

DocSystem™

Features



Rules-based Distributed Printing

Printer Sharing

Manage critically important printer sharing between departments.
Avoid the costly mistake of sending large print jobs to the wrong printer.

Printer Pooling

Establish printing rules for documents based on time, date, color, file size, author, page count, content, printer availability, and more.
Pool jobs among various printers, split between printers, add banner and trailer pages, and more.

Advanced Finishing

Process print jobs with activities such as changing properties, file converging, compressing, encrypting, adding watermarks, searching and replacing, page deleting and inserting, and much more.

Departmental Workflow

Document Routing

Avoid inefficient manual operations where paper documents are physically routed. Automatically and instantly route documents electronically for review, mark-up, change, approval, and signatures.
After action is taken, automatically forward documents to others for more actions, printing based on print rules, or electronically output the documents.

Notification

Notify individuals on document status, print status, or action required via email, Windows Messenger, or the DocSystem Agent.

File and Image Processing

Overcome challenges related to poor image quality, wrong file types, obsolete information, new information needed, and more.
Improve document image quality by changing image brightness, contrast, color or gamma; despeckle and deskew; remove borders, crop, and more.
Automatically modify files and documents with user-specified rules.

Document/File Features

Search and replace text, insert new pages and text, rename files and directories, prepend files, convert to different file type, move files and directories, and more.
Apply Bates stamping over documents.

Object-based Process Building

Process Oriented

Design and organize workflow, printing, or file and imaging rules via independent processes.
Processes follow a hierarchical tree-structure comprised of objects (specific tasks as defined by the user).

Powerful Implementation

Quickly and easily build sophisticated processes through an intuitive visual method. Originate processes from a directory input, printer input, socket, email, API, database, scheduler, or FTP.

DocSystem Agents and Workflow Agents

Network-Wide Notifications

Install unlimited DocSystem Agents on any number of machines.
Send notifications from DocSystem to an unlimited number of DocSystem Agents.

Workflow Applications

Use Workflow Agents to sign, amend, mark-up, approve, or request changes to a document or file.
Work in real-time using Workflow Agents to provide signatures as well as facilitate document review and approval.

Optical Character Recognition (OCR) Module (Optional)

Extract text from scanned documents
Extract text from image files (TIFF, BMP, JPEG, GIF)

Automation

OCR full pages, select zonal regions, or barcodes
Use resulting text for document processing, indexing, and filing.

Outputs of a Process

Documents and Files

Print
FTP
Email
Directory or file
An archive or document management system such as Prism's DocRecord

Management and Archival

When outputting to a document management system, DocSystem can convert the file to a TIFF or PDF and extract indexing information from the file.
Burn files and documents directly to a CD/DVD, making automatic record backup easy.