



It is often just a mouse click necessary, so that you can cover the daily flood of information successfully!

Document Management easy, fast and efficient:

CM Studio .DMS-SERVER

MASCH
Software Solutions



CM Studio .DMS-SERVER

Document Management simply with your web browser

Designed as a solution for small and mid-sized companies, CM Studio .DMS-SERVER works with your existing Internet browser as the core client of your business processes. The goal for a document management solution is, regardless of the size of the business, always the same:

You want to manage the pile of incoming paper documents as well as your own documents efficiently and flexibly. All those documents have to be distributed into different departments, must be checked and approved by individual people and at the end of each business process, the archiving process should cover an efficient and fast research, so that you can find and reproduce documents with one mouse click.

Traditional archiving systems are usually large and functionally complex applications that require high-performance server and workstation computers and more or less they require a time-intensive training for your staff.

Here are the major advantages of CM Studio .DMS-SERVER:

- ideally used by any Desktop-, Notebook- or Tablet-PC
- platform independent client application, by using the web browser as client application
- Easy integration into your Intranet
- Navigation light / easy to use functionality
- server application for Windows 2003 and 2008 server, Linux OS or Apple OS/X 10.6.x and 10.7.x

Record Management - easy to use

The record management is the central hub for all the information about a job or business process. The folder-based file management in the CM Studio .DMS-SERVER structures all relevant information such as correspondence, personal documents and evidence associated with a business process and stored in a file archive.

The classic folder here is a virtual instrument to link documents and/or electronic information together. Any information in paper form will be scanned, recognized, converted into electronic PDF-documents and classified by the indexing process so that the information through this process of virtual "filing" can be supplied to the user.





The greatest advantages, especially for small businesses and self-employed and freelancers are obvious:

- **Familiar workflows like paper-based** - Working with the folder and file management is closely modeled on the classic work on paper-based way, so notes can be attached to a file or receive operations, for example, a stamp in the form of comment fields. File plans can be stored in an intuitive filing in the form of archives, cabinets, folders and registry. It does not matter how the files are stored:

- systematically,
- chronologically,
- alphabetically,
- or
- numerically.

A user can easily navigate through a file plan and quickly find the relevant file that can be made in addition to a document number in the appropriate color.



- **Quickly learn how to use** CM Studio .DMS-SERVER through simple and intuitive user interface.
- **High employee acceptance** - CM Studio .DMS-SERVER also has a powerful search engine available to do research in all documents efficiently. The integrated user and rights management ensures that each employee can only just see and edit the files and documents which are intended for his use.

You know the challenges for a small or mid-sized business? - We know them too!

We recommend for use in conjunction with the CM Studio .DMS-SERVER a multifunction system or a document scanner, which enables digital distribution of documents via integrated processes like "**Scan2Folder**", "**Scan2FTP**" or "**Scan2EMail**".

Speed, high quality and reasonable investments do not need to be a contradiction.

Important is the full and reliable integration of the scanning system into your DMS infrastructure over your network and the ease of administration, for example, through an integrated web interface of the scanner hardware.

Using a document scanner, the integration into your network can take place by a local USB port connection or by an optional network interface.

With features like "**Scan2Folder**" and "**Scan2FTP**" you will be able to transfer your documents to the VIRTUAL OCR-CONNECTOR of CM Studio .DMS-SERVER.

After the successful OCR process, CM Studio .DMS-SERVER will import your scanned documents automatically into your digital file cabinet.

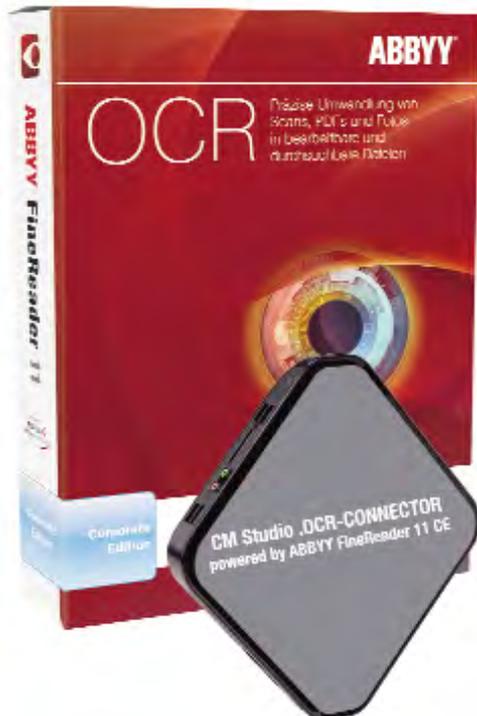
Through a flexible XML interface you will be able at any time to link your CM Studio .DMS-SERVER database with any commercial application.



Full text research & accurate retrieval

Fast retrieval and exact full text re-search is one of the most important aspects for a document management application. CM Studio .DMS-SERVER provides you with excellent re-search capabilities, that save valuable time. The core of this is based on the powerful SQL database, which allows even for large data volume quick results within your archived documents.

Within a document repository, users can define separate criteria for the classification and indexing of documents. The so-defined search fields are the basis of any document re-search requested by the user. The user can for example request within the search-index form for a certain invoice by invoice- or project number. Those search criteria must be assigned by operator to each document during the import process, so that they can be found later by other users from the document database. Beside those manual search categories and key words, a useful function within the CM Studio .DMS-SERVER is the ability to perform a full-text research within all documents. For generating such an automatic full text index, you may need the add-on product CM Studio .OCR-CONNECTOR.



- The **VIRTUAL OCR-CONNECTOR** is a web-based cloud service from **MASCH** Software Solutions, which is free of for 1 year with the purchase of a CM Studio .DMS-SERVER. In addition, the VIRTUAL OCR-CONNECTOR is included in the annual update and maintenance fees of CM Studio .DMS-SERVER.
- The **VIRTUAL OCR-CONNECTOR** consists of your personal FTP account at **MASCH's** data center. You can upload onto this FTP space your documents either by using "Scan2FTP" with your document scanner or by storing PDF-files manually via FTP file transfer. Each individual FTP account includes a capacity of 5 GByte document space.

Your documents will be quickly recognized by a powerful OCR server application. After creating the full-text index files for each document, CM Studio .DMS-SERVER will import automatically all your documents from the VIRTUAL OCR-CONNECTOR into your filing cabinet on your local server. The VIRTUAL OCR-CONNECTOR as a service application allows full text research within your filing cabinet, without your own local OCR application server installed.
- The CM Studio .OCR-CONNECTOR is a combined hardware / software solution, consisting of a Business PC based on Windows 7 Pro or Windows XP Pro and a corporate license of the world's leading OCR software ABBYY's Finereader 11.

For the automated indexing process of new documents, you have to setup the so called „Hot-Folder“ monitoring process of ABBYY FineReader 11 Corporate Edition. The „Hot-Folder“ monitoring process is an integrated module of ABBYY FineReaders corporate edition, which you can use to process orders and to monitor documents to be later imported by CM Studio .DMS-SERVER.



User-defined workflows make your document management simple, efficient and reliable to your business!

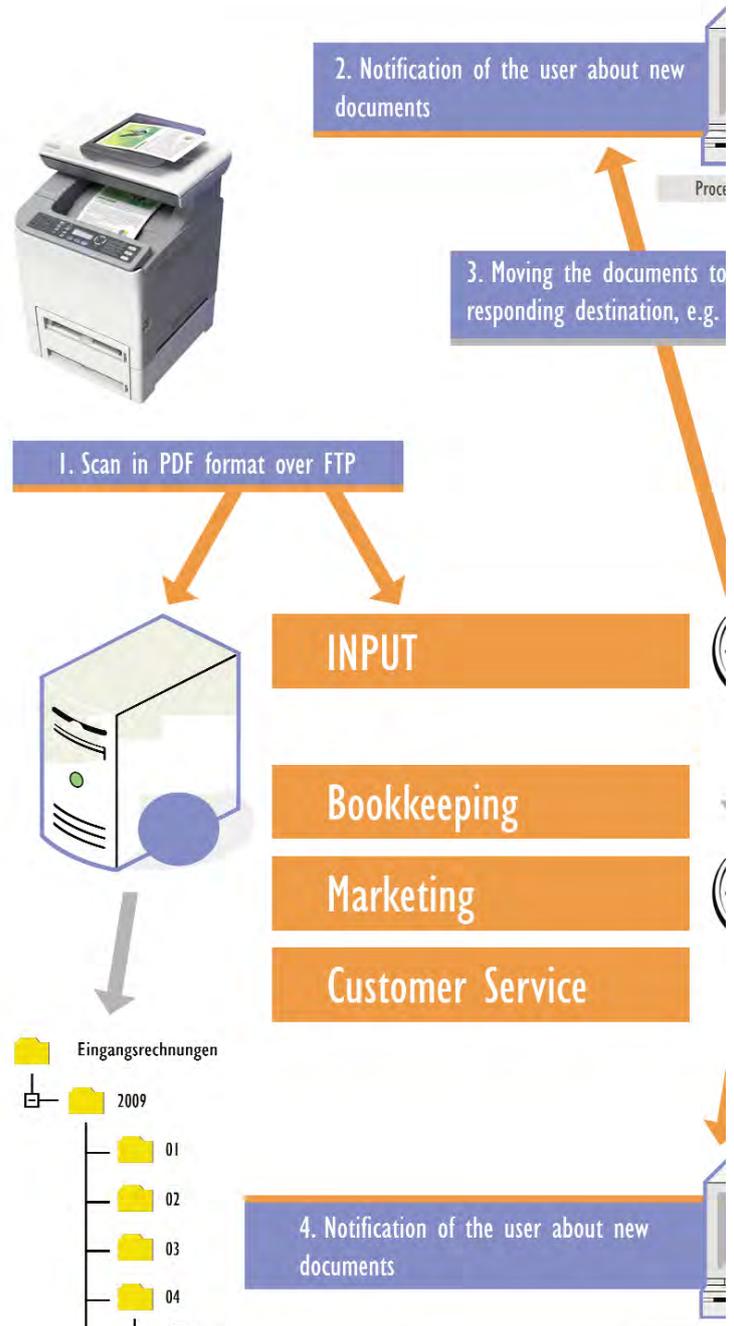
You can work with user-defined procedures and workflows to keep the daily archiving and document management tasks for your employees simple but effective. Transfer your paper-based workflows 1:1 into a digital procedures. Scanning and distributing documents within your company can be handled with CM Studio .DMS-SERVER in the same way as before:

- Open your daily postal-mail, use your scanner or MFD for scanning documents into folders on your network.
- **CM Studio .DMS-SERVER** with its built-in watch-dog workflow observes your network based scan-folders and imports automatically all documents into the corresponding archive folders on the DMS server.
- **CM Studio .DMS-SERVER** now informs by a pre-defined policy the appropriate user about new incoming documents.

Your employees are now able to decide by themselves, who will be responsible for the next steps within the workflow and the final filing of a document within your archive. In practice, any employee within the workflow can provide search terms or other qualifying characteristics to a document, so that other people within the corporate can find those documents again by text or category search.

In addition, every user is able to assign an individual status and/or reminder status to each document. Via the document status management, you will be able to place document within the electronic folder structure, either as finally archived and closed or still active for document management requests and handles.

CM Studio .DMS-SERVER





Dokumenten Management live

Transform your file cabinet into an intelligent DMS-Solution!

DCM Studio .DMS-SERVER offers to the user a variety of different ways, such as digital document management can be integrated easily and efficiently into the daily workflow. We have listed on this side some examples how you can manage your daily workflow with CM Studio .DMS-SERVER in a small or medium sized company.

Receipt of invoice

An incoming invoice passes through different departments and different locations within a company, before it will be stored in final folder archive at the bookkeeping department. But even at small businesses invoices must be checked, approved and booked, before they will be paid. In regular, those different processes will be done from different people at different departments and workplaces. Independent of the companies size, the invoice approval process is very labor intensive and takes effort and time. Defining an integrated invoice receipt workflow by CM Studio .DMS-SERVER, the application will allow you to improve the throughput and to reduce processing times significantly. Incoming invoices and receipts are automatically captured and identified and forwarded to the appropriate employee.

Optimal control with automated workflows

Primarily CM Studio .DMS-SERVER provides secure mechanism, that no document will be lost on the way from the mail-entrance to the final filing place, because of being misplaced or forgotten by the operator. The smart control notification and the reminder management of documents ensures the workflow and ensures a 'Just -in-time' processing. Invoices are passed individually through a pre-defined work process or to the appropriate operator within the department and forwarded from there to release on to the next point by a few mouse clicks.

The cost / benefit analysis by using CM Studio .DMS-SERVER is quickly done. The expenditure for the invoice data and the associated lead times are reduced significantly. While for larger companies it is often times the goal to reduce work process costs and to increase the process and data quality, especially for small and medium sized businesses it is basically more important to secure the document workflow and to shorten payment procedures and to make the business process more reliable and flexible. In short words: CM Studio .DMS-SERVER enables each company to retain its position in the invoice at a glance.

All common ERP systems, such as Microsoft Dynamics, Sage etc. can be logical linked to CM Studio .DMS-SERVER with easy to handle integration steps. Additional correspondence, such as documents or e-mails are stored associated with the invoice documents.





CM Studio .DMS-SERVER

Overview of features and functions:

Supported Server Operating systems:	<ul style="list-style-type: none"> ● Windows 7 - 64-BIT, ● Windows Server 2003 (R2), Server 2008 (R2) ● Linux Server e.g. Suse Linux, RedHat or Ubuntu ● Apple OS/X Server V10.6.x or higher
Import / Export of file cabinets, directories and documents	✓
Send documents to other users by e-mail	by sending a link or the total document using standard browser features is possible
Print / Fax / e-mail from the application interface	using the web browser integrated features
Integrated workflows for document distribution	✓
Integrated scanner interface	No, not necessary Scan2Folder or Scan2FTP feature is required for the scanner unit
OCR indexing process	<ul style="list-style-type: none"> ● CM Studio .VIRTUAL OCR-CONNECTOR a cloud based service of MASCH which is included for 1 year free of charge, later included in the yearly Upgrade-Maintenance fee ● CM Studio .OCR-CONNECTOR optional as Add-On available
Automatic keywording	✓ via integrated XML interface available
Creating individual document status per filing cabinet	✓
Creating individual re-search masks and criterias per filing cabinet	✓
Creating references and links to other documents	✓
Creating task reminder for documents	✓
Post-It / Document Stamps / Voice Memos	can be attached through the re-search mask fields, cannot be linked direct to the document itself
Mobile data exchange	✓
Recovering deleted documents and folders	✓
Viewing Filter / Document Preview / Google like keywording preview	✓ / ✓ / ✓
Filing Cabinet in tree view	✓
Automatic filing and index process	✓
Research via search mask	✓
Combined re-eseach via mask and fill text retrieval	✓
Direct Search	✓
iSearch (Enterprise Search-Technology) indexing of digital documents e.g. Microsoft Office format or other file formats	by using the add-on module: CM Studio .iSEARCH

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