scan plug-in for SharePoint Document library



Skelta Viewer - Menu



Awards & Accolades



THE AMERICAN
BUSINESS AWARDS™
2008 Finalist



WINNER
Tech-Ed 2007
Attendee Choice Award



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