

productinfo



COLD/READ

Archiving Spool Data

In companies, large volumes of documents and journals are output to a printer. COLD/READ transfers the spool files this creates for archiving in DocuWare 5. The documents contained in these files can be displayed true to their original format, given annotations and stamps, and then printed out.

Functionality

DocuWare COLD/READ runs as an autonomous process on a workstation PC or server that has access to both the spool data and the DocuWare file cabinets. The import process is triggered manually, by a specific event or at a designated time, e.g. at night. The classification criteria for the storage is read from the data using the customization specifically defined for the spool data.

DocuWare converts the spool data either to a special DocuWare format (CL5 file) or to TIFF format. In the second case, a TIFF document is created for each document contained in a spool file. This is more space-intensive, but it allows you to add annotations and stamps to the documents. It also means the documents can be integrated in workflows controlled by stamps.

The classification criteria are entered in the file cabinet database and the converted spool data is stored in the file

cabinet. If the file cabinet is set up for full-text retrieval, DocuWare creates the full-text index from the document contents.

Spool data is often printed on forms or integrated in electronic forms. When converted to CL5 format, these forms are not archived with each document, but saved once as TIFF files, then displayed later in the documents as electronic overlays.

Once imported, documents are immediately available for retrieval. Simply enter a search word, such as a customer name or date, files, to receive a list of all the documents found. Documents captured with COLD/READ are listed along with all other documents, files and e-mail that match the search query. In addition, the document text can be searched for any word or value.

Benefits

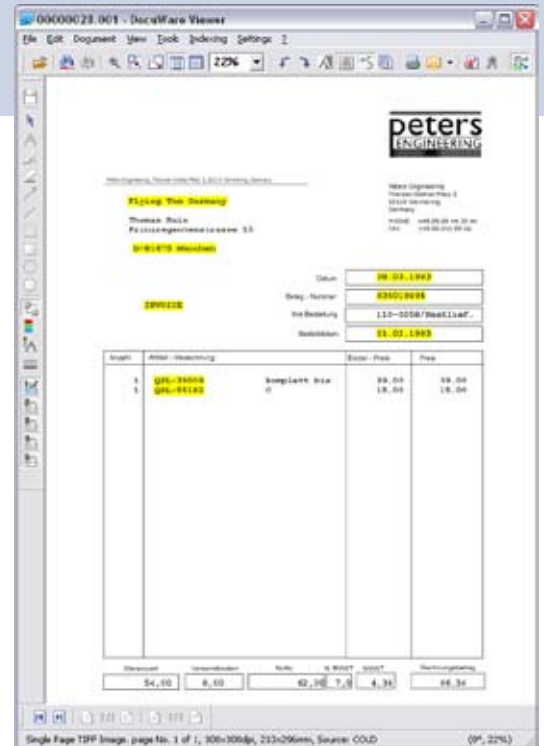
- Cost-effective storage of mass data on economical data media
- Easy access via LAN, intranet and Internet
- Edit imported files, e.g. add annotations and set stamps

System Requirements

- Spool data that contains all variable data in a readable, structured format
- Access to spool data from Windows PC via LAN, PC-host connection or Windows-compatible data medium
- COLD module: configuration of import jobs for spool files (done by Authorized DocuWare Partner)

To display the documents contained in the CL5 file, DocuWare offers text mode, which displays only the raw data, or image mode, for displaying the formatted user data with a scanned form overlay. In this view, a document can also be printed out true to the

original or sent by fax, like a document converted to TIFF format. Documents can be retrieved and displayed either from the DocuWare 5 Windows client or via the Internet/intranet using DocuWare INTERNET-SERVER and a browser. And for archiving out-of-date documents, DocuWare provides the option to transfer these to CD, DVD or other data medium in a tamper-proof format, along with the search database and retrieval module.



CL5 file displayed in image mode with form overlay

Functions

Capturing

- Import spool data
- Up to 5 documents per second
- Batch mode with adjustable start time or event-controlled
- Import multiple spool files in sequence

Storage in File Cabinets

- Manage classification criteria and fulltext index in a database
- Convert different spool data into one standard, space-saving storage format (CL5 file)
- Alternatively: convert all documents contained in the spool files to TIFF format
- Store spool data on RAID systems, CD, DVD, MO or WORM

Indexing

- Select up to 24 classification criteria per document; up to 50 on conversion to TIFF
- Multiple entries in one keyword field; plus one additional fixed entry in

each of up to 7 other keyword fields when converted to TIFF

- Use all DocuWare 5 indexing options for the imported documents

Retrieval

- Search for classification criteria in full-text or in hierarchical view
- Use the usual convenient DocuWare 5 search features
- Search from DocuWare Windows client or Web client

Display

- View raw data in text mode (CL5 file)
- Display true to original format with scanned form overlays (CL5 file)
- Zoom and rotate documents
- Browse multi-page documents
- Print out true to original, including segments
- Send copies by fax with PC fax solution
- Export individual documents as TIFF from CL5 file to file system

Editing

- Add annotations to imported documents (only documents converted to TIFF)
- Add stamps to imported documents including an electronic signature (only documents converted to TIFF)

Administration and Security

- Export and migrate file cabinets with usual DocuWare functions
- Back up data with standard backup tools
- Protect access at file cabinet and document level using all security mechanisms available in DocuWare 5, including detailed rights assignment, encrypted document storage; high security level for file cabinets and users

For more information please visit our website at www.docuware.com