

rules-based | distributed print | workflow | file modification | process builder



# DocSystem™

*Advanced rules-based distributed print  
and departmental workflow*



# DocSystem™

**Rules-based Distributed Printing  
Departmental Workflow  
Advanced Document Processing  
Document and File Modification**

Every organization's and department's document processing and printing requirements are different. DocSystem allows the user to easily build custom document workflow, printing, and routing processes that support these unique requirements.

DocSystem – intuitive and easy to use – is an automated *rules-based distributed printing, departmental workflow, and file and image processing* solution. It's designed to intelligently and automatically accomplish this with no manual intervention.

## Rules-based Distributed Printing

Rules-based distributed document printing is critical when different departments and individuals share the same printer, digital copier or MFP (multi-function printer). Large print jobs sent to the wrong printer are costly.

DocSystem printing rules for documents can be established based upon time, date, color, file size, author, page count, content, printer availability, and more. Print jobs can be pooled among various printers, split between printers, have banner and trailer pages added, and more.

Documents and print jobs can be processed with activities such as changing properties, file converting, compressing, encrypting, adding watermarks, searching and replacing, page deleting and inserting, and much more.

## Departmental Workflow

Departmental workflow requirements are usually handled manually – paper documents are still physically routed to others for approval, action or signature. This creates significant operating and timing inefficiencies that are costly.

DocSystem overcomes this by automatically and instantly routing documents electronically. Documents can be electronically sent to individuals for review, mark-up, change, approval, and signatures. Once an action is taken, the document can be electronically forwarded to other individuals for more actions, routed to printers based on print rules, or electronically output by other methods.

Individuals can also be notified about their document status, print status, or action required via email, Windows Messenger, or the DocSystem Agent.

Through a separate DocSystem module, documents and files can also be OCR'd (optical character recognition) – full page, zonal, and barcodes.

## File and Image Processing

Files and documents often need processing due to obsolete information, wrong file type, poor image quality, additional information needing to be added to the file, and more. Creating new originals of these files is generally tedious and time consuming

DocSystem overcomes this by automatically modifying files and documents using rules that you specify. These rules include searching and replacing text, inserting new pages and text into documents, renaming files and directories, prepending files, converting into different file types, moving files and directories, and more.

In addition, DocSystem can improve document image quality such as: adjust image brightness, contrast, color or gamma; despeckle and deskew; remove borders, crop, and more. DocSystem can also Bates stamp documents.

### Industries

**Banking  
Mortgage  
Insurance  
Education  
Retail  
Health Care and Medical  
Transportation  
Manufacturing  
Real Estate  
Auto  
Utility  
Government  
Telecom  
Distribution  
Services**

### Benefits

**Reduce document processing costs  
Improve printing and workflow efficiencies  
Eliminate manual processes  
Replace paper documents with efficient electronic documents  
Obtain greater value from and utilization of distributed printers and MFPs  
Increase workflow and process controls**

# What DocSystem Does

DocSystem is an intuitive and easy-to-use software solution for quickly implementing advanced print and distributed print rules, departmental workflow requirements, and advanced image processing rules.

DocSystem automatically processes documents according to print and work rules you establish. Once your process rules are defined, DocSystem runs unattended and without manual intervention.

DocSystem accepts files, documents, and images and automatically processes them with a wide range of imaging effects and comprehensive rules for routing, printing, signing, archiving, workflow, and much more.

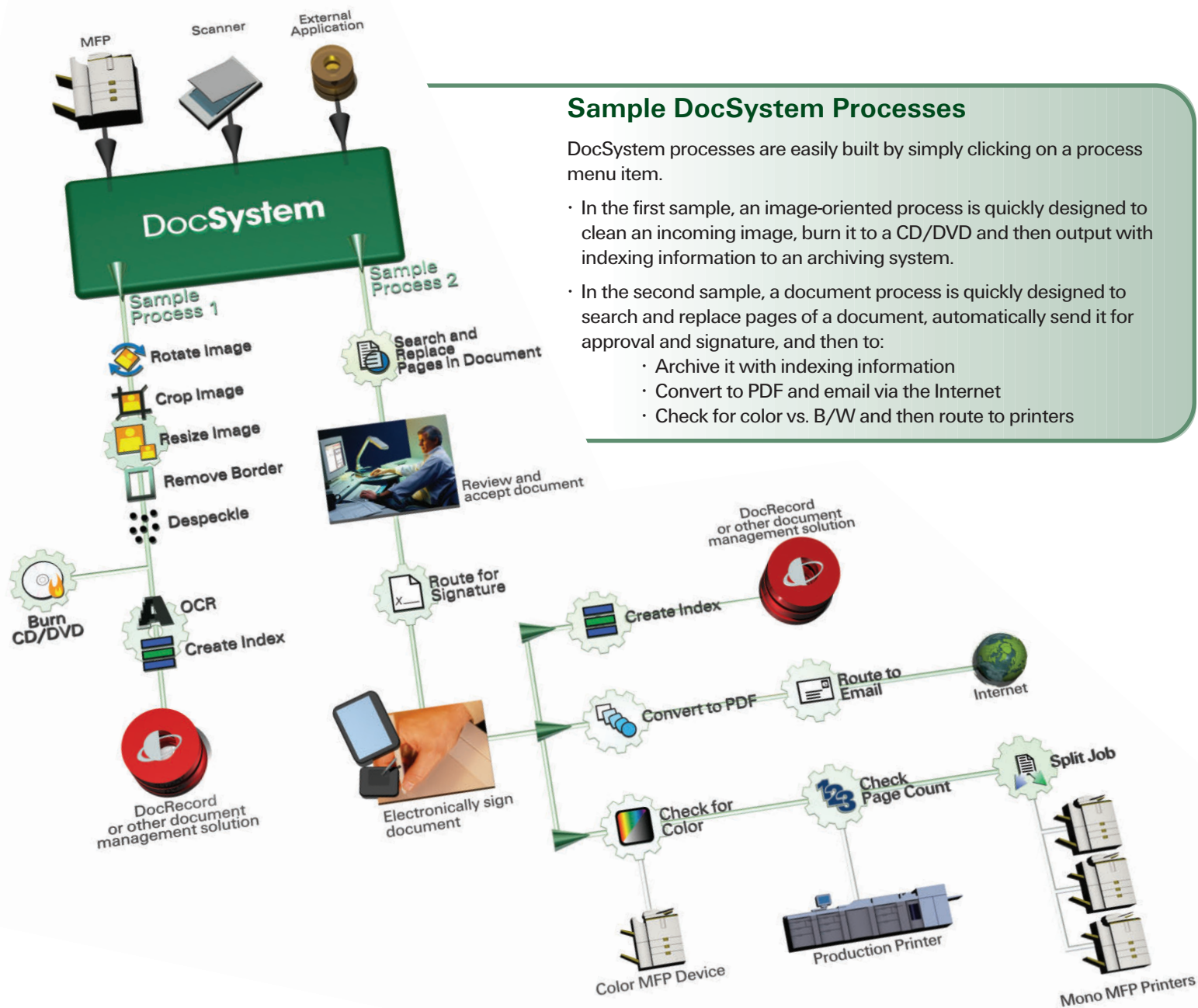
MFPs (multi-function printers), scanners, and external applications can transfer files, documents, and images to DocSystem for processing.

DocSystem configurations include an LE version for distributed print and other print-centric processes; and additional versions that include workflow, image processing, OCR (optical character recognition), Bates stamping, and other features.

## Process Documents and Files

Route	Amend
File	Approve
Archive	Accounting
Rules-based print	Store
Route printing based on color vs. B/W	Modify images
Sign	Notify
OCR (Optical Character Recognition)	Mark-up
	Bates stamp
	Output to CD/DVD
	Change file type

...and more.



## Sample DocSystem Processes

DocSystem processes are easily built by simply clicking on a process menu item.

- In the first sample, an image-oriented process is quickly designed to clean an incoming image, burn it to a CD/DVD and then output with indexing information to an archiving system.
- In the second sample, a document process is quickly designed to search and replace pages of a document, automatically send it for approval and signature, and then to:
  - Archive it with indexing information
  - Convert to PDF and email via the Internet
  - Check for color vs. B/W and then route to printers

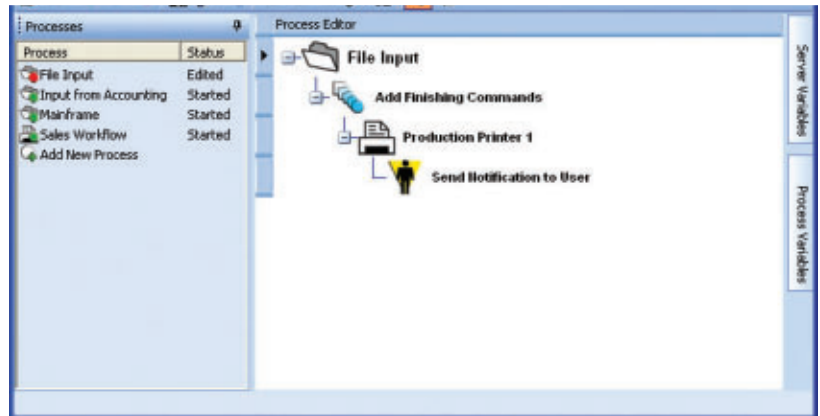
# How DocSystem Works



The functional purpose of DocSystem is to provide a simple method of applying a range of workflow and/or print rules to an electronic document or file to allow it to be automatically processed and routed within an organization.

## Object-based Process Building

A set of workflow, printing, or file and image processing rules designed within DocSystem is defined as a process. The building of these processes is accomplished by process objects. Each process object has a specific function and a set of unique properties that can be defined by the user. These process objects are assembled into a hierarchical tree-structure that allow the user to visually define and control the workflow and/or print rules. This unique method allows one to quickly and easily build extensive and sophisticated processes.



## Building a Process

Building a DocSystem project begins with first selecting a process from a number of possible choices – directory input, printer input, socket, email, API, database, scheduler, or FTP.

A wide range of activities can be applied to this process through the process objects which are classified into functional categories.

Departmental Workflow	Search, Convert, Encrypt	Notifications & Messaging
Document Processing	Image Processing	Optical Character Recognition (OCR) (optional module)
Print Management	Scripting	Accounting (optional module)
Decisional Processing	File Operations	

Activity Categories

- Actions ▶
- Choices ▶
- Image ▶
- Document ▶
- Workflow ▶
- File Operations ▶
- Outputs ▶
- Printing ▶
- Scripting ▶
- Notifications ▶
- Miscellaneous ▶

Process objects can be combined in a manner that meet the tests and rules that your document process requires. A completed process can include many different tests, routings, conditions, actions, choices, and more.

DocSystem has a scripting tool – Microsoft JScript – that allows for the adding of custom scripts, commands, rules and variables that aren't present in the menus. This additionally allows the user to connect to third-party APIs and Web services.

DocSystem also has an integrated "debugger" that allows for testing and correcting processes.

## DocSystem Agents and Workflow Agents

DocSystem can provide notifications to an unlimited number of Agents. An Agent installs on an individual's PC and allows DocSystem to notify that person of messages, activities, actions, etc. The Agent messages through a pop-up screen above the user's Windows tray and is installed on each user's PC

DocSystem can also communicate through a Workflow Agent (a separate module). A Workflow Agent allows an individual to sign, amend, mark-up, approve, or request changes to a document or file. The Workflow Agent is then able to return the document back to DocSystem for further processing. A separate signature pad is required with the Workflow Agent in order to provide electronic signatures for documents.

A key benefit of the Workflow Agent is that it allows the user to provide real-time signatures for items such as check runs, time-sensitive reports, document approval, reviewing, purchase requests, and more.

## Optical Character Recognition (OCR) Module

DocSystem can capture scanned documents and convert them into text with a separate OCR Module. OCR can be performed on full pages, zonal regions, or on barcodes. The converted text can be used for document processing, indexing, and filing.

## Outputs of a Process

Documents and files can be output to more than just print. They can be sent to a FTP site so others may take actions on a document, sent via email, deposited into a directory or file, or output to an archive or document management system such as Prism's DocRecord.

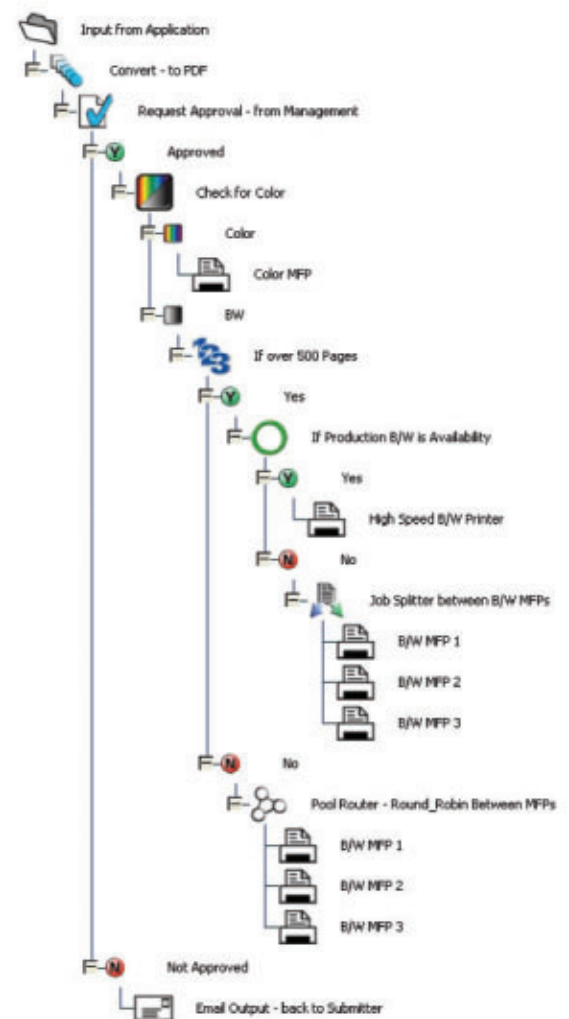
When outputting to a document management system, DocSystem can convert the file to a TIFF or PDF and extract indexing information from the file.

DocSystem can also burn files and documents directly to a CD/DVD, making automatic record back up easy.

DocSystem is a multi-threaded application, so processing times are optimized and quick.

## Accounting Module

A separate Accounting Module can be added to DocSystem that allows for accounting chargebacks and accurate billing for printer use. The Accounting Module can track by user, department, number of prints, types of prints, and more.



## DocSystem Versions

### DocSystem Base Application\*

**DocSystem LE\*\*** - Limited features for rules-based distributed print; two (2) processes; includes one (1) Administrator and unlimited Messaging Agents

**DocSystem, Workgroup** - All DocSystem features; limited to five (5) workflow/rules processes; includes one (1) Administrator and unlimited Messaging Agents

**DocSystem, Production** - All DocSystem features; limited to ten (10) workflow/rules processes; includes one (1) Administrator and unlimited Messaging Agents

**DocSystem, Enterprise** - All DocSystem features; limited to twenty (20) workflow/rules processes; includes one (1) Administrator and unlimited Messaging Agents

### Options (requires DocSystem base application)

**Workflow Agent** - Allows a remote user to sign, approve, mark-up, or change a workflow document. Signature pad sold separately.

**Administrator** - Extra DocSystem Administrator [each DocSystem ships with one (1) Administrator]

### Modules (requires DocSystem base application)

**OCR** - OCR (Optical Character Recognition) module allows for full page and zonal OCR, as well as barcode recognition

**Accounting** - Accounting module allows for tracking and costing of print and other output, departmental chargebacks, and more.

\* Each DocSystem version lists the number of open and active processes running at one time within each version. An unlimited number of unopened processes can be created within each version, though.

\*\* DocSystem LE is limited to printer rules only and does not include workflow, imaging, document editing, scripting, or connections to the Workflow Agent, OCR module, or Accounting module.

## Integrated with Other Prism Applications

DocSystem is fully integrated with Prism's other products – DocForm, DocRecord and DocTransform. All Prism products are built upon the .NET platform.

### DocForm

DocForm creates powerful and personalized variable content documents. It is designed for print documents and eDocuments of all types – from workgroup to production. DocForm is intuitive – allowing quick project design and implementation – yet scalable and powerful enough for demanding enterprise applications. In addition to creating print documents, DocForm can also create collaborative and personalized electronic documents – such as eForms, eContracts, and other eDocuments. DocForm also allows data input to all your documents from signature pads, Tablet PCs, remote PCs, third-party applications, and the Web. DocForm is the single application your organization requires for your variable print and eDocument applications.

### DocRecord

DocRecord is a powerful, low-cost and easy-to-use document archiving application. Store your completed electronic documents and retrieve them on demand either locally or through the Web. DocRecord, based on Microsoft SQL Server, is highly scalable for all organizations. Automatically or manually scan, enact full-page or zonal OCR, file, Bates stamp, index, and retrieve all your documents. Conduct instant document searches with keyword look up. Batch scan and automatically file documents with barcoded sheet separators. DocRecord provides market-leading value and performance.

### DocTransform

DocTransform enables, fixes, configures, transforms and adapts print and data streams from any host or application for printing and archiving. DocTransform is an important application that allows your files to print correctly on a new printer or MFP device.

DocTransform is most commonly used to convert data center legacy print streams, enact custom print requirements, and enable documents to print correctly. Also convert common file types such as Metacode, ASCII, PCL, PDF, Postscript, IPDS, and AFP. DocTransform is often used to enable printing from back-office software applications and host systems without costly reprogramming. DocTransform is built upon an advanced print management engine that monitors printer and MFP operations and provides real-time client notification of job status.

## Features and Specifications

Please refer to DocSystem's Features and Specifications documentation. Features and specifications subject to change without notice.

## System Requirements

Windows 2000/XP/2003; Intel Pentium IV 2 GHz or greater; 1 GB RAM or greater; 200 MB of free hard disk space on the primary partition, 12x CD-ROM or greater

## Find Out More

Email us at [sales@prism-software.com](mailto:sales@prism-software.com) or talk to your sales representative to get additional information about what DocSystem can do to improve your business. Or, visit our website, [www.prism-software.com](http://www.prism-software.com), to get more information.



**Prism Software Corporation** : 15500-C Rockfield Blvd. : Irvine, CA 92618 : 949-855-3100 : 949-855-6341 fax : [www.prism-software.com](http://www.prism-software.com)

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