

## DocFinity Intelligent Capture

DocFinity Intelligent Capture powered by IRISXtract for Documents™, enables you to further automate the indexing of documents, trigger workflows based on extracted content, and deliver data to other systems, such as SAP applications—all without human intervention. The intelligent recognition technology intuitively extracts information from documents and can be taught to find data in both structured and unstructured file formats.

- ✓ Auto classifies large groups of documents and applies retention rules (eliminating manual steps)
- ✓ Extracts content for indexing
- ✓ Eliminates the need to design templates or identify zones
- ✓ Extracts length detail from line items
- ✓ Launches workflows and business processes based on extracted data

## DocFinity and CDMS

DocFinity has been a partner of CDMS for over 10 years. CDMS has implemented the DocFinity enterprise content management and workflow software into many government agencies and have proof of concept implementations within the Commonwealth of Pennsylvania.

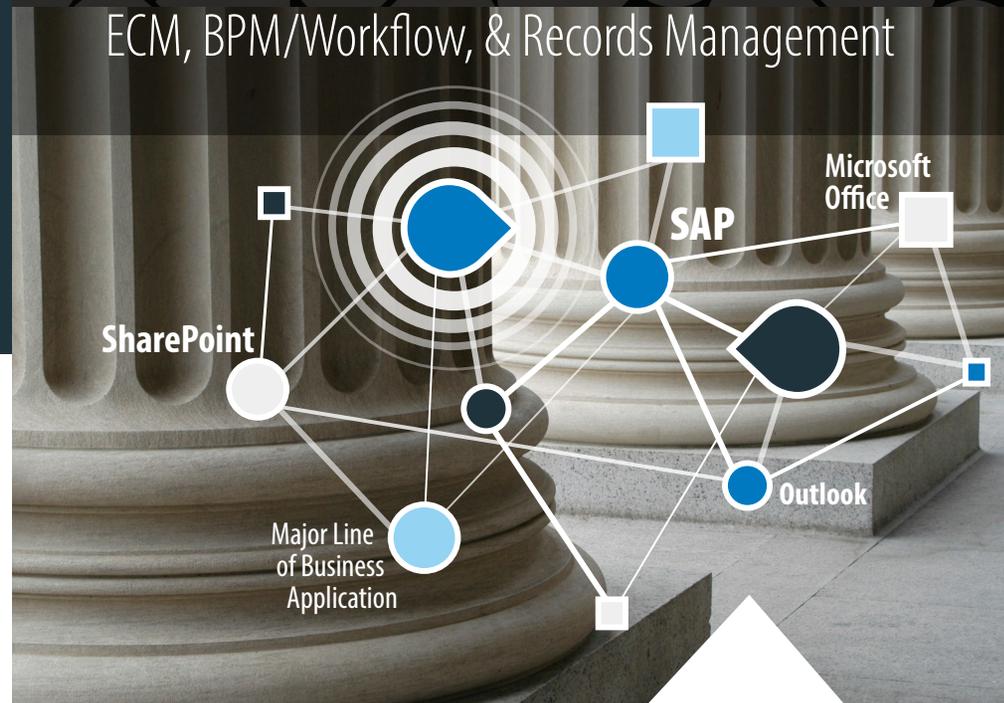
Located in Harrisburg, PA, CDMS provides software and services surrounding the DocFinity Suite that include project management, consulting, installation, training, and support. They provide third party applications and vertical market expertise allowing their customers to truly capitalize on their DocFinity investment.

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# GOVERNMENT AGENCY SOLUTIONS

ECM, BPM/Workflow, & Records Management



**COMPANION**  
DATA SERVICES®

A CELERIAN GROUP COMPANY

## Managing documents, improving processes, and automating retention.



DocFinity Core  
Records Management  
BPM/Workflow  
eForms

DocFinity Exporter  
DocFinity Connect  
Fax Integration  
Print to DocFinity

COLD/ERM  
Enterprise Search  
HL7  
HSM

## Run a More Efficient Government Agency

As a state run agency, you're main concern is continually serving the people and organizations of the Commonwealth of Pennsylvania as comprehensively and efficiently as possible, while staying within your budget restrictions. We understand the challenges you face and can help you gain control of your documents, reduce storage costs, and free up budgetary funds for services that benefit the public.

DocFinity® document management, records management, eForms and other solutions will assist you with:

- ✓ **securely storing documents and information electronically (not in filing cabinets) and enabling quick accessible to authorized users**
- ✓ **mobile access to search, upload, and complete tasks from out in the field and during face-to-face external meetings**
- ✓ **complying with stringent government regulations and internal policies (such as HIPAA and The Right to Know Act)**
- ✓ **streamlining distribution of work and automating tasks**

## Document Management



DocFinity is changing the way you store and retrieve files. The DocFinity Core provides you with all of the features and functionality to upload, index, store, search for and retrieve documents. You can lock information down to the group level so that only authorized individuals can do things such as view multiple version of documents and download files, while the system audits every view, change, and movement. In addition, the Core provides functionality to upload files directly from Microsoft Word, Outlook, and SharePoint. And administration for the entire system is conducted from within the same intuitive interface.

Because DocFinity provides instant and secure browser-based access to information, you can provide your staff with access to information outside the office, and the public with self-service to apply for or gather information.

## Integration

The true power of DocFinity comes from integrating it with your line of business applications, such as your SAP systems. It enables staff to continue to work in their familiar environment while DocFinity pushes and pulls data and documents needed to make decisions with a click of your mouse.



## Records Management

DocFinity removes human error from the critical task of records management. We declare every item in the system a record and retention policies are applied as files are ingested based on document type.

You also are provided with all the features and functionality needed to comply with the rules and regulations passed down by the government:

- » Automate the process of applying retention policies to documents.
- » Schedule and automate the disposal process.
- » Assign user rights, render records in non-editable formats, redact information, and view audit trails.
- » Enable legal hold support and eDiscovery compliance.

