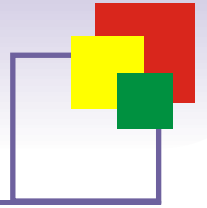


DocuMantra

Sacred Mantra of Digital Documentation



Maintaining archival documentation is a major task for every organization. Documents can be of various types and formats, eg engineering drawings, newspaper cuttings and many such valuable documentation is available with every organization.

Cataloguing this information is not the only an important task for an organization but even physical handling and storage of these media files is also a mammoth task. Digitization is the only solution to this problem but without an effective software the digitization process not just becomes very complicated but the users who are the main beneficiary of this process are also at a loss. Another challenge faced is handling the digital documents which are already existing eg. Word or Excel files.

DocuMantra is specially designed to cater to the complex needs of the digitization world in an manner.



Document Formats:

DocuMantra can handle various types of files like Word, Excel, PowerPoint, PDF and all other images files like JPG, BMP, TIFF, DWG etc.

In DocuMantra we have created four document formats to simplify the process of organizing the information. The document formats are as follows,



Single Document:

These are those simple digital documents like the Word or Excel files which users create. DocuMantra follows a unique system hence instead of a lengthy process of users mailing the documents to the cataloguer and the cataloguer uploading the same to the server, the users themselves can upload the documents on the server from their desktop. And because of the release process the cataloguer can view and edit the documents. For small documents one can simply type in the whole document in the record.

Multi-pages document:

These are the documents where in you can add multiple attachments to a single catalogue entry. These can be conference proceedings or small reports etc. These documents are attached to a single catalogue entry.

Books:

These are the digital documents where-in you can create chapters and store the pages under one chapters. You can store the cover pages and also various inside pages for a book.

Linked or threaded documents:

Many documents like the correspondence on a subject are linked to each other through some kind of a thread. This option would allow you to create a thread structure for the documents and hence you can make available documents of specific group of users..

Control Accessibility:

Since the information available on the digital library is the actual content of the material, controlling the accessibility is an important task. This is handled by creating various types of users groups and designing the access policies of these groups.

So one can define groups like Students, Professors, Research Students etc. With every document one can define to which group the document is accessible so the information would be made available to that user group only. A provision is made for a Guest Login and whether in Guest can access the specific information.

Collections and Type of documents:

Documantra allows you to create various collections. Collections in nothing but a cabinet in which one can store the required information. For every collection one can choose the type of documents within a collection.

Easy upload and Cataloguing:

One can upload information with ease through a simple interface. Similarly there is a facility available for a bulk upload so the scanning and touch-up operation can be delegated to different individuals and the skills catalogers can do the cataloguing to the uploaded documents.

- Bulk Upload through FTP Full Text Search Capability
- Controlled accessibility
- Send results through mail or print format.
- Can handle various file formats like Word, Excel, PowerPoint , PDF , GIF , JPG , TIFF , DWG etc.
- 100 % web enabled architecture
- Can handle huge data.
- Export data to XML files.

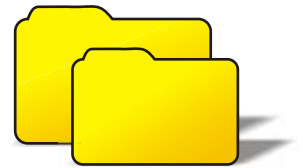
Step 1: Scan the Documents



Documents



Scanning the Documents



Data kept in temporary directory

Step 2: Cataloguing the Documents
Full-text Conversion (OCR)



Step 3: Releasing the Documents



An ISO 9001:2000 Company

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