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vMedia – An introduction to subscription-based document and imaging management software

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Executive Summary

This white paper discusses how and why to choose a document management imaging solution that best fits your needs and your budget.

Navigating the complex world of data and document storage has become more demanding with the need to preserve, maintain and access vast amounts of documents. Media management has become an integral part of day-to-day business operations, as well as a compliance requirement. Without an effective document management system, paper files become cumbersome, difficult to access and extremely inefficient. Simply storing media in network folders can also lead to inefficient searching and document retrieval. Inefficient media retrieval and manual data mining can contribute to unwanted audit issues.

vMedia is a sophisticated, subscription-based solution that scans, files, indexes, stores and integrates with common case management software applications. vMedia's optional secure SQL server back-end quickly sorts through millions of documents providing unmatched document retrieval performance. vMedia is completely customizable, featuring a user-definable database filing system. As such, administrators have complete control over the types of index fields, their lengths, data types, and rules.

This white paper contains information including: product description, how vMedia works, features, benefits, system requirements as well as contact information.

vMedia Product Description

Vertican Technologies' vMedia is a robust tool for document and imaging management with security controls and tracking to help you stay compliant. It is an affordable, subscription-based solution for any business that needs to maintain and store paper documents. The subscription ensures best practices so firms are always up to date and running the latest version. This powerful software program converts paper documents into electronic images, maintains an index file of the documents, and once requested, immediately retrieves the document for viewing, printing and/or emailing. vMedia is capable of scanning and storing hundreds of millions of documents quickly and efficiently, thus increasing office productivity, reducing the need for physical storage, and saving both time and money. With an available SQL backend, vMedia drastically reduces search times and improves efficiency.

vMedia will convert important business documents that occupy physical space into electronic images that can be accessed instantly. vMedia creates, stores, indexes, and retrieves electronic images using advanced optical technology. The ease of retrieval of scanned and imported documents can make a major difference in the way your organization handles its paper flow.

How vMedia works

Step #1: Scan Documents

vMedia's integrated scanning driver allows advanced document handling and processing with virtually any scanner. The built-in scanning module allows direct importation of paper documents of virtually any size into a vMedia database at any time, even while the system is being used by multiple people. The high-powered scanning engine supports all classes of scanners from 2-page-per-minute desktop models to 120-page-per-minute double sided workhorses, all at full rated speed.

For documents that are already computer-based, vMedia features a genuine Windows printer object that allows the capture and conversion of any printable material from any software application's print function. vMedia automatically saves the document as a scanned document regardless of the file format of the source. That means that documents filed by vMedia will always be accessible without the need to have the original software that created the document available.

vMedia also recognizes bar codes on internal pages of the electronic document, using that information to file documents in the correct database, with the correct filing information. vMedia can even separate sub-documents at the bar codes.

Step #2: Index Scanned Documents

vMedia uses SQL Server to store indexing information, thus improving speed, enhancing reporting tools and increasing database size. For smaller firms, vMedia can also be utilized without SQL server, simplifying installation and maintenance. vMedia can scale as business needs change, by featuring a seamless upsizing tool to migrate a non-SQL vMedia to SQL-based databases at any time. vMedia uses the industry standard xBase database format to store indexing information. For speed and flexibility it takes advantage of the Rushmore technology present in Microsoft FoxPro. This allows it to serve as a front end for other document management products and workflow solutions. vMedia's easy-to-use single-step indexing feature provides automatic recognition of bar codes, patch codes, and auto-repeating fields. When using the interview forms in the configuration module, vMedia automatically derives the underlying field data type and length, and only creates fields within the database that customers have determined necessary for their document repository. This customizable indexing reduces table size and optimizes performance.

Step #3: Retrieve Scanned Documents

vMedia employs a unique user interface that is intuitive, easy to learn, easy to use and is extremely powerful. The advanced natural language indexing and search tool allows prompts to appear along with specific descriptive text, and the data entry screens contain only the prompts necessary for particular fields. The search engine can find matching documents based on any criteria, including the ability to find documents "containing" specific text. The simple yet powerful user interface does not utilize any confusing pull-down menus and remains completely consistent between platforms.

vMedia Product Features

- Built on the robust SQL database back-end for high speed communication and connectivity, vMedia has no software-imposed limitations on the quantity of documents, databases, indexes, or industry-standard maintenance tools.
- Local EXE support for terminal server 2012 and terminal server 2012R2
- Use of 2D bar codes to retrieve detailed document descriptions and properties
- Print-to-vMedia Bar Code feature fully automates filing from bar coded electronic document sources.
 - vMedia can recognize bar codes on the internal pages of an electronic document and use that information to file the document in the correct database, with the correct filing information.
 - vMedia can also separate sub-documents at the bar codes either on the lead page or on the ending page.
- Intelligent Content Rotation ensures that documents are imported in the correct orientation every time.
- Two independent vMedia printers (with separate default settings) are available on each computer.
- Automated Filer Technology makes bulk importing documents lightning fast and easy.
- Intelligent extraction batch document export simple and fast.
- User-friendly and efficient interface is intuitive.
- Fully integrates with Collection-Master.
- Max Resolution of 600 dpi enables direct printing from integrated software such as Collection-Master.
- With no upfront costs and low monthly payments based on the needs of your firm, vMedia is flexible and affordable.
- Integrated scanning driver allows advanced document handling and processing with virtually any scanner.

Benefits:

Fast: Rushmore technology and SQL selection queries provide unmatched performance. vMedia quickly and efficiently scans and stores documents.

Easy to Use: A completely customizable interface, full keyboard access to all functions, and no confusing menus makes vMedia a tool your entire organization can use. The program prompts you with instructions that are concise and easy to follow. vMedia software can be upgraded with minimal disruption to the work and business environment.

Multi-platform: vMedia is a complete, full-featured product for Windows operating systems.

Open Architecture: vMedia uses an open architecture that allows customizations and enhancements that are important to the productivity of the organization. Plug-in technology allows integration with a wide range of third-party scanning, indexing, viewing, and document workflow products.

Scalability: Built upon an industry standard foundation, vMedia can be modified and extended as new technology becomes available. This document management system provides for future growth and expansion.

Flexible Integration: vMedia integrates with other office applications. The software has the flexibility to adapt to new storage technologies and has the ability to integrate with workflow systems of the future.

System Requirements

SQL Server and SQL Server Express are supported, but not required.

Windows 32 and 64-bit versions are fully supported by vMedia.

Operating System: vMedia runs on Microsoft Windows clients 2000, XP, Vista, 7, 8 and 8.1

Shared Servers: 2000, 2003, 2003R2, 2008, 2008R2, 2012 and 2012R2

CPU: Any supported by the underlying operating system. Recent generation Pentium, Xenon, Sempron, Turion, and Opteron processors are recommended for scanning stations.

Memory: The baseline memory requirements of the operating system are all that is required to run vMedia. Additional memory above the minimum (at least 1 gigabyte) is highly recommended for scanning stations.

Video: Any video subsystem supported by Windows works well with vMedia. No special drivers are required. If available, vMedia can take advantage of multiple screen configurations which are especially well suited for the bulk scanning and post-indexing features of the software.

Hard Disk: vMedia requires 25 megabytes of storage at each workstation for the locally installed client. On the file server, vMedia requires 360 megabytes for the initial software load plus 35 kilobytes for each scanned page. Documents can be co-located with the database or stored on a separate imaging server.

Mouse: Not required, but is supported and highly recommended. vMedia is fully keyboard controllable for the utmost in performance.

Supported Scanners: vMedia can scan documents from most TWAIN and all Kofax connected devices, including USB, SCSI, KF series, and Adrenaline interfaces. Fujitsu ScanSnap or Evernote models are not supported.

Monitor: A 17" (or larger) monitor is recommended for optimal use of vMedia. vMedia can take advantage of multiple screen configurations which are especially well suited for the bulk scanning and post-indexing features of the software. Scanning stations should be configured with a 17" monitor or larger. Occasional use workstations can be configured with any monitor that is supported by the operating system.

Remote Access: vMedia can be operated remotely through Citrix or Terminal Server to provide secure, authenticated, and managed access to documents from remote locations and across the internet.

Contact Information

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<http://www.vertican.com/vMedia.aspx>