

# Web Archiver Document Management Datasheet



Web Archiver enables you to scan your documents, create image files, automatically extract data and update a central SQL database on a server. Using their web browser i.e. an intranet, many users can search, retrieve and instantly view scanned documents in an industry standard PDF format.

Up to six user defined index fields can be used for indexing each document type at the scanning stage. You can have as many Document Types as you need e.g. Purchase Invoices, POD's, Goods Received Notes, Correspondence, HR documents etc all with different layouts. Full OCR'ing can be applied to each Document Type so that 'free text' searching can also be used to find matching documents.

Storage and manual filing of paper documents is eliminated. Archived documents on the server can be accessible by many users across the network, depending on their access rights. Documents are never lost or mislaid and with automatic backup and restore, regulatory compliance is satisfied at a fraction of paper-based manual filing costs.

Scanners with Automatic Document Feeds can be supplied or existing company scanners can be used. Multiple scan stations can be used for scanning different Document Types so that documents remain with the 'owners' and do not have to travel to a central scanner.

Web Archiver is easy to use, creates first class images and is competitively priced.

## Web Archiver Benefits

- Intranet solution with web browser for search, find and viewing.
- Scanned documents archived to a central SQL server database. Multiple users have access to scanned documents.
- Zone field scanning, 'point and click', keyboard entry as well as data validation ensures accurate data capture together with fast data entry.
- Retrieved documents can be e-mailed, printed or saved.
- Printing, faxing and copying documents is considerably reduced or eliminated altogether.
- Manual filing is eliminated with considerable savings in time and space together with the benefit of easy and quick access.
- Once scanned a document is never 'lost'.
- Fast response to search queries in seconds (not minutes) improves all round efficiency.
- Easy to use, deploy and support.

For more information visit <http://www.techne-comm.co.uk>

Techne-Comm Ltd are the authors and designers of WebArchiver and sell directly to the end user. It is supported directly via phone and email here in the U.K. Techne-Comm Ltd is a user focused company that helps to solve problems and issues associated with email management and document management. Contact details are at [www.Techne-Comm.co.uk](http://www.Techne-Comm.co.uk) and our policy is to produce first class products, at competitive prices and provide first class support. Contact our sales department [sales@techne-comm.co.uk](mailto:sales@techne-comm.co.uk) or phone Mike Freeman – National Sales Manager on 01252 622146 (direct line) for more information or to arrange a web demo.

