



ROCKETFILE

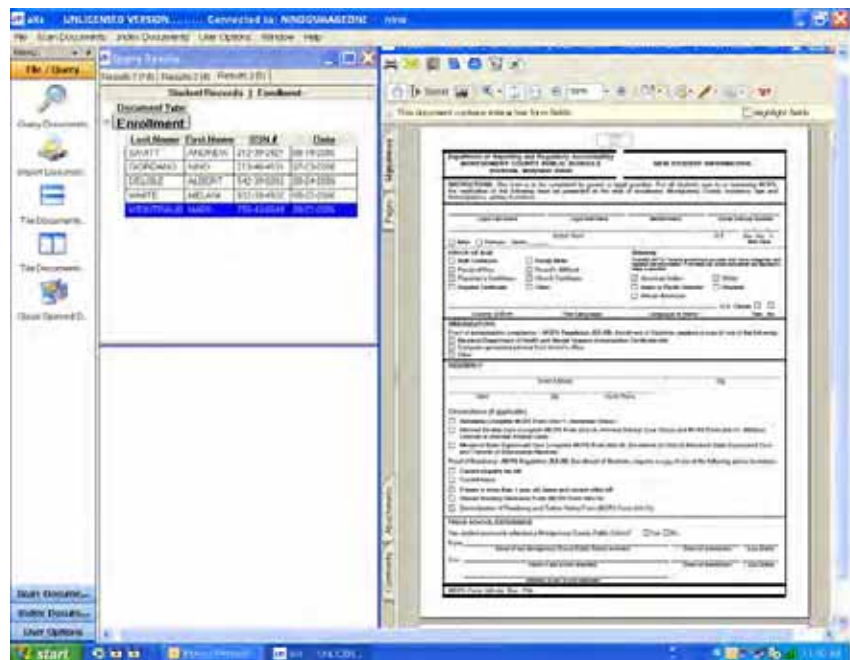
for School Districts

RocketFILE is a powerful, full featured solution for managing all of your School District's document imaging needs. It provides users the ability to easily capture, store, retrieve and manage critical information that flows through your district. RocketFILE 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 electronic images from your district files (including, but not limited to enrollment and health forms, transcripts, A/P, ESE, microfilm, and audio/video files). With our easy to use interface, you will have the ability to scan and index your documents for quick retrieval, all with just a few clicks of the mouse. RocketFILE can increase your productivity through automated indexing. This feature allows your staff the ability to search for a specific word or value. Once the record being searched for is found, any remaining fields will auto populate. This decreases the number of keystrokes and time that it takes to index your digitized documents.

Business Process Management RocketFILE 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 frontline business applications. Once you have found the desired content, a direct integration with email allows for document routing, giving you the ability to share content with others that are involved in your district's business processes.

Store your electronic content in a secure environment. RocketFILE is shipped with an MSDE database, but will also accommodate both SQL and Oracle databases. In addition to providing an out of the box database, RocketFILE provides you the ability to fully manage your records. The records retention feature controls the lifecycle of your documents and other electronic content. It manages your files by monitoring both time increments, and trigger events. When a document has reached the end of its lifecycle, RocketFILE will notify you, allowing you to make a decision to save or destroy providing disposition tracking.





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Capture

- Advance batch scanning and indexing capabilities
- Barcode support
- Advance scanned image clean up
- Support of most standard file formats
- Capture and store files directly into the RocketFILE database from any windows application



Store and Index

- Unlimited user definable index fields
- Process documents/files individually or in batches
- Automatically index documents and files with auto keyword fill-in
- Ability to OCR document, page, or zoned areas



Retrieve

- By department, document type and keywords
- Place digital sticky notes on text and images
- Display black and white, color or grayscale images
- Search by keyword, full text search and wild card searches
- Sectional or full page zoom capabilities
- View audit trail of all documents
- Thumbnail support for multiple page documents
- Link related documents through document cross-linking



Manage

- Easy administration
- Print, fax, email, or export documents
- Records retention and records management built in