Metridoc
Document Management Solutions

Solution Benefits and Features

- Reduce the size of your file room.
- Reduce the time that your employees spend searching for paperwork.
- Enable your employees to view documents that they need without having to leave their work areas.
- Know that your company's documents are secure and never lose an important document again.
- Track employee access to your documents. (Required for HIPAA covered entities.)
- Integrates with your company's existing applications and scanner hardware.
- Employees use a web browser and the free Adobe® Acrobat® Reader to access company documents.

Metridoc Document Store Features

- Microsoft SQL Server® 2000 back end with full-text indexing technology.
- 100% Microsoft® .NET™ developed object-oriented web service components and web browser based desktop environment.
- Unlimited user defined Document Groups enable partitioning of documents for different workgroup privacy.
- Unlimited user defined Document Types that are used to identify your documents.
- Unlimited user defined Document Properties that are used to order your documents, define the contents of documents, and assist with document workflow.
- Records access to your documents and changes to document properties in an audit log.
- Add documents from the client desktop.
- Application user preferences.
- Scalable and flexible configuration and deployment options.

- Multiple search options including:
  - Full text searching with NEAR/AND/OR operators
  - Document property search
  - Combination full text and document property search
  - Advanced search with multiple AND/OR expressions
- Application role based security at screen, menu, and task level.
- Document archive and restore management that identifies documents as offline and includes archived documents in search results.
- Supports primary and secondary online storage that uses either local or network storage.
- Exposes web service methods for third party application integration.
- Web browser based application has zero client installation components and minimizes user training.

Metridoc Document Processing Features

- Folder based image input monitoring with multiple document processing folder based configurations.
- Provides document validation for document type identification and required document properties
- Supports custom component plug-in mechanism for processing images, identifying and populating document types and properties, and document store post add, for flexible third party application integration.
- Includes the Metridoc ABBYY® processing plug-in developed using the ABBYY FineReader® Engine.
- Full optical character recognition (OCR)

- Supports single and multiple page images.
- Supports the use of regular expressions on the full text of documents for document type and property mapping.
- Supports barcode recognition for identification of document type and properties.
- Converts document images to full text searchable Adobe® PDF file format.
- Provides secure pending document queues for documents that cannot be identified through mapping and automation.
- Intelligent character recognition (ICR) or hand print recognition is optional.

For further information on Metridoc Document Management Solutions please visit http://www.metridoc.com.

7277 Bernice • Center Line, Michigan 48015 • Telephone (586) 755-3830 • Fax (586) 755-3733
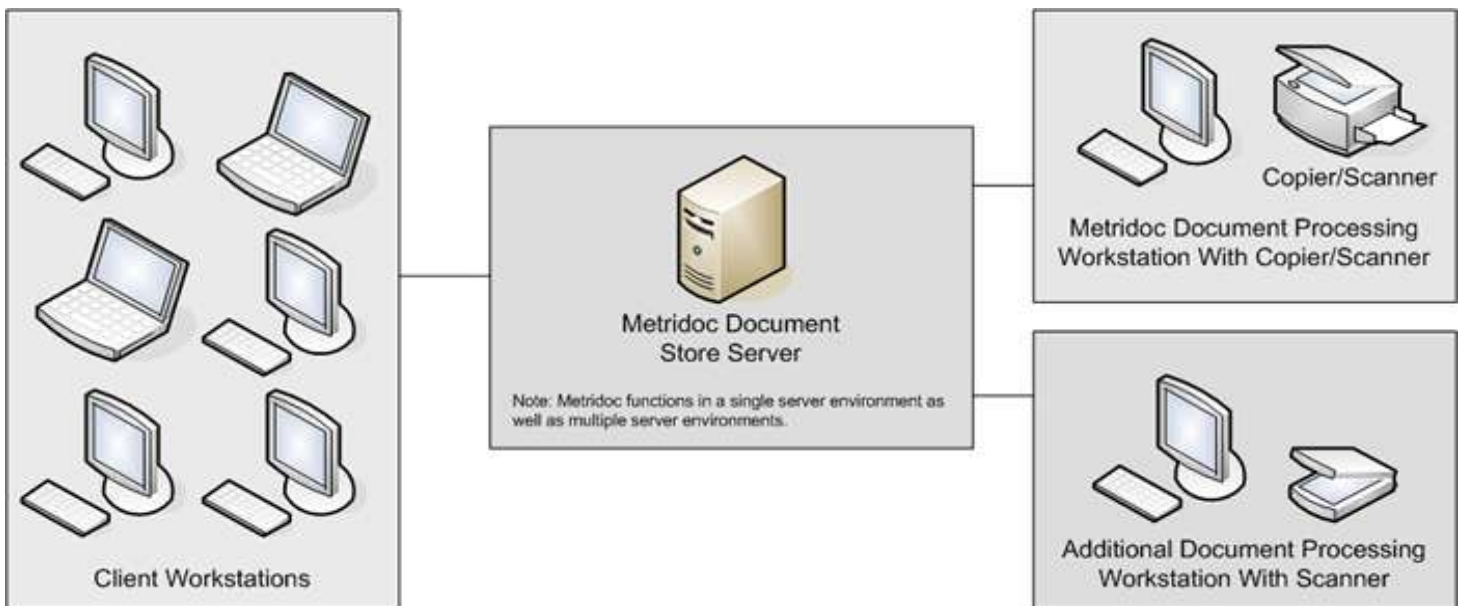
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Metridoc Installation

Scalable and Flexible The Metridoc solution can be configured to run for a small workgroup or a large multiple site company. The solution components can all run on the same computer or can be distributed across different computers on your network. The Metridoc document store can manage documents processed by one or multiple Metridoc document processing workstations. As your company grows, Metridoc grows with your company.

Scanner Independent The Metridoc solution is scanner independent and will process and manage document images produced by most high DPI, TIF file output scanners.

Zero Client Installation The Metridoc client is a web based intranet solution that requires no installation, or administration, of software components on client computers which translates to a lower cost of ownership for your company.

Sample Metridoc Configuration

Document Store Requirements	Document Processing Requirements
• Microsoft Windows® XP, Windows® 2000 Server, Windows® Server™ 2003 • Microsoft SQL Server® 2000 • Microsoft® Internet Information Server • Microsoft® .NET™ Framework 1.1 • RAM memory and disk space requirements vary with each installation • Document storage disk space can be either local or on a network	• Microsoft Windows® XP (Recommended), Windows® 2000 Server, Windows® Server™ 2003 • Microsoft® Internet Information Server • Microsoft® .NET™ Framework 1.1 • Intel Pentium 4 Processor (2 GHz or better recommended) • 256MB RAM memory or more • Document processing disk space can be either local or on a network
	Client Computer Requirements
	• Any operating system, such as Microsoft Windows®, Unix, Linux, or Mac OS, that supports a modern web browser, such as Microsoft® Internet Explorer or Mozilla

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