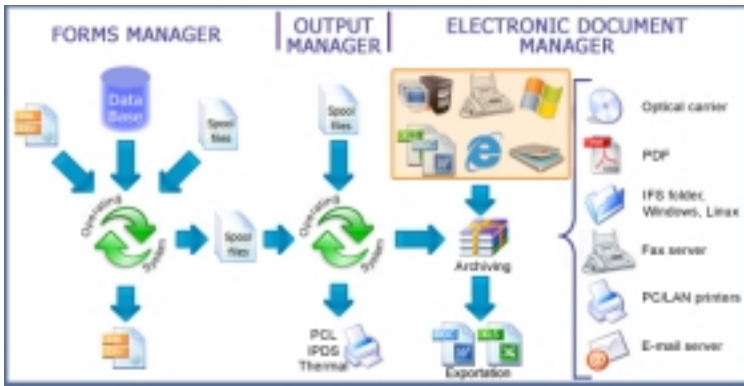


MAPGED: INDEX OFFICE AND SCANNED DOCUMENTS AND ARCHIVE THEM IN MAPOUT



Product highlights:

- Ease of use: manual indexing (Drag & Drop).
- Thanks to MAPGED, you archive documents which you could not archive before.
- MAPGED archives, in a single folder, documents from the production system (iSeries or Unix) and office documents which relate to the same subject (for instance the order, delivery order, invoice - from the production system - and a business letter - a .doc document - concerning the same customer).
- Documents in image format (.BMP, .JPG, .TIF).
- Control scanners directly from within MAPGED.
- Multiple indexing on each page.
- Generic criteria (for each document).
- Indexing form (for each kind of document).
- Fax / E-Mail.
- Office documents (Word, Excel...).
- Automatic document reading and recognition.

Within the context of coherent archiving, it is now possible to archive documents from desktop applications without necessarily printing them and also archive them together with production documents (in the same directories).

MAPOUT is the product of the software suite **MAPPING** which allows **archiving, searching** and **viewing** all your spool files from iSeries, pSeries, Unix and Linux. These documents are saved in archive folders according to **indexing criteria** and then they are indexed in a database so that they can be consulted via the Web using MAPWEB.

With MAPPING Suite, and its module **MAPGED**, it is now possible to archive scanned documents in the same directories and with the same criteria than those used to archive production documents.

We use a scanner to digitize the documents that need archiving, that is to say:

* **Hardcopy documents** (letters, WORD, EXCEL documents etc.) which have already been printed but which couldn't be archived together with production documents.

* **Production documents** which have been printed before the implementation of automatic archiving.

*Mapping Suite: a user-friendly solution
to reach zero paper and manage your documents.*



MAPGED interfaces with any type of scanner and allows retrieving scanned documents. First, you need to define the elements required to recognize the types of documents you wish to process. Then, the types of documents are identified and **automatic indexing criteria** are applied. The scanned documents are then **indexed** and **archived** and you can then consult them, together with other archives, using the same criteria than those applied when archiving production documents.



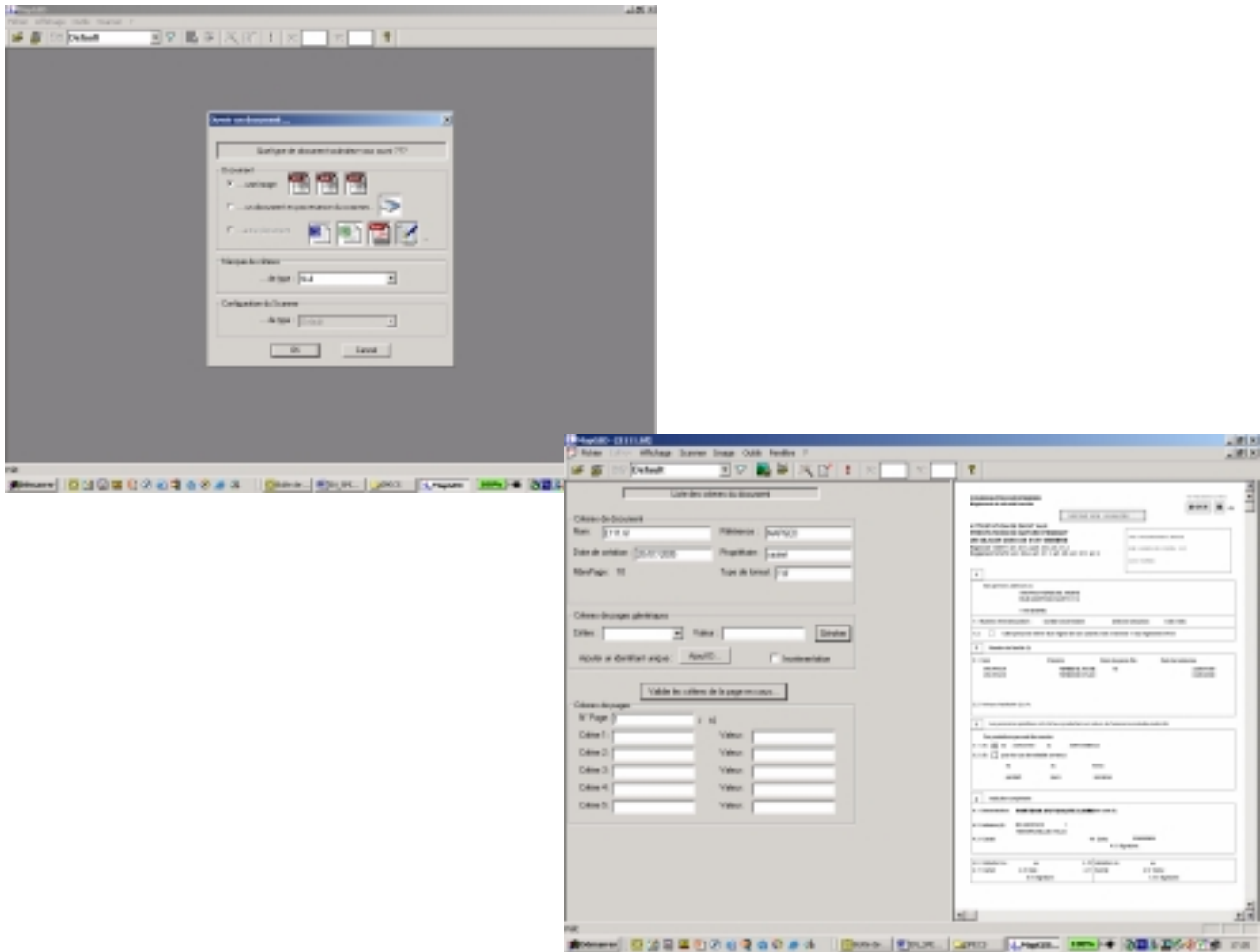
Office documents can only be archived if they can be printed under Windows. Supported file formats include **Word** and **Excel** documents (which you can open with Microsoft Office), **PDF** documents (which you can open with Adobe Reader), **.TXT** (which you can open with the scratchpad or Word pad) or even **HTML** pages (if the page can be printed, it can be archived).

To archive documents, we use a **virtual printer, MAPGED**.



- With MAPGED, you can now archive documents which you couldn't archive before.
- MAPGED allows archiving in the same directories all the documents that relate to the same subject (for instance, an order, delivery order, invoice - from the production system - and a business letter - a .doc document - about the same customer).
- Support for one or more scanners: MAPGED allows adapting the scanning parameters depending on the type of document to be digitized (configuration, format, color, resolution, etc.).
- To process images, MAPGED offers the possibility to:
 - Save images with their properties (format, resolution, color).
 - Modify image features.
 - Rotate images.
 - Add / Delete / Move one or several pages of an image.
 - Delete blank pages within an image.

*Mapping Suite: a user-friendly solution
to reach zero paper and manage your documents.*



Minimum system requirements for MAPGED

PC environment

- Pentium IV or higher
- 128 MB RAM
- 20 MB of free disk space
- Connection to the production platform