Introduction

iPaper is a combined document imaging, document management and photo library system. With an easy-to-use web browser based user interface, users ranging from individuals to large multinational enterprises can quickly find, manage and share documents or images through the intranet or internet. Retrieval of documents from file folders or cabinets is time consuming, laborious and inefficient. **iPaper** can provide you with a cost effective and state-of-the-art digital solution that allows instant access to your documents from all locations.

Document imaging and digital photo library solutions have been around for years. However, they did not gain much popularity due to inefficient and expensive hardware and software that are required to scan, store, view and archive images. With the recent enhancement in storage and scanning technologies, together with significant drops in hardware prices, digital imaging solution becomes viable. An inexpensive hard disk is capable to store million pages of scanned document. Large monitors and high-speed scanners that are essential for image processing are now commonly used. Low cost & high volume archival devices such as DVD-R are also emerging. Together with **iPaper**, companies of all sizes can now serve their clients better by providing more timely and accurate services.

Features Highlights

iPaper provides a feature-rich platform for user to manage, store and share electronic information such as electronic images and machine-readable text. Major features of iPaper are:

- **Scanning** A wide range of scanners is supported, including high-speed models, which scan in excess of 100 pages per minute.

- **Searching** iPaper allows users to search across multiple document collections according to different criteria. Users can also easily search through the entire collection of documents.

- **Form Building** iPaper's user-friendly interface allows users to define interface for document indexing, searching, and display.

- **Statistical Reports** The system provides statistical and tracking reports on system usage.

- **Indexing** Document images can be organized (indexed) into electronic file folder with specific set of indexes chosen by the users.

- **Viewing** There is no limitation on image viewing tools. The application that is associated with the document will be invoked automatically.

- **Workflow** Basic built-in workflow functions are provided to allow users to define route with approval steps. Work items can be submitted to a workflow manually or automatically.

- **Multilingual Support** iPaper has built-in support for multiple language user interfaces.

- **Security** User access rights can be assigned to functions and documents. Users can use the https protocol for access over the Internet to protect the documents from being sneaked. Furthermore, the file server is shielded from direct user access. All document access rights are definable and are controlled by the iPaper application server.

- **Deployment** iPaper is browser based and can be deployed through Intranet/Internet. No installation of extra software is required for occasional users for performing document search and index with iPaper. High performance and user-friendly Windows-based front-end is provided for heavy-duty users to handle scanning and indexing.

- **iPaper-Photo Library** iPaper provides thumbnail display to manage photo images easily.

- **iPaper-OCR** iPaper-OCR provides OCR for full text indexing or field indexing.

- **iPaper-FTR** iPaper provides multilingual full-text indexing for various document types including HTML, Word, Excel, PowerPoint, RTF and PDF files. It also supports phrase and wildcard search.

- **Version Control** A powerful set of document version management functions are provided to allow maximum control.

- **Scalability** iPaper requires as little as a PC to start with. It is scalable to multiple application servers and file servers for handling large volume of data.

- **Embeddability** iPaper is built on Java platform. Therefore, it can be easily embedded in other applications. A SOAP based interface is also provided if the user prefers loosely coupled integration.

- **iPaper-Enterprise Workflow** This module allows the user to define complex workflow and automation and to assign work items to individual users or groups. This module facilitates the tracking of documents in an electronic workflow.

- **iPaper-Archive** Electronic files can be archived to media such as CD or DVD. This module automatically caches the most recently accessed documents on the hard disk and the volume of such cache is user definable. This significantly improves efficiency and usability of the system.

Glossary

Document Management	Management of electronic documents such as word processing files.
Document Imaging	Management of scanned paper documents.
Digital Photo Library	Management of digital photo images.
Content Management	Management of the content of a web site. Most vendors also use this term to refer to their document management/imaging solution.

System Requirements

iPaper Server

- MS Windows 2000 Server / Linux / Unix
- MS SQL Server / Oracle / DB2 / Postgres
- Tomcat / JRun / other Servlet engines
- Apache / other web servers
- Pentium III 500MHz (equivalent or above), 512M RAM, 9G HDD plus additional storage required for document images

iPaper Scanning Workstation

- Pentium 4, 256M RAM, 60G HDD
- MS Windows 2000 professional or above

iPaper Client

- Internet Explorer 5.0 or above

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