



Document Imaging System Feature List

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Search/Browse Features

- ***Quick search*** using partially-qualified search criteria
- ***Advanced, complex*** search (multiple criteria or boolean search)
- ***Full text searching*** (when images are scanned with OCR)
- Folder ***hierarchy retained*** with image search results
- ***Search results filtered*** within the established permissions
- ***Search within*** parent or subordinate folders
- Customized searches can be named and ***saved for later reuse***
- ***Image thumbnails*** for quick file identification
- ***Easily scroll*** through images within each document

Index Features

- ***Dynamic Index Structures***
- ***Customizable indexing*** using text boxes/areas or drop down list
- ***Unlimited*** keyword values
- Option to ***retain last index value*** (saves indexing time)
- Consistent naming with ***Dynamic Naming*** feature

Capture Features

- ***Mass/batch import*** ability
- Import from ***Windows, Linux or Mac***
- Import using ***Scan/Capture from digital camera***
- Import Electronic Documents (***TIFF, PDF, Word, Excel, etc...***)
- Import ***Electronic Documents from an existing system***
- Scan ***Single or Multiple Documents*** (black & white or color)
- Individual ***Capture Queues*** with established permissions
- Import ***directly into folder*** (bypass indexing)
- ***Monitor a selected directory*** continuously for new files that arrive real time

Image Markup Features

- ***Redactions*** (black out confidential/sensitive areas of files)
- ***Annotations*** (hidden notes/comments)
- ***Highlighting*** (various colors)
- ***Drawing freehand shapes/lines***
- ***Scaling and rotation*** of files
- ***Open one or more files*** in windows or external viewer

Security Features

- Secure files at ***any level*** based on action (view, update, delete, etc.)
- Manage permissions using ***users or groups*** (maximizing control of permissions, while minimizing administration)
- ***Segregation of duties*** for indexing, viewing, etc.
- Segregation of administrative duties, such as security, user activity, folders, keywords, etc.
- Allows ***mass update of permissions***
- Enables ***hierarchical security*** via propagation to all subordinate folders
- Records ***audit information*** of all activity (view, update, delete, etc.)
- Viewing of ***audit information at network, database and permission level***
- Provides ***encryption*** from client to server via HTTPS
- A user has the ability to encrypt individual files with a specific password. Not even the administrator will have access to the files without knowing the password.

Workflow Features

- Setup queues assigned to a single person (personal) or multiple people (group)
- Setup automatic routing rules for workflow items based on 1 or more conditions
- Users can manually check out files and folders
- Administrators can setup rules to automatically check out files and folders to specific people
- Complex workflow paths can be created to support concepts such as rendezvous
- History for all changes can be viewed in order to see who made what changes, and when
- Versioning of files is supported. Specific versions can be checked out by different people at the same time to support simultaneous work.

Event and Trigger Features

- Supports over 25 event types so administrators can control virtually any business rule or process
- The follow event types are supported: Add Number, Batch Import, Batch Save, Change Folder Type, Change Keyword Value, CheckIn, CheckOut, Copy, Create Workflow Item, Delete, Disable History, Divide Number, Enable History, Encrypt, Export, Insert Database Record, Move, Move Volume, Move Workflow Item, Multiply Number, OCR, Process Dynamic Name, Rename, Search, Send Email, Sleep, Subtract Number, Throw Error Message.
- Ability to trigger events based on 1 or more conditions.
- Ability to trigger events based on a specific action (save, delete, etc) or on a schedule (hourly, daily, etc).
- Events can be chained together and triggered sequentially
- The order of sequenced events can be controlled to ensure steps are followed in order
- A wide variety of conditions can be tested for triggers. Just a few examples are: name, keyword value, id, create time, last update time, version, checked out by, folder type, parent id, parent name, etc.
- Dynamic tags can be utilized to make real time programmatic calculations and evaluations. A few examples are: date, month, day, year, name, last update time, version name, login id, checked out login id, child count, etc.

Other Features

- **Select a network** and alter at login, as needed
- Supports **Windows 98+ (2000, 2003, 2008, NT, XP, ME, Vista, 7, etc)**
- Supports **Linux and Mac OS X**

Feature List

- ES Image Printer Driver enables routing ***any type of image*** to ES Imaging
- Capture files, html, and images copied to the clipboard and automatically routes them into ES Imaging.