

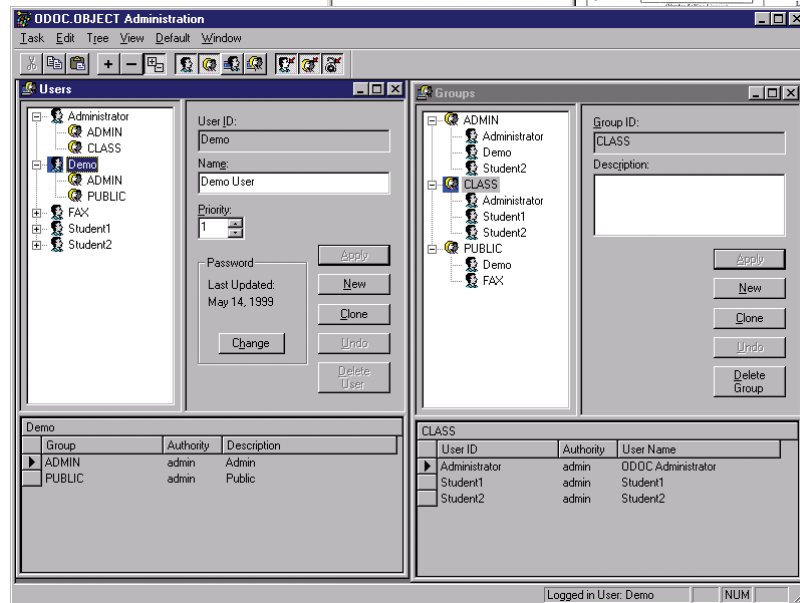
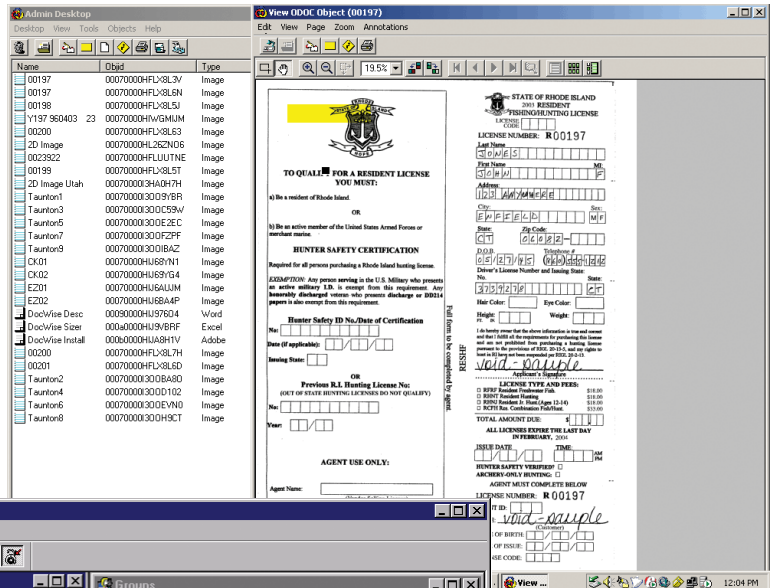


VIKING SOFTWARE SOLUTIONS™

A Division of Phoenix Software International®

DocWise®

Access your  
electronic  
documents  
instantly from  
any desktop at  
any time.



## DOCWISE BENEFITS

- Capture, index, store, manage, distribute
- Build an image-based workflow
- Transform paper into digital images
- Improve customer service
- Access documents anytime, anywhere
- Eliminate paper bottlenecks
- Store information safely and securely
- Streamline processes
- Image-enable a mainframe process
- Convert paper processes into e-processes
- Make electronic annotations
- Configure the system easily

# DocWise

## Buried Under Piles of Paper?

We hear it everyday—electronic transactions will eliminate the paper. Yet somehow, the paper keeps coming. And coming, and coming!

With the volume of incoming paper you're handling—not to mention the faxes, emails, EDI and other electronic transmissions—you need a system that can help you effectively manage it all.

## DocWise Provides A Secure Digital Information Archive.

What if you could convert incoming paper into electronic images, and manage those images along side other electronic files—for safe, secure storage, and near instantaneous search and retrieval?

It's easy with DocWise from Viking Software Solutions.

DocWise can store virtually any type of electronic file: Email, Computer Documents (Excel®, Word®), Digital Photos, Faxes, XML files, ERM reports—you name it! And DocWise has Windows® security and seven levels of access rights built in.

Teamed with high-speed scanners and dwIMPORT™ software DocWise imports and indexes thousands of documents per hour in standard TIFF and JPEG formats. Now the paper is off your desk, and your processes are image-based.

## We Sell Productivity.

Viking Software Solutions offer solutions to our customers to help streamline their data capture and storage/retrieval challenges—saving them time and money.

Whether it's incoming tax returns, health claims, order forms, invoices, test booklets, and more, getting control of the paper stream and automating with images can provide a significant return on investment. But, more than that, moving to an image-based process often provides additional advantages including improved customer service, neater work areas, better access, and improved document security and control. Let us help you eliminate the paper bottleneck that is slowing down your business process and costing you extra on every transaction. The DocWise software product marks yet another milestone in Viking's commitment to continuous improvements in the document imaging marketplace. Team with us today, and we'll embark upon a new and bright future.



**VIKING SOFTWARE SOLUTIONS™**

A Division of Phoenix Software International®

## DocWise Server Components

### DocWise Object Server

The main component of DocWise, running in the Windows Server, the Object Server manages the storage and retrieval of objects at the request of clients. It enforces security, handles ownership, and manages all rules (including migration) within the system. Object Server is configurable, and creates an Audit Log file to track system activity. Object Server also includes a Task Scheduler for scheduling on demand or recurring system tasks.

### DocWise Database Interface

The DocWise Database Interface component communicates with the Microsoft® SQL (or alternatively Oracle®) relational database engine running under Windows Server®. All indexes for objects in DocWise are stored in Microsoft SQL database tables. The DocWise Database Interface communicates with SQL for access. Like other components of the DocWise system, it is multi-threaded.

### dwIMPORT™

The high-speed importer component of DocWise, dwIMPORT continually polls the scanning output directory for images to import to the DocWise system. dwIMPORT is multi-threaded, and can support multiple scanners simultaneously. The importer has been tested at over 10 images per second. Actual import speed is dependent on the number and size of indexes defined, and the size of the imported images.

### dwSTORE™

dwSTORE is the storage component of the DocWise system. Each copy of dwSTORE is responsible for storing objects to a specific storage media (e.g., magnetic, optical, etc.). DocWise creates a unique ID for each object. dwSTORE uses a hashing algorithm to increase the performance of I/O for fast access and manages the various storage volumes and pools.

## DocWise Management Tools

### Docwise Server Manager

The DocWise Server Manager is one of the two administrative tools that are included with the product. The Server Manager is the central administrative tool used to manage the DocWise servers and components. It allows an administrator to add, remove, configure and monitor DocWise components, as well as to schedule tasks.

### Docwise Object Administrator

The DocWise Object Administrator is the second of two administrative tools that are included with the product. This component lets the administrator:

- ✦ Set up users, security and desktop applications
- ✦ Define object types and hierarchy
- ✦ Define indexing and search categories
- ✦ Define storage and storage class rules

### DocWise Optional Workflow Manager

The DocWise Workflow Manager enables administrators to create, manage and use automated process flows in which documents, information or activities are passed from one participant to another for action, based on predefined rules. The Workflow Manager provides all the capabilities needed to define and assemble the building blocks of a production workflow. Instead of using complex programming languages, DocWise Workflow uses a familiar Microsoft Windows interface and Visio® drag-and-drop tools to visually represent the real-life flow of work in a company or department. The Workflow Manager also tracks all process instances and provides an audit trail for each one.

## DocWise Client Applications

Viking offers a number of client applications that facilitate communication with the DocWise server.

### DocWise Desktop Client

The dwDESKTOPCLIENT is the primary workspace where a user can manage objects and use applications.

### dwWeb™

dwWeb enables users to query the DocWise system over a corporate Intranet or the Internet and retrieve/display images using Internet Explorer. Users can zoom, rotate and print the retrieved images.

### dwIndex™

dwINDEX is a general purpose key-from-image application, which enables manual data entry of index values for scanned images.

## Viking Software Solutions

Viking Software has developed data entry-related software since 1980. With emphasis on unexcelled customer support, Viking's simple philosophy of producing a quality product and providing incomparable technical support has generated a loyal client base, encompassing both government and business enterprises...large and small...local and worldwide. More information is available at [www.vikingsoft.com](http://www.vikingsoft.com).

### Tulsa Office

6804 S. Canton Ave., Suite 900  
Tulsa, OK, 74136  
(918) 491-6144  
(918) 494-2701 fax  
[sales@vikingsoft.com](mailto:sales@vikingsoft.com)

### World Headquarters

831 Parkview Drive North  
El Segundo, California 90245-4932  
(310) 338-0400  
(310) 338-0801 fax