

## INDICIUM DM provides the keys to document management success:

*Productivity • Integrity • Flexibility*

### User Productivity

- Virtually unlimited indexing capabilities combined with a structured folder scheme make it easier to find documents quickly
- Robust distribution functionality makes it easy to distribute appropriate data from any document via fax, print, email, or web
- Staff can:
  - Easily re-index, re-file, copy, import, or merge documents
  - Index, search, and apply annotations by document, folder, or both
  - Process compound documents composed of different file types

### Data Integrity

- Automatic filing capabilities ensure adherence to your standard practices
- Unique storage architecture enables quicker, more frequent backups, with ease of disaster recovery and less potential for loss of data
- Security hierarchy controls access to data by preventing mistakes in security setup
- Audit log provides a permanent record of all activity with respect to any document, down to the page and annotation level, satisfying compliance requirements like Sarbanes-Oxley Act (SOX) and Health Insurance Portability & Accountability Act (HIPAA)
- Recycle bin prevents inadvertent loss of data due to error or sabotage

### System Flexibility

- Integrates easily with industry-leading scan/fax hardware and software applications, including **INDICIUM Capture**
- Full API support allows easy integration with core business software and web applications
- System supports the storage and retrieval of a vast array of file types in their native formats
- System fits easily into distributed computing environments and offers both Windows® and web clients
- System supports any ODBC-compliant database

### Absolute Control Over Data Management

Most document management solutions do an adequate job of storing and retrieving documents, but have you considered how you will efficiently store that information over time?

Many companies answer this question with large magnetic storage solutions or optical jukeboxes. But ask yourself: how long will it take to back up that data? With traditional backup solutions, it may take several days to perform full system backups.

**INDICIUM DM** eliminates this problem by categorizing files into manageable groups. Once the size of a particular group reaches a predetermined threshold, the group can be locked, preventing it from growing. This way, a single backup on the data group is performed and future backup tasks will not require this group to be backed up, as long as it remains unchanged. If necessary, an administrator unlocks the group to add additional data. The data group is backed up and locked again for future backup management.

**INDICIUM DM** also provides **document lifetime management**, allowing documents to be initially created in one data group, and moved to a different data group, once the document is completed/approved. At the end of its active life cycle, the document is moved to another data group where it resides indefinitely, or purged at the end of its retention period.

***INDICIUM DM provides efficient and structured control of your data.***

# INDICIUM DM

## Product Features

### Non-Proprietary

- Native database support for Microsoft SQL Server, Oracle Server, and IBM DB/2 UDB
- Generic ODBC/OLEDB Database support
- Uses original file format, supporting over 250 document formats, including CAD files

### Enterprise Ready

- 7x24 operation
- Hot backups
- Lockable Content Stores
- Multiple server configurations
- Multi-platform support with web portal
- High availability
- Enterprise scalability
- COLD support for legacy application data

### Segmented Indices and Content

- Separate Property Servers/Stores to manage index data
- Separate Content Servers/Stores to manage document content

### Management Studio

- Define user and group permissions/roles
  - Custom Security Groups
  - User Private Security
  - User Public Security
  - Administration-level security
- Define queues, templates, and file cabinets
- Set document-level security controls

### Multiple Client Types

- Workspace client
- Web Workspace client
- Dedicated client
- Concurrent client

### Audit Logs

- Track:
  - User login/out
  - Administration events
  - Object (Access, Creation, Modification, Deletion)
- Define system-wide defaults
- Define audit overrides (Single user, Role of users, Template File Cabinet, Queue)

### Unlimited Indexing

- Multiple document templates; each template can have an unlimited number of indices
- Each template can also have unlimited number of custom icons/sub-classes
- Indexing Capabilities:
  - Define basic field info
    - Name/Display Name
    - Data Type (Text, Date or Date/Time, Integer, Boolean, Currency, Double/Float)
    - Required/Read-only/Default value
  - Advanced field options
    - Field-level security, constraints, validations, masks, encryption, linked template, linked table

### Document Viewer

- Customizable viewer interface
- Annotation capability
  - Stamps
  - Redaction
  - Annotation security
  - Sticky notes
- Multiple MS-Office viewer file formats

### Version Control (optional)

### Full Text Search (optional)

## About INDICIUM Software, Inc.

INDICIUM Software, Inc. is a leading provider of document capture, management, and workflow software products to manage documents electronically and automate business processes.

The INDICIUM product suite is distributed through a network of solution providers to clients in numerous industries. For more information, visit [www.indiciumsoftware.com](http://www.indiciumsoftware.com), or contact [sales@indiciumsoftware.com](mailto:sales@indiciumsoftware.com) or your INDICIUM reseller.

## Your INDICIUM Reseller:

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