

## FormPort® Archive: Automatic Document Archiving with Easy Retrieval

Walk around any company, and you're bound to notice numerous business-related documents being printed practically every minute, of every hour, of every business day. You're just as likely to see many of these documents – from packing slips to sales reports – being duplicated and archived for future reference. Traditionally, considerable human resources have been exhausted cataloging these documents into filing cabinets. Once the filing cabinets are full, the documents are then boxed and warehoused, all at a significant ongoing cost. Of course, tracking down a particular document after any length of time is a challenge all its own.

There is, however, a solution that significantly simplifies both the document archival and retrieval processes – FormPort Archive from Capella Technologies.

### Three Ways to Archive Documents

With FormPort Archive, there's no need to print duplicate copies or worry about filing or storage. Depending upon the configuration of your network, FormPort Archive offers multiple avenues for electronically archiving your important business documents. Users can enjoy automatic archival capabilities by leveraging the power of FormPort Server, they can archive documents scanned on HP LaserJet MFPs, or they can manually archive documents using a simple web interface.

### Automatic Archiving for FormPort Server Environments

Designed to enhance document appearance, streamline workflow processes, and eliminate the need for line printers and pre-printed forms, FormPort Server takes the raw printer data stream from legacy ERP applications and converts it into fully formatted documents which can then be output on readily available HP LaserJet printers. FormPort Archive enhances FormPort Server by automatically creating electronic copy of desired documents, and cataloging them in an SQL database for easy retrieval.

To enable automatic archiving, network administrators simply generate a form template in the FormPort Document Designer. Administrators can designate which fields will be used to index the documents for storage and retrieval. A web-based program is then used to determine which fields and which indexing values will trigger automatic archiving.

Say, for instance, that someone in your accounts receivable department needs to print an invoice. Using their existing ERP application, they print the invoice to a FormPort logical printer. FormPort Server scans the data stream and recognizes that the data is for an invoice. It formats the invoice, outputs it on a printer for mailing, automatically creates a PDF copy of the document and archives the document for future retrieval. No user intervention, duplication or filing required, and it's all completely transparent to the end user!

### Archiving Scanned Documents with DSS

Even without FormPort Server, FormPort Archive provides powerful archival capabilities for any company that has standardized on HP LaserJet MFPs with HP DSS (Digital Sending Software). Users simply select a form on the printer's front panel prior to scanning, and FormPort archive will automatically archive a PDF copy of the document being scanned.

### Manual Archiving

FormPort Archive's web client interface offers a third option for archiving documents. Using this simple interface, end users can manually upload files for archiving and designate the data to be used to index the files.

### Easy Document Retrieval

In a standard business environment, locating and retrieving a "hard copy" of a specific document could take hours or days depending on how long the document had been stored. Furthermore, most documents were generally only sorted and stored by one or two criteria – such as year and cost center or date and customer – making searches based on other data significantly more difficult.

FormPort Archive, on the other hand, has the ability to index documents based on a wide range of data. Users can search for documents based on customer name, description, category, creation date, author, modification date or customizable fields.

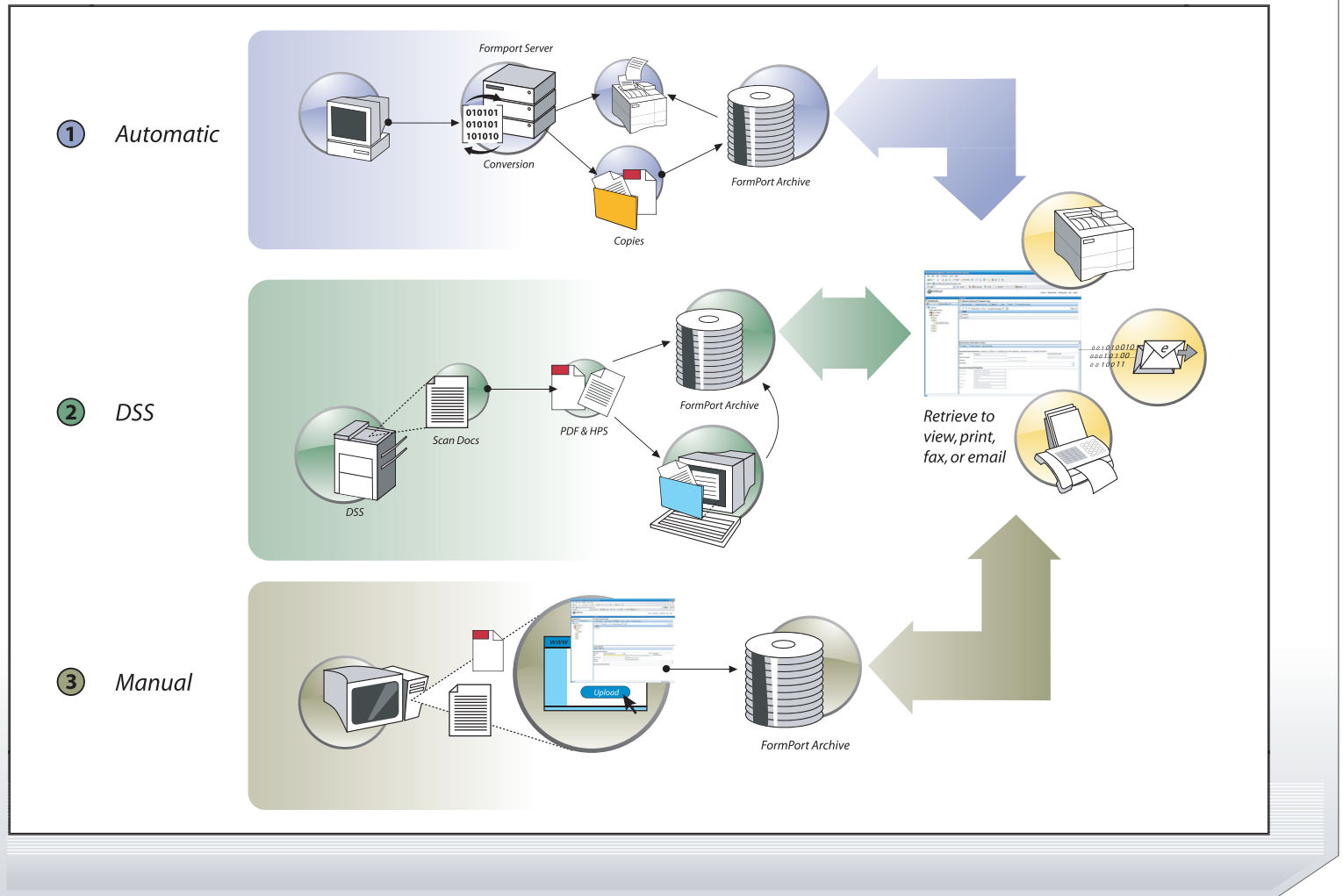
To search for the documents, end users only need a Windows PC with a web browser. Clients can log on to the FormPort Archive in much the same way that they would log onto any web page, then they would simply enter their search criteria. Once the applicable document or documents are found, they can be extracted, e-mailed or reprinted using FormPort.

### System Requirements

Designed for easy integration into most Windows Server network environments, FormPort Archive leverages the web connection and integration capabilities of Microsoft .Net Framework 1.1. Additionally, it requires Microsoft Internet Information Server (IIS) 5 or 6 and SQL Server 2000 or MSDE 2000.

### Part of a Complete Workflow Solution

Like all FormPort products, FormPort Archive streamlines your company's daily workflow by automating, simplifying or eliminating tasks that would normally require human intervention. This helps your workers to be more productive and helps them focus on the tasks that are truly critical to the needs of your organization.



## About Capella Technologies, Inc.

Capella Technologies provides Document Output Management & Job Accounting products which enable companies to format, print, monitor, allocate, archive, distribute and secure business-critical documents in the most cost-effective way possible.

With our 25+ years of industry experience, our long-standing relationship with Hewlett Packard, and our extensive expertise in legacy/ERP system integration, we can help your company to:

- Streamline printing processes
- Reduce overhead costs
- Enhance document/data security
- Improve document quality and consistency

To learn more about Capella Technologies' FormPort® Archive or other products, please visit our website at [www.capellatech.com](http://www.capellatech.com) or email [sales.info@capellatech.com](mailto:sales.info@capellatech.com).

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