Orbit™

Document Management Solution

Orbit Document Management System (v3)

Product Features

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Developed, owned and maintained by: SCANCO Digital Services

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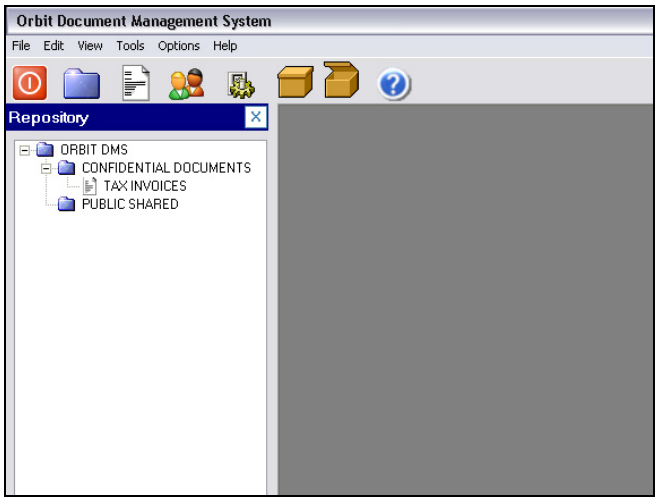
1. Overview

The purpose behind this document is to give a brief summary of features for the software product developed by Zytek Integrated Solutions (PTY) LTD, commonly known as the Orbit Document Management System. This product is the third document management system developed by Zytek for the purpose of electronic document processing. The product has a series of features that enables the user to easily process, store and retrieve documents from scanned documents to electronic documents (TIF).



2. Core Features

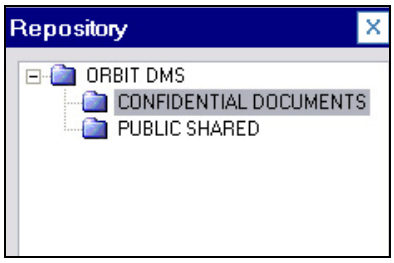
The DMS caters for multiple document repositories over a network or single workstation depending on user requirements. It allows for easy, secure access of stored documents over a network. The Orbit DMS is simple in design and yet effective in operation. There are 9 core features behind understanding the operation of the Orbit DMS. These core features form the backbone for the main operation of the DMS and facilitates a secure and methodical document warehousing solution for users.

The core features include:

1. Multiple Cabinets
2. User Logon
3. Cabinet Design
4. Class Design
5. Document Viewing
6. Security
7. Import
8. Export
9. Web Interface

2.1. Multiple Cabinets

A single workstation installed with DMS can access multiple storage cabinets (hereafter referred to as a workspace) at any given time. The access to these workspaces is strictly setup through user security rights given by the workspace administrators. An unauthorized user will not be able to access a given network workspace unless he exists on the user list or has not been blocked by the administrators.



2.2. User Logon

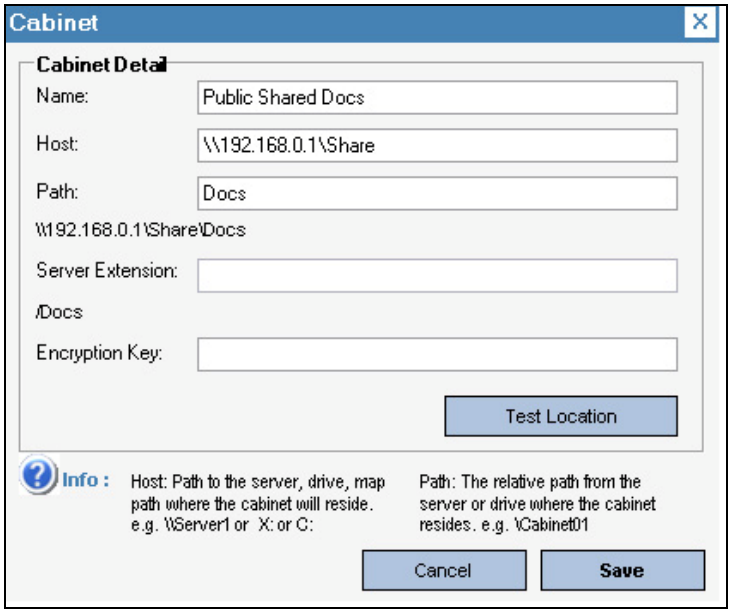
Each user that makes use of the Orbit DMS must be registered on the workspace he/she is trying to access. A user that has been allocated an account and which has not been blocked will be able to access the workspace. His ability to carry out functions within the workspace will depend on his user rights that are allocated to him via an administrator of that workspace.

Both User 1 and User 2 would like to access company documents on the server workspace. User 1 has an account and is not blocked on the server workspace thus he will be able to retrieve documents from the server workspace. User 2 has a local private workspace on his workstation and his workspace does not have user 1 registered as a user. Thus user 1 will not be able to log into user 2 personal workspace.

2.3. Cabinet Design

Warehousing documents in the Orbit DMS is a twin faceted process. The electronic version of the document needs to be stored on drive space and index information referencing that document needs to be stored in a workspace SQL database.
The cabinet design process in the DMS enables the user to specify the physical location where the files will be stored for later retrieval by users.

The user is capable of adding numerous cabinets to the system and this allows for logical ordering of documents in the system. Though the provision of cabinet name, host and path the user has the option of setting up multiple storage alternatives be they network or local. The rule of thumb is that if a user is capable of accessing the host drive or network IP, that user will be able to access the documents. This principle can be exploited on a network level and additional security can be setup. By setting up your host configuration to mimic network level security, workstations in a company can be restricted to physical access to files in a workspace DMS.
At any time during the DMS operation a user with sufficient cabinet access rights can add, delete and edit cabinet properties.



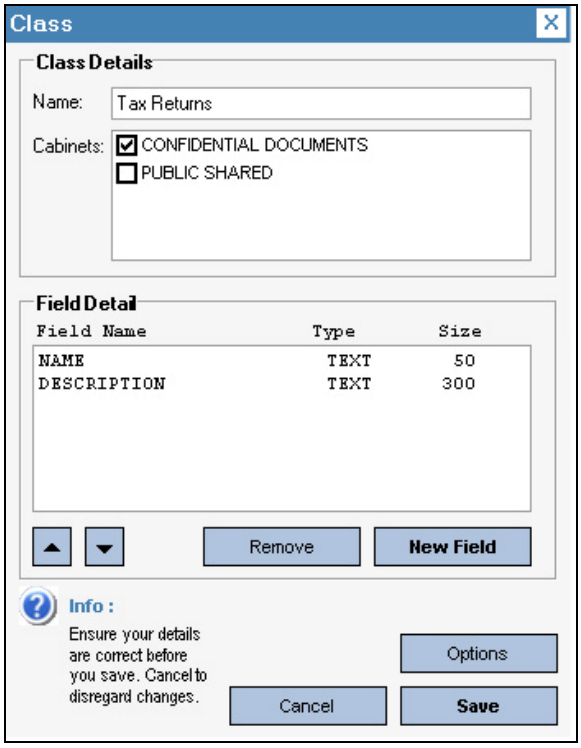
2.4. Class Design

The DMS is capable of setting up multiple class types to uniquely identify types of documents in your system. A class is a template index structure for a type of document that you might store in the DMS. With each class one would allocate a number of key fields for indexing a document that can later be used to retrieve it.

There are five primary types of index fields:

Text: This allows the user to provide a standard string based index value.
Number: This allows the user to provide a standard numeric based index value.
Date: Standard date index.
Time: Standard 24 hour time index.

With each field comes the option to enforce field requirement. This enforces the user to enter that field in question before it can successfully be verified for storage.



2.5. Document Viewing

The main feature of the DMS is to retrieve documents and view them once they have been indexed. This can be done via the Document Viewing feature the DMS provides. The viewing of documents works on defining a criteria source by which documents are filtered by and later selected for viewing. Within the viewing feature a user can exercise the following actions on a document or multiple documents within an indexing instance.

1. Email: Attaches the selected documents to an empty Microsoft email message.
2. Save: Save the selected file to a destination
3. Delete: Delete the selected documents.
4. Edit: Edit the selected indexing instance for the current documents.
5. Print: Print the current document.

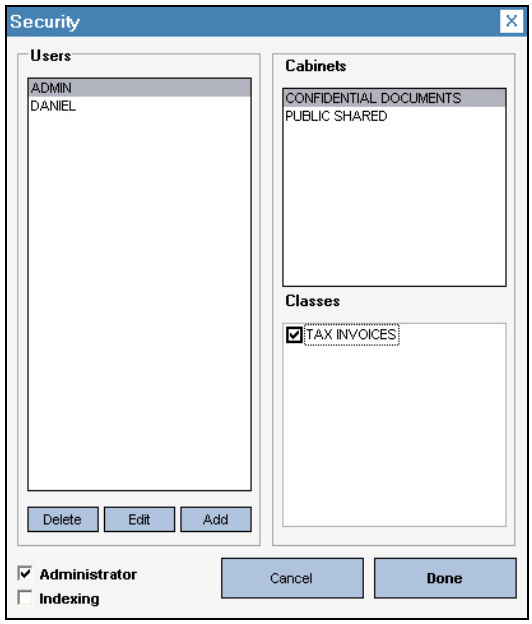
The retrieval of documents is easy and quick. By simply filtering a document out one can easily track it down. The intellisense feature built into the system will allow easier matching of records to a user defined criteria.

2.6. Security

The DMS is developed with security as its backbone. All documents are encrypted and key strings to the databases in question have been encrypted as well. There are core security attributes that can be exploited with reference to creating cabinets on logical network drives. Please consult a network administrator for more details.

Each user of a DMS workspace needs to be allocated an account and an administrator has the options to restrict a user to menu as well as cabinet level security. A user that lacks an access level, be it menu or cabinet, will not be able to enter that feature. It is up to the workspace administrator to create a secure environment for DMS users.
The diagram above gives a clear indication on the ease of creating security profiles for users.
Users can be blocked at any time without the need to delete their accounts and if the ne

FIG 7: Document Viewing



2.7. Imports

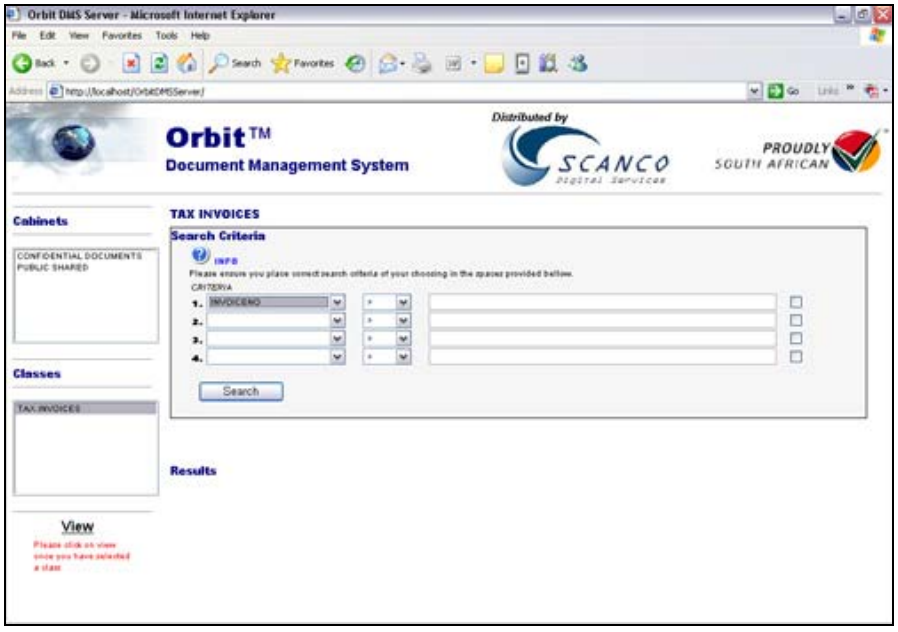
Orbit DMS 3 makes importing of files easy. Using a single .DMS file that contains all documents, the process is as simple as importing the single .DMS file.

2.8. Export

The export feature allows for transfer of DMS data from system to system, using a single .DMS file that contains all selected export documents.

2.9. Web Interface

The new Orbit DMS 3 comes with an extremely handy feature, the web interface. The web interface allows for multiple users to work on the same instance of the system without having to install the front-end Windows application. It can be hosted on a private company Intranet or even hosted online! The initial setup procedure is totally automatic and hassle-free. The website has been designed for Microsoft Internet Explorer running IIS 5.0 or later.



3. System Requirements

Requirement	Required	Recommended
PC OS Version	Windows 98 Second Edition	Windows XP
Environment Runtime	Microsoft .NET 1.1 Framework	Microsoft .NET 1.1 Framework
PC CPU Processor	PII 266 Mhz	PIV 2.8 Ghz
Memory	64 MB	512 MB
HDD Space	10 MB + Data	10 MB + Data
Database system	SQL 7 - MSDE	SQL 2000

4. References

Successfully implemented at:

**** Anglo Gold Ahanti***
**** Molapo Tech***
**** Ullmans distribution***
**** Medicross***
**** JSE***
**** Dept of transport (NW province)***
**** Eurosteel***
**** MTN Cosmonet***
**** Highveld Steel***
**** Growthpoint Properties***
**** TCTA (Trans Caledonian Tunnel Authority)***
**** TAAG (Angola Airlines)***