

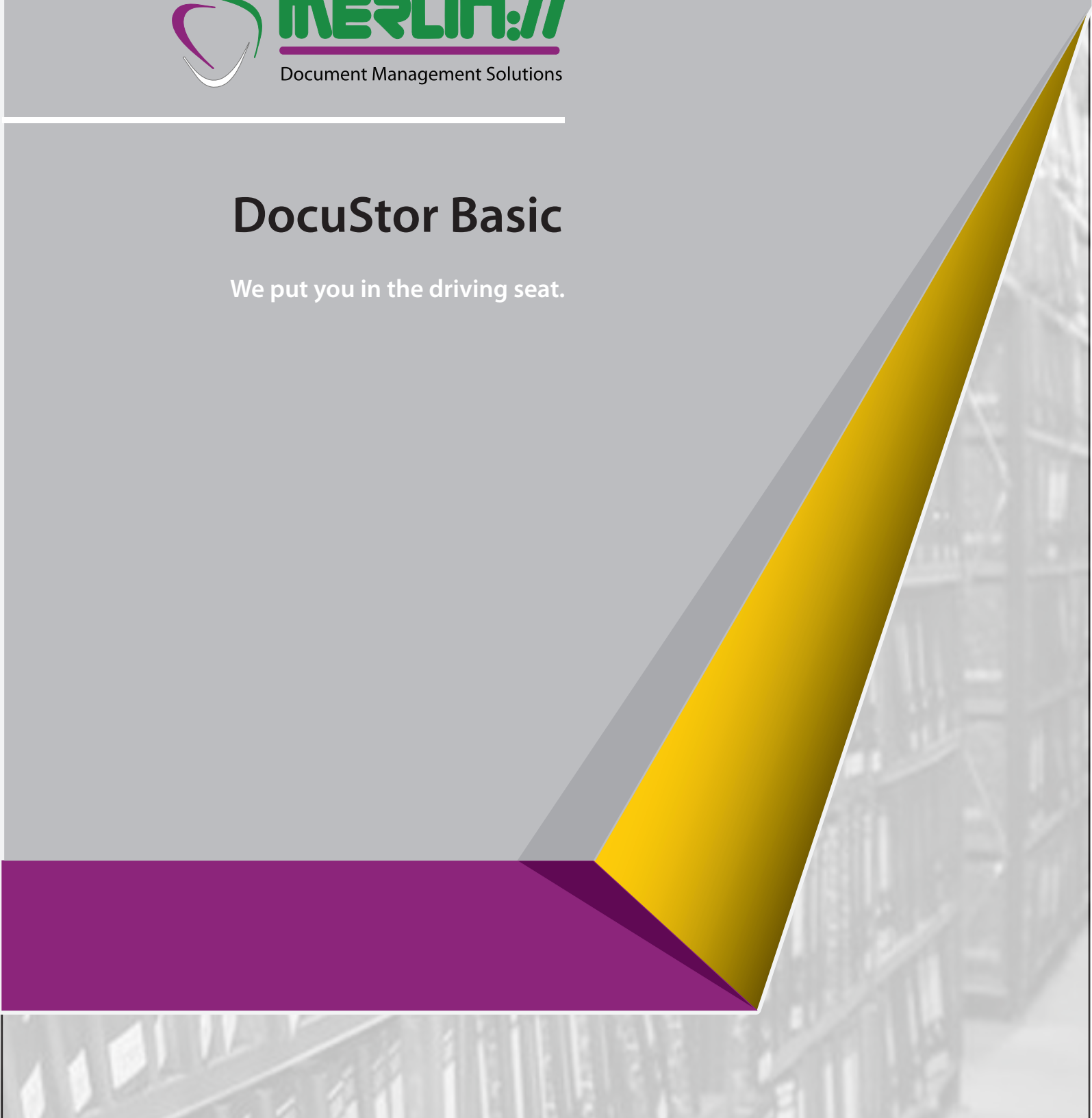


**MERLIN**://

Document Management Solutions

# DocuStor Basic

We put you in the driving seat.





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## WE PUT YOU IN THE DRIVING SEAT

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Merlin offers an outsourced service scanning and indexing your documents for speedy retrieval whenever you have the need. But we recognise that there are occasions where the argument for an in-house system is unanswerable. This is especially so where we have captured your backlog, but economics favour an in-house solution for routine ongoing volumes with some outsourced content where staff absence or peak volumes dictate.

We have therefore created DocuStor that seamlessly integrates the approach to these situations and puts YOU in the driving seat.

There are just four elements to master, and you can run your own successful Merlin sites in days. These are:

- **Scan to PDF**
- **Upload to web**
- **Index on-line**
- **Full control of user permissions**

What is more, we will advise on and supply suitable scanners and provide full training for all levels of staff who will be using the system.

# EASY TO USE

DocuStor comprises three modules:

**SUPERUSER** to create new users, allocate them permissions and create and modify access levels.

**ADMINISTRATOR** to add, delete and amend documents in the system, create and amend metadata, and allocate documents to user access levels.

**USER** who can search retrieve, view, print and email documents up to their access level but cannot make any changes.

The appropriate module is opened at log-in:



User Name

Password

## SUPERUSER MODULE

There is only one SuperUser who may change his or her password frequently to ensure security, but this person can allocate as many Administrators as is required. Everyone else is, by default, a Search User who can see documents with an access level allocated to them by the SuperUser and all levels below. Each module has clear instructions for us included in the page.

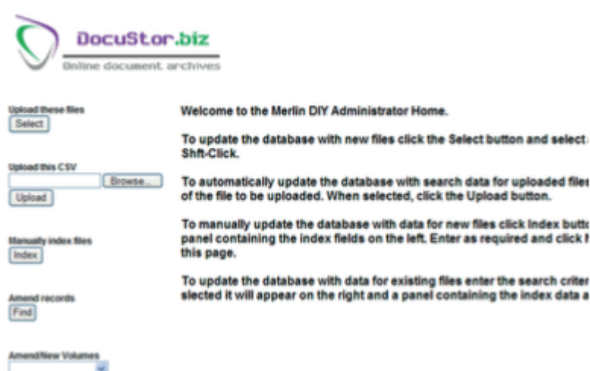
This module give the SuperUser the facility to create new users, amend permissions for existing users and create new user groups that can access up to an including a defined access level of document allocated to each document at indexing stage by an administrator.

For security reasons, only one SuperUser is permitted for each installation.



ADMINISTRATOR	SUPER-DRY USER GROUP	SUPER-DRY USER
<p>ADMINISTRATOR</p> <p>Admin User Name</p> <p>Admin User Password</p> <p>Repeat Password</p> <p><input type="button" value="Submit"/></p>	<p>USER GROUP</p> <p>Access Level</p> <p><input type="button" value="Submit"/></p>	<p>USER NAME</p> <p>User Name</p> <p>User Group</p> <p>User Password</p> <p>Repeat Password</p> <p><input type="button" value="Submit"/></p>

# ADMINISTRATOR MODULE



Documents are scanned to a pre-defined location (exactly how depends on the scanner selected). These may be then uploaded to the web site en masse, and may be indexed in one of two ways – by importing a csv file with the metadata related to each document image file, or manually, whereby the system displays each unindexed file in turn and provides fields for the Administrator to complete.



The standard metadata fields are Volume (= folder, section, department etc), Document Title and Access Level (which defines who can see it), but there is infinite scope for customisation including multiple levels of volume and full-text search of OCR'd documents.

Volumes are pre-defined by the Administrator and each document must be allocated to its appropriate "pigeon-hole". Access level default is 0 (= all users). Existing documents may be retrieved in the same way as an ordinary user would find one, but in the case of an Administrator being logged in, the metadata is displayed in edit mode so that any changes can be made and saved.



# USER MODULE

This is the simple interface that allows users to find in seconds, documents that could have taken hours to find (if at all) because someone did not put the file back in the right place. The user simply selects the volume containing the document from a drop-down list and enters any word known to be in the document title (with wild cards if an exact word is not known).

A list of documents conforming to the search pattern is displayed and by clicking on any one of the results, that document is displayed in the right-hand window with all the navigation tools that come with the ubiquitous Adobe PDF reader. These allow the user to page through the document, either page by page or by pre-defined bookmarks and zoom in or out to details. It also allows the user to print, save a copy on his or her local machine, email as an attachment to someone else. There are various other functions that depend on the version of Acrobat reader that is installed.



# LOWEST COST OF OWNERSHIP

DocuStor offers simply the best value for money of any document management system and is aimed at the SME market. Other low end products still end up costing many thousands of pounds which in these difficult times cannot be justified for digitising the filing system.

For any organisation looking to scan, store and retrieve its business documents but does not want to spend a fortune, DocuStor is the answer. The simplicity of the system has kept the development cost to a minimum, so we are able to offer this basic version at absolutely no up- front cost. There is a modest monthly hosting/administration charge, but this won't blow holes in any budgets.

Then there is no user licence cost – you get the system and, via standard browser technology, any number of users can access the archives. The cost of access licences for rival products can often send the overall cost of ownership up into the stratosphere, so at zero capital cost, DocuStor is bound to offer an unrivalled return on investment.



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