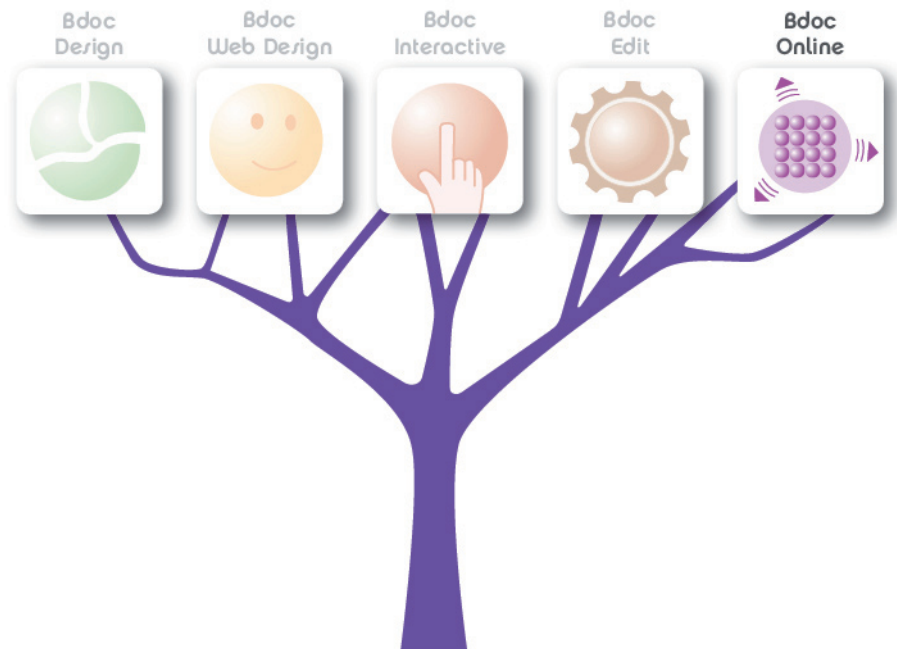


The Solution

Bdoc
Online



Distribution and Archival Workstation

Bdoc Online Functionality

Bdoc Online drives the distribution, storage and archival of enterprise documents. Through a single software module, it is possible to distribute, archive, search and view documents generated not only by Bdoc Suite but also by other production channels (print spool, fax, e-mail etc.).

Bdoc Online is an ideal tool for managing the “dematerialization” of enterprise documents, in other words the processing of documents in electronic as opposed to physical format.

BdocOnline enables the enterprise to obtain a significant reduction in the costs associated with document archival and storage. In addition, dematerialized documents circulate quicker and more efficiently not only within the enterprise, but also between the enterprise and its customers, suppliers and partners.

The Document at the Heart of the Business Process

Even in today’s electronic age, the document continues to be the most heavily used form of communication in the life of the enterprise. The document communicates not only a message, but also a corporate image. Regardless of the industry sector or the underlying IT applications that are used, the document is an essential component for successful completion of the business process.

The document must be capable of evolving to match changing business requirements; it must also be available at any given time. The efficiency of the document management process correlates strongly with the productivity index of the enterprise.

Whether the document exists in paper or electronic format, it must be ready to absorb all the constraints imposed by the enterprise, its customers and its suppliers. At the same time it must be able to adapt rapidly to technological changes.

Bdoc Online - an Assembly Line for Documents

Analysis of business processes in various industries shows the systematic requirement to group and manage documents in packages (virtual folders), regardless of their origin. Bdoc Online is one of the rare tools on the market that provides this capability. The impact of this can be major.

Examples of document packages could include: a 360-degree view of a customer relationship with invoices, fax copies and claim letters; or a loan offer with a cover letter, a contract, a payment schedule and cross-selling or promotional material.

With Bdoc Online, document packages are assembled dynamically and are automatically kept up to date. Bdoc Online brings personalization, quality, efficiency and improved productivity to each individual workstation.

Bdoc Online – an Archival Tool

Being able to obtain information at a moment’s notice creates a significant improvement in business productivity, especially when the business user can navigate through the system intuitively, with no need for specialized operators or prior knowledge of the storage or indexing structure.

Thanks to a powerful search engine based on natural-language keywords, Bdoc Online provides high-performance access to any document in the enterprise (subject to user access privileges) with a single click. This capability can be integrated with any underlying technical platform.



Functional Benefits

- Single document repository for multiple document sources (print spools, front-office editing, e-mail, incoming faxes, scanned documents, etc.);
- Dematerialization (or non-materialization) of documents for distribution or archival (short-, medium- and long-term);
- Workflow circuits with the possibility to add sticky notes to documents;
- Creation and automatic updates of document packages (loan offer, product description, customer relationship dossier);
- Quick consultation of documents with intuitive search based on natural-language keywords;
- Reduction in postal costs due to dematerialization.

Technical Benefits

- Robust and scalable architecture;
- Specialized database technology designed specifically for document management, guaranteeing high performance and high storage capacity;
- Installation can be centralized, or decentralized across multiple data centers;
- Zero-impact installation: the architecture typically interfaces with existing document sources in the same way as a printer, with no impact on legacy technology;
- Short learning curve for system configuration and maintenance.

Why Choose Business Document?

- Our software products are feature-rich, and industry tried and tested;
- You have the ability to personalize your installation using IT integration;
- Your document world becomes independent from your IT environment;
- You benefit from the reactivity and expertise of our professional services team;
- You have access to our excellent customer support structures;
- Our reputation and significant customer base provide a guarantee that our solution will continue to evolve and lead the market for years to come.

Business Document's Methodology

Our strategic D2B (Document to Business) methodology provides successful and predictable results:

- Consulting, expertise and assistance throughout every phase of your project – including on-going maintenance and beyond,
- In-depth knowledge transfer, empowering your teams to support the implementation,
- On-going technical support and version releases, ensuring the continued smooth operation of your solution implementation, including compatibility with new features as they become available.

Benefits for the Enterprise

- Productivity, flexibility and trustworthiness in the document production process :
 - Complex document templates can be deployed much faster,
 - Business users have a much more efficient and productive environment in which to create and manage non-structured documents,
- Personalized communication with customers and suppliers, leading to:
 - Increased sales,
 - Improvement of the corporate image,
- Risk management:
 - Enhanced control of compliance-related content.

