

Rocket File is a powerful, full featured solution that manages an organization's information and documents, providing users the ability to easily capture, store, retrieve and manage critical business information that flows through a company. Its architecture has been designed for ease of use and fast implementations.

Capture

is an important part of incorporating content management into your every day processes. Rocket File empowers you with tools that will help you create digital images from your paper based documents, along with capturing any type of electronic file. With just a few clicks of the mouse, our easy to use interface will give you the ability to capture, clean up, and index all of your files for quick retrievals. Rocket File will increase your productivity by offering capture options of manual, semi-automated, and fully automated forms processing and indexing. The solution includes a powerful OCR engine that will extract the text from a page and use it for database lookups, auto populating indexing fields, full text search, and pre-populate external software systems.

Business Process Management

takes the electronic content created from the capture module and incorporates it into your daily business processes. Rocket File makes document retrieval effortless allowing you to search for content in multiple ways. The software allows you to query searches, perform full text retrieval and remote searches from both the web and nearly any other software programs to include email, Microsoft Office and your frontline business applications. Sharing your content is easy through the integrated email workflow. It provides an electronic means for approval processes and collaboration.

Store

your electronic content in either MSDE, SQL, or Oracle databases. The system provides you the ability to fully manage your records through the retention feature. It controls your electronic content lifecycle by managing files through time increments, and trigger events. When a file has reached the end of its lifecycle, the software will provide a report so that you can make decisions on file destruction, increased retention, or no retention at all.



Capture

- Advanced batch scanning
- Auto forms processing
- Automatic indexing
- Advanced image clean up
- Support of most standard file formats
- Capture and archive of mass emails
- Barcode creation, reading and support
- Capture files from any Windows application

Store and Index

- Unlimited user definable index fields
- Process immediately or in batches
- OCR options for document, page, or selected areas
- Automatically index documents and files with auto keyword fill-in

Retrieve

- By department, document type, and keywords
- Search by keyword, full text search, and Boolean fuzzy search
- Link related documents through document cross-linking
- Place sticky notes on text and images
- Full featured annotations including redaction
- Display black and white, color or grayscale images
- Thumbnail support for multiple page documents
- Sectional or full-page zoom capabilities
- View audit trail of all documents
- Support of most vector file formats
- Indexed email retrieval

Manage

- Easy administration
- Print, fax, and export documents
- Integrated email workflow
- Records retention and records management built-in
- Security access and feature rights definable by both users and groups

Integrate

- To other internal Windows applications
- Windows 2000 through Vista 64 bit compliant
- Integrate to the web with web services, including full feature and scanning from the web

