



Attributes of WorldView's Electronic Document Management Services

Standard Functionality	Hosted	In-House
Document Imaging	•	•
Optical character / Optical mark / Intelligent character recognition	•	•
Bar code recognition	•	•
Full text indexing	•	•
Automated indexing via database lookup	•	•
Virtual Rescan Capability	•	•
COLD	•	•
Integration with existing ERP system	•	•
Overlay for reproduction	•	•
Inside text search	•	•
Outside text search	•	•
Core Functionality - Retrieval	•	•
Custom Queries	•	•
Cross Reference document types based on common indexes	•	•
Note Search	•	•
Wild-card searching	•	•
Date range and specific date retrieval	•	•
Text string search across multiple documents	•	•
Additional Standard Features	Hosted	In-House
Email / Print / Fax from application	•	•
Web-enabled document retrieval	•	•
Twenty five supported file formats	•	•
Notes - add / update / modify / delete	•	•
Activity log	•	•
Document history view	•	•
User defined privileges	•	•
Folder view	•	•

Additional Standard Features Cont.	Hosted	In-House
Re-indexing	•	•
Document retention management	•	•
Rubber band (Drag to zoom-in)	•	•
Thumbnail view	•	•
Document creation from existing document	•	•
Available Functionality	Hosted	In-House
Workflow	•	•
Rules based routing of documents	•	•
Notifications	•	•
Timers	•	•
Version Control	•	•
Check-in / Check-out	•	•
Revision management	•	•
Template enforcement	•	•
E-Forms	•	•
Electronically capture & index data into document management system	•	•
Can be used to initiate workflow processes	•	•
Email Integration with Outlook & Lotus	•	•
Index and store emails and attachments from your application	•	•
DocPop - Advanced integration with your core business applications	•	•
Retrieve documents from within your CRM, ERP, etc.	•	•
Digital Signatures	•	•
Attach password protected signatures to documents	•	•
Signature date and time stamp	•	•
Data Mining	•	•
Extract data to common file types	•	•
Concatenate multiple, similar reports into one report	•	•
CD / DVD Archiving	•	•
Hosted Benefits	Hosted	In-House
24/7 access using any PC with Internet connection	•	—
Disaster Recovery	•	—
Off-site storage	•	—
Redundant copies in multiple locations	•	—

Hosted Benefits Cont.	Hosted	In-House
Nightly back-up to disk	●	–
No IT Resources Needed	●	–
Hardware and software maintenance included	●	–
24/7 – Unlimited, on-going technical support included	●	–
Up and running in a few days	●	–
Setup / Configuration / Admin performed by WorldView	●	–
Security	●	–
24/7/365 Monitoring	●	–
Dual-Site Secure Data Centers	●	–
128 BIT encryption / Advanced firewalls	●	–
In-House Hardware Requirements to Consider	Hosted	In-House
Server (\$7,500)	–	●
Disk (\$5,000)	–	●
Disk to Disk Backup Services (\$10,000)	–	●
Hardware to upgrade / maintain	–	●
Requires IT resources	–	●
In-House Software Requirements to Consider	Hosted	In-House
Scan & index solution (\$299 - \$9,000)	–	●
Document management application (\$7,500 - \$25,000)	–	●
Database (\$4,500 - \$9,000)	–	●
Software to upgrade / maintain	–	●
Requires IT resources	–	●