



Total OutSource, Inc.

We help realize your focus

ViewWise™ Enterprise Edition

Integrated Document Management /
Image Enabled Solutions

Marketed by:
Syntax Soft-Tech (India) Pvt. Ltd
(A TOI Company)
#1, 2nd Floor, 9th Main
BTM Ring Road, Bangalore - 560 076
Email: business@syntaxsoft.com
Tel: +91 80 6780038,6783355,6783394
Fax: +91 80 6789956



TOI's Commitment

TOI commits to providing feature rich IDM / Image Enabling solutions for the Small to Medium-sized Enterprise (SME) markets. The features and functions of our ViewWise product lines will rival products offered by major industry leaders to the world's largest customers. Our solutions will continue to be engineered around the needs of the SME market, i.e. simplicity of installation, use and support, complemented by robust reliability and minimal administration. ViewWise is designed to operate in both WEB and LAN based environments, allowing SME firms to leverage their existing investment in IT infrastructure, and operate on a variety of distributed and centralized topologies, with the ability to integrate with other software applications within diverse operating environments.

Traditional document management methods are resource-intensive and expensive. ViewWise relieves these costly inefficiencies by providing greater accessibility, lowered total costs, reduced space overheads, improved security and better system integrity. Because images and electronic files occupy far less physical space than paper records and can be accessed almost instantaneously from multiple remote locations, you can gain substantial savings using former storage areas for more critical purposes, creating fewer copies and eliminating expensive courier fees. Another major benefit is improved efficiency as you locate and retrieve documents faster and more easily, often reducing personnel unit costs.



CAPTURE, STORE,
RETRIEVE, DISPLAY,
PROCESS AND
MANAGE BUSINESS
INFORMATION IN
DIGITAL FORM

Simplicity

ViewWise Enterprise Edition

TOI's ViewWise Enterprise provides the answer to combining business solutions with Integrated Document Management. It allows companies like yours to compete more effectively in today's marketplace. Progressively developed on the concepts of flexibility, connectivity, simplicity, scalability, reliability, security and interoperability, ViewWise Enterprise Edition provides a complete document management solution for faster information management, information-based decisions and improved service. ViewWise Enterprise is architected to deploy the way you organize your business – centralized, distributed, clustered or combinations of these as you evolve over time.

Connectivity

ViewWise Enterprise Edition helps you manage information types while capitalizing on your current infrastructure investments and processes, as well as emerging technologies. Our integration of industry standard technologies (eg. Java, RDBMs MAPI, JDBC, etc.) ensures that this investment will continually provide returns.

Simplicity

This solution lets you handle data like you handle paper, helping you enhance the productivity and overall performance of your business. By providing an easy-to-use and intuitive interface, ViewWise Enterprise Edition exceeds the desires of even the most discerning users.

Flexibility

ViewWise Enterprise Edition has the ability to operate in many diverse environments with compound and multi-format documents to meet your needs. As your needs change, ViewWise Enterprise Edition can change with you.

Scalability

As your business grows, our solutions grow with minimized new IT investment.

Reliability

Backed by superior customer and technical service, ViewWise Enterprise Edition provides the most reliable solutions in the industry.

Security

Maintaining the integrity of information and access to that information is paramount to the success of your organization. ViewWise Enterprise Edition leverages current operating system security and facilitates additional comprehensive security features to ensure that you succeed. ViewWise offers a standard of 3 layers of security protection including encrypting the data storage itself.

VIEWWISE
ENTERPRISE
EDITION PROVIDES
A COMPLETE
DOCUMENT
MANAGEMENT
SOLUTION

Reliability

ViewWise Enterprise Edition

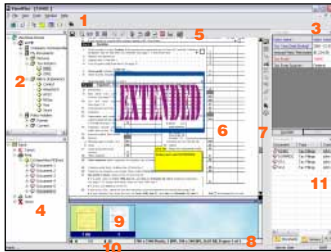


Fig. 04-01: ViewWise application interface

1. Menu & Main Toolbar
2. ViewWise Navigator
3. Document Properties Window
4. Input Tray Window
5. Viewer Toolbar
6. ViewWise Viewer
7. Annotation Toolbar
8. Viewer Status Bar
9. Thumbnail Viewer
10. Client Status Bar
11. Version Revision Viewer

TOI's IDM solution for the SME market, is complemented with optional ViewWise integrated modules for Novell's Groupwise, multiple workflow and Forms extraction applications, as well as tight interconnection with Microsoft's Office suite (including Outlook) to provide building blocks for creating comprehensive solutions to your particular business needs. ViewWise enables you to centralize all incoming data/information, especially paper and electronic based "documents", as digitized electronic images and many formats of data files (Fig. 04-01). These images and files can be integrated with your existing applications, allowing you to best utilize the information, while making the workflow within your organization as efficient as possible. With ViewWise you can archive, manage, find, share and distribute compound documents efficiently, accurately and securely from one central source.

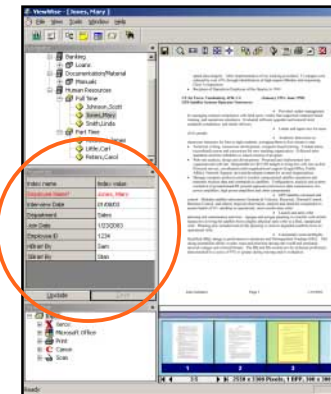


Fig. 04-02: Property Sheet has key information for easy indexing and retrieval

Increased Productivity

Today's offices produce such an enormous amount of documents, reports and other resources that you often can't distinguish between valuable information and what is just data. Combine that with the time it takes you to hand-file (miss-file?) and then later, locate a document and the wasted costs become self-evident.

ViewWise eliminates these costs by delivering the information you need, when you need it — so you can make the appropriate decisions — straight to your computer desktop and the Internet.

Instead of going on time and money-wasting document hunting trips, you can now locate documents in seconds from your desktop.

With ViewWise Online Web options and the appropriate system and security permissions, you can access the information you need anywhere with a computer connected to the Web. This gives you ultimate access to all the information you need from anywhere you need it.

Faster and Increased Document

Find Rate ViewWise allows you to work with single or multiple documents. Large volumes of images, native application files, Audio, Video, email and web files, are easily stored, indexed and retrieved through an intuitive interface that mimics a real-world filing cabinet. This electronic "filing cabinet" provides a simple and efficient method for storage of individual

documents and recovery of files in an intuitive manner.

A Property Sheet (Fig. 04-02) for each defined document type allows key information to be associated for indexing and retrieval.

If you know where the document is stored, simply point and click on the browser window and you will have instant access.

ViewWise also gives you the ability to perform ad-hoc, full text, focused, and or conditional searches for documents (Fig. 05-01). If you know the document name, indices or other relevant information, you can perform either a simple or complex search against that information. This gives you the independent power to search and quickly find information without leaving your desk. And you can name and save your effective search criteria for repetitive reuse if desired.

Easy Input and Storage

ViewWise makes entering documents simple. There are many different options for inputting documents including direct scanning, either individually or through batch processing; by using a print-to-driver directly from the program you are working in; by saving direct from Microsoft office applications or by importing a document (Fig. 05-02). You also have the ability to access a native file format in the original application from within ViewWise, rework, update or modify the document and automatically save it back to ViewWise. ViewWise includes the option to use an

embedded OCR utility so that you can easily transfer text from an image without having to re-type it.

Use Documents Effectively

Once the document is in ViewWise, you have a number of options on what you can do with it. It starts with locating the document and then viewing each page in the thumbnail view for easy location. As long as you have security permissions, you can:

- create an annotation on the document (eg. hyperlink key information to another source upon click, mask private or important information with a redaction, add a sticky note with your important comments, post a stamp, etc.) (Fig. 05-03)
- share a document with co-workers (who also have permission), print, fax, e-mail or send it to another program as the respective application file format or export as an image, text, PDF or DjVu
- check-out the document to a laptop so that you can take it on the road, work on it, adding pages, annotations, etc. and then check-in the document to the central database upon return
- add comments to the document of up to 8,000 characters of text which also can be full text searched

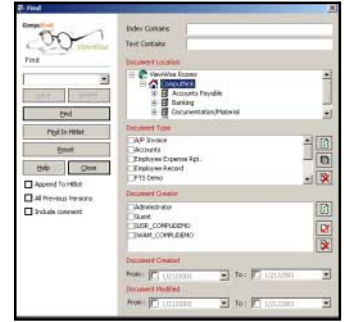


Fig. 05-01: Advanced search

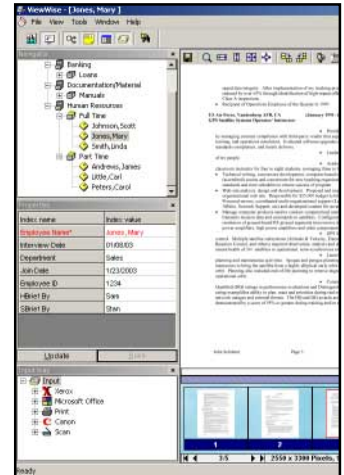


Fig. 05-02: Easy input and storage

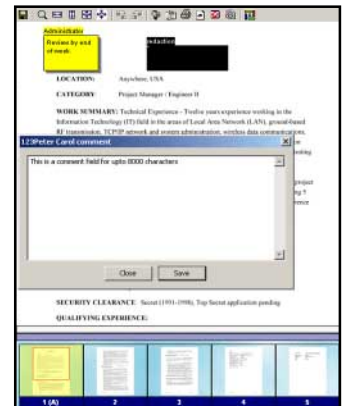


Fig. 05-03: Add an annotation to any document

ViewWise Features

Image Management

- Full image manipulation including import and export functions between file types
- Support Twain & ISIS compliant and select Network-connected scanners
- Advanced batch scanning and indexing capabilities facilitating high volume scanning/input, complete with automatic quality control options for all image sizes
- Support for up to 16 levels of color coded annotation layers enabling redactions, sticky notes, text, hyper-links, file embedding, highlighting and basic drawing options
- OCR options for Document, Page or selected area
- When exporting, ViewWise has support for 108 different image, text and other file formats including Adobe PDF and DjVu
- Simple and advanced image viewing options
- Compressed and encrypted image storage— retains original image format yet minimizes storage requirements. Minimal file size also reduces network traffic
- Scan, save, email and export in both B&W and Color DjVu format offering file sizes many times smaller than comparable files offered by other IDM/DM systems
- Complete image manipulation including freehand drawing, cut/copy/paste, image deskewing and despeckling, brightness, contrast, hue, saturation, half toning, invert, flip, fill, rotate and angle

Document Management

- Unlimited user definable index fields, complete with definable masks and/or defaults, can be compiled into document types providing a new standard in detailed document specification
- ViewWise enables the organization of all file format types into compound documents which are then organized in user-definable, dynamic room, cabinet, drawer and folder configurations
- Automatic version / revision logging plus ability to access and roll back to previous versions, all with strong security and data integrity (see Figure 05-04)
- Full audit trail facilities with the ability to generate definable reports
- View over 225 Native File formats – authoring application not needed!, as well as retaining the option to open in the native application for editing
- Full text Searchable Document Comments box, supporting up to 8,000 characters
- Check-in/check-out of documents complete with filing structure, document type and the applicable indices
- Ability to import images and native file format documents to create compound documents
- Flexible security options utilizing the users and groups from the Network Operating System (Microsoft or Novell) complemented with ViewWise assignable application and detailed document and feature entitlements
- Documents/page storage is encrypted with 128 bit encryption to ensure data/document security

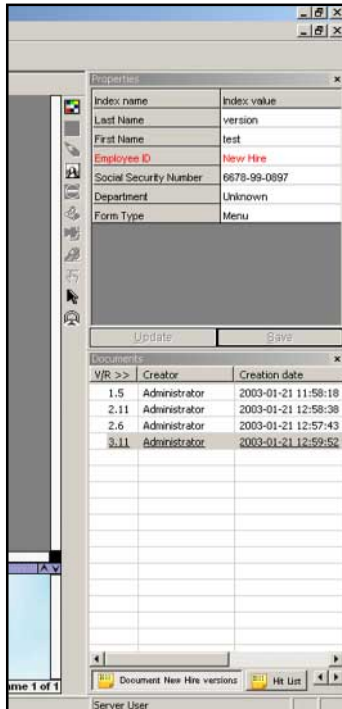


Fig. 05-04: All versions available with Version Revision Tab

- Easy, intuitive search and query capabilities using a comprehensive search interface complemented with Full Text Search and advanced search options. Global search can also be incorporated to find documents on any location on the network (across many ViewWise systems)
- Save searches or create search templates for faster retrieval
- Print, fax, email, export and "Send To" integration to increase productivity
- Tool tips for toolbars and on-line help and documentation
- Ability to archive documents/images to multiple on/near/off-line storage locations yet retain records for search and location purposes
- **New Online Web Access Options**

Web Client

- Zero footprint
- Search, find and Limited file format Viewer capability

Web Plus Client (Web Client capabilities plus upgraded Viewer option)

- Updated Viewer/Thumbnail viewing capability provides same image file format Viewer capabilities as the Desktop client
- View Annotation layers and see pages incorporating redactions
- Auto update

WebTop Client (Web Plus Client with upgraded output options)

- Full output options: Send To, OCR, re-purpose and Export options
- Full viewing support available for text/image file formats as per desktop

Optional Integration available with base product

- For Microsoft Office 2000/XP users ViewWise Office provides automatic integration, to save from the office application tool bar directly into ViewWise. Includes Word, Excel, Outlook and Access support

Optional Modules

- Seamless connection to Metastorm's eWork Workflow for sending documents to workflow processes and receiving documents and associated information back. (See eWork Connector Section)
- Novell GroupWise connector allows search and retrieval of documents directly from within GroupWise. (See GroupWise Connector Section)
- Integration with leading forms processing solutions

System Services – ViewWise Service Agent

ViewWise Service Agent provides two module services

- ViewWise Full Text Search (FTS) Indexer Module for 'background' generating FTS content from ViewWise documents
- Auto check-in of documents from supported third party workflow applications
- Custom supplied automated batch input integrations

Integration with Other Partner Products

- With the Grouplink (CRM) 6.5 version, a ViewWise link is automatically available from Grouplink's main tool bar. This button activates the search interface of ViewWise 5.5

WITH VIEWWISE
YOU CAN ARCHIVE,
MANAGE, FIND,
SHARE AND
DISTRIBUTE
DOCUMENTS
EFFICIENTLY,
ACCURATELY
AND SECURELY
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CENTRAL SOURCE

Connectivity



Global Partners



Syntax Soft-Tech



Tantra Infosolutions



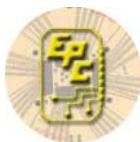
PC Products & Services



InTouch Systems



Credence Career Makers



Electro Plate Circuitry

Additional Services Offered by TOI

- Engineering Services from Design to Manufacture using CAD/CAM/CAE/PDM & customization to suit customer needs.
- Business Process Outsourcing (BPO)
- Off site / On site Scanning & Digitizing services
- Web Development, Design & Hosting
- Data warehousing & Recovery
- PC Hardware & Networking Solutions
- Software Development
- Medical Transcription

Syntax Soft-Tech (India) Pvt. Ltd.

A premier IT consulting firm from Bangalore, the silicon valley of India, with emphasis on offshore consulting and proprietary product development, providing cost-effective, high quality IT solutions.

www.Syntaxsoft.com

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Tantra is a new-generation engineering software services company and provides end-to-end CAD/CAM/CAE/PDM and Customization services for manufacturing industries like automobile, aerospace, heavy engineering, machine tools and consumer durables.

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Networking Solutions & PC hardware retail and repair, factory authorized in sales and service for HP, Acer, Brother, Citizen, Okidata, Panasonic, Star, Compaq, Lexmark and Epson
www.pcproducts.com

InTouch Systems Pvt. Ltd.

Develops software solutions aimed towards facilitating easier execution of business processes.
www.itspl.com

Credence Career Makers

Credibility, ethics, transparency and trust are the corner stones of our origin, survival and growth. We believe in matching dreams and the channels that have the potential to realize the goal. We make careers and we build lasting relationships.

www.credencecareermakers.com

Electro Plate Circuitry, Inc

Manufacture of single layer and multi-layer printed circuit boards specializing in areas such as Communications, Aerospace, Automated Test Equipment (ATE), and Life Support Equipment. Electro Plate Circuitry has earned the reputation of providing a reliable product and delivering it when our customer needs it. Our goal is your satisfaction.

www.eplate.com

ViewWise Specifications

The following constitute the Guideline specifications for the components of a ViewWise system:

ViewWise Server

Hardware

Minimum Recommended

- CPU: 800 Mhz or faster
- RAM: 512 MB for ViewWise
- 300 Mb Disk space
- Plus RAM & Disk storage space for Database

Software

Network Operating Systems supported

- Microsoft NT 4.0 Server
- Microsoft 2000 Server
- Novell Netware 5.1 Server
- Novell Netware 6.0 Server
- Others upon request

ViewWise Client

Hardware

Minimum Recommended

- CPU: 800 Mhz or faster
- RAM: 128 MB or greater depending on types of documents
- Disk space: 128 MB

Software

Client Systems supported

- Microsoft Windows ME, 2000, or XP Professional.
- Microsoft Office 2000/XP required for ViewWise Office integration
- Microsoft Windows 98/98SE*

* Note: During testing of these older versions of Windows, issues associated with refresh and display were occasionally experienced. These were display issues only and did not effect ViewWise functionality.

Web Client Options

- Client system with Java Runtime Environment 1.4.1
Plus either:
 - Microsoft Internet Explorer 5.0 or greater
 - Netscape Navigator 6.0 or greater

Web Servers

- Microsoft IIS
- Novell Enterprise Web Server

Relational Database Support

- Microsoft SQL 7/2000
For Full Text Search (FTS) capabilities Microsoft FTS must be installed.
- Oracle 8i / 9
For FTS capabilities on Oracle Text support (formerly known as interMedia text) must be installed.
- Others Upon Request

Scanning Support

TWAIN and ISIS scanners are supported, together with selected multipurpose network scanners. Please consult with TOI

Service Agent – Optional Components

ViewWise FTS Indexer (Module for generating FTS content from ViewWise documents)

Hardware

Minimum Recommended

- 256 MB RAM
 - CPU: 800 Mhz
- Memory and CPU speed scale depending on the workload

Software

Microsoft Windows ME, 2000, or XP Professional

Auto Check-in for Workflow

- Auto check-in of documents from supported third party workflow applications
- Specifications as per VW FTS Indexer if deployed separately. Memory and CPU speed scale dependant on the workload

Optional Connectors

- GroupWise Connector
- eWork Connector
- Eyes & Hands Forms Connector

See respective Connector Sections

About TOI

TOI offers the premier image-enabling software for information and document archiving and sharing. Information about TOI and its products can be found on the Internet at www.totaloutsource.com



Mission Statement

To take Engineering information technology into new ways of thinking and to provide alternative office solutions to all customers into better ways of doing things, into more efficient ways of working, into a higher quality of life and a greater realization of success in a cost effective manner.

This is what TOI does. And, we do it wherever you are.

Quality Policy

We always stand by our promise to keep customers' information totally confidential and are committed to providing excellent service in a timely manner and exceed customer expectations at all times.

Corporate Office:

Total Outsource, Inc

25W 217 Lake Street
Roselle, IL 60172
USA.

Tel: 630-539-3950

Fax: 630-539-8990

Email: sales@totaloutsource.com

Web: www.totaloutsource.com

Regd. & Marketing Office:

Syntax Soft-Tech (India) Pvt. Ltd.

#1, 2nd Floor, 9th Main
BTM Ring Road

Bangalore - 560 076

Tel: +91-80-6780038,6783394,6783355

Fax: +91-80-6789956

Delhi Branch Office:

Syntax Soft-Tech (India) Pvt. Ltd.

45th Milestone Naurangpur,
Gurgaon, 122001

Haryana, India

Tel: +91-124-6378766

Fax: +91-124-6378726