

Document Management system

Features of Our Document Management System

Collect

DatahouseDMS easily captures unstructured information from any digital source. All collected information is stored, viewed, and used in a single workspace. This allows users to browse, enrich, and edit information collected from various sources from within a single application.

Through DatahouseDMS's API any application can integrate with DatahouseDMS acting as producer or consumer of information. Thus, information combines both automatic classification and the human factor.

Teams can enrich and modify shared documents by anchoring text discussions, editing information of any file type, and stapling a final document to all supporting materials.

Client

- Web Client: You can access your documents from anywhere, no client software installation required.
- Fast and friendly user interface using AJAX.
- Works with most popular browsers: Firefox, Internet Explorer, Opera, Safari, Chrome.
- Translated into German, Arabic, Catalan, Bosnian, Chinese Simple, Chinese Traditional, Czech, Euskera, Dutch, English, Farsi, French, Galician, Greek, Hungarian, Indonesian, Italian, Japanese, Latvian, Lithuanian, Macedonian, Polish, Portuguese, Brazilian Portuguese, Romanian, Russian, Serbian, Spanish, Swedish, Thai, Turkish and Vietnamese.

Document Management system

- Preview multimedia files.
- Web Administration.
- WebDAV.
- Drag & drop (files or documents) from the desktop.
- Support for iPhone & Android

Microsoft Office Add-in

- MS Addin support from version 2000 until 2013
- MS Outlook Addin.
- MS Word Addin.
- MS Excel Addin.
- MS PowerPoint Addin.

OpenOffice Add-on

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- Compatible from version 3.2

OCR

- Scans and secure storage of all paper documents
- Unlimited OCR
- Reads binary, gray scale or color images.
- Extraction of text, dictionaries support in English, French, Italian, German, Spanish and Dutch.
- Searching for data in TIFF.

Email

- Collecting email from an IMAP, Pop3 .
- Configuring User Account.
- Import text, HTML and attachments.
- Capture of metadata.
- Automatic import and filter sort.
- Sync with Google Contacts.

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- Import eml and msg.

1D / Linear Barcodes

- Codabar
- Code 39
- Code 93
- RSS Expanded
- Extensible to other formats

2D / Matrix Barcodes

- Data Matrix
- PDF 417
- QR Code
- Aztec

Document Management system

- Extensible to other formats

Antivirus

- Virus-scanning of all uploaded documents

Desktop Sync

- Sync desktop and DatahouseDMS folders.
- Import folders from desktop.

Electronic Invoicing

- Invoice extracting in "XML" format
- Invoice validation by digital signature
- Downloading the E-invoice in PDF format
- Sending notifications

Digital Signature Client

- Sign (digital signature) documents to DatahouseDMS

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Scanner Client

- Capture images from scanners
- Convert to PDF (optional)
- Upload to DatahouseDMS setting metadata values
- Add and delete images in PDF format
- Compression to PDF Group 4

Wordpress

- Posting and editing content and images
- Add metadata publication

Collaborate

By enabling information sharing and collaboration through shared folders, threaded discussions, and e-mail, DatahouseDMS enables enterprise users to efficiently distribute the kind of information needed to solve problems and make decisions.

Furthermore, DatahouseDMS's search agents (custom channels for each user) deliver quality content that requires each user to develop his or her work.

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Document management

- Bulk upload documents using ZIP files.
- Download folders as ZIP files.
- Lock / Unlock documents.
- Manage Favorites.
- Select the default startup folder.
- Support for document templates.
- Personal documents for each user.
- Recycle Bin for each user.
- Event notification by email (when changes occur).
- Send document URL via e-mail.

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- Send document as email attachment
- Notes on documents.
- Messaging (share queries / subscriptions / send messages to users).
- Chat Service.
- Extraction of metadata from documents.
- Unique document identifier.
- User Tags.
- Tags in the thesaurus.
- Tag Cloud.
- Categorization.
- Staple (documents / folders / emails).
- Forums.
- Generation of documents with the wizard (forms and documents together with a final document is generated with values).
- Watermark on documents (text or image).

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- Programmable automatic cataloging
- Intelligent extraction of keywords
- Operation with multiple files
- Text to speech converter
- Expiration of documents
- Live edit

Document previsualization

- AutoCAD.
- MS Office family.
- Open Office family.
- PDF.
- Sound and video.
- Images.
- DICOM.

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Version Control

- Based on the model check-in / check-out.
- Add comments to versions.
- Access to previous versions of the document.
- Restore previous versions of the document.
- Allows history compaction to free up space.

Group Properties (Metadata)

- You can add your own groups to the system properties (metadata).
- Supports various formats: inputs, simple lists, multiple selection lists, text areas.
- Internationalization of metadata values.
- Lets you sort the position of how metadata appears in the user interface.

Dashboard

- User view (document edited, locked, unloaded, signed, last modified, last uploaded).
- Overview (documents most viewed / modified, the last week / month last uploaded, last modified).

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- New user (agent search).
- View workflow.
- View email (new mail and attachments).
- Cloud document search and navigation.
- RSS Feed.
- OpenMeetings integration.

Workflow

- Create complex workflows.
- Workflow for review, approval, validation.
- Support for serial and parallel workflows.
- Assign tasks to groups or users.
- From the dashboard can monitor workflow tasks, status and process.
- Configurable mail messages notification.
- Workflow enables you to shoot automatically from a folder or document type.

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- Automatic workflow execution based on folder or folder type.

Task manager

- Create tasks.
- Assign, control or complete tasks.
- Manage status and projects related with tasks.
- Configurable mail message notifications

Calendar

- Create tasks.
- Move or change task duration.
- Month, week and daily view.

Capitalize

DatahouseDMS allows the user to turn information into valuable intellectual capital and actionable assets for the enterprise. This helps organizations fully realize the potential of corporate knowledge much faster.

The system also includes administration tools to define the roles of various users. Access control, user quota, level of document security, detailed logs of activity and workflow management, are just some of the available features. DatahouseDMS improves personal productivity by mapping the users' everyday work processes, helping deliver high adoption rates

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Search engine

- Searches for documents by content, keyword, date modified, author and document type. Automatically indexes uploaded document formats: Text, HTML, RTF, XML, PDF, OpenOffice.org, MS Office, MS Office 2007, EXIF JPEG, MP3 ID3
- Search by synonyms.
- Searches ordered by relevance.
- Searches using group properties (metadata)
- Allows storing queries.
- Advanced searches using XPath and SQL
- News User
- Search based on a hierarchical directory structure.
- Select the search objects, folders, emails or documents.
- Allows user to use tags to find documents.
- Allows use metadata to locate documents.
- Choice of simple and advanced search.

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- Allows sorting of the results according to various criteria.
- Download Options or go to the location of a document from the results view
- Support for Stemming, stop-words and synonyms.
- Push news service (based on user queries)

Thesaurus

- View documents in the structure of the thesaurus.
- Automatic extraction of keywords.
- Module-based training and training documents.

Security

- Plug-in for JAAS based authentication.
- Support for LDAP, Active Directory, DBMS, etc ... (via a configuration file). By default DatahouseDMS comes with an embedded database.
- List of granular access control.
- Flexibility in choice of inheritance of access control lists.

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- Security and user roles.
- Permissions on folders and documents.
- Record of every user operation.
- Support for SSL communications.
- Cryptography (encrypts and decrypts documents).
- Electronic signature

Administration

- Full user audit (trace log). All user operations are recorded and stored in a database.
- Show logged users.
- Unlock and remove documents published.
- View the repository.
- Advanced searches using XPath and SQL.
- Detailed activity log.
- Import documents / folders from the file system.

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- Export the repository file system.
- Managing the workflow.
- Reports (jasper).
- Importing the thesaurus (or .rdf owl formats).
- View configuration settings..
- User quota.
- User Profiles (functions for which a user can access).
- Task Scheduler (scheduler).
- Smart Tasks
- Macros

Integration

- Kofax
- Abby Flexicapture
- Flexibar

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- 2D barcode reader
- Active Directory
- LDAP
- CAS (authentication)
- Canon IW DS.
- With third application using webservice
- With third application using CMIS
- With third application using Rest
- Automatic synchronization with Windows and Linux desktop
- SDK for .NET

Architecture

Server

- Java 1.7 or higher
- Apache Tomcat

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- Operating system: Unix, GNU/Linux and Windows
- Information can be stored in a file system or any DBMS (Oracle, PostgreSQL, MySQL, MS SQL Server, etc.)

Technology

DatahouseDMS is a web base document management application that uses standards and *Open Source technologies*.

DatahouseDMS adapts to the needs and characteristics of companies regarding the problem of document management solved the difficulties faced when they implement these types of solutions.

DatahouseDMS is a Java J2EE application that runs on an Apache Tomcat. DatahouseDMS can be installed and run on different platforms.

DatahouseDMS architecture is based on

- [Apache Tomcat](#).
- [Java](#) J2EE

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- [GWT \(Google Web Toolkit - Ajax \)](#)
- Hibernate
- Spring
- Lucene Text Search Engine
- POI File Format Conversion
- OpenOffice
- jBPM

DatahouseDMS Supported Interfaces

- WebDAV
- Webservices

Operating system support

- Unix
- GNU / Linux
- Windows 2000, Windows XP, Windows 2003

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- MacOS

Backend storage repository

Either a local filesystem or DBMS can be used to store information:

- Oracle
- PostgreSQL
- MySQL
- MS SQL Server
- etc.

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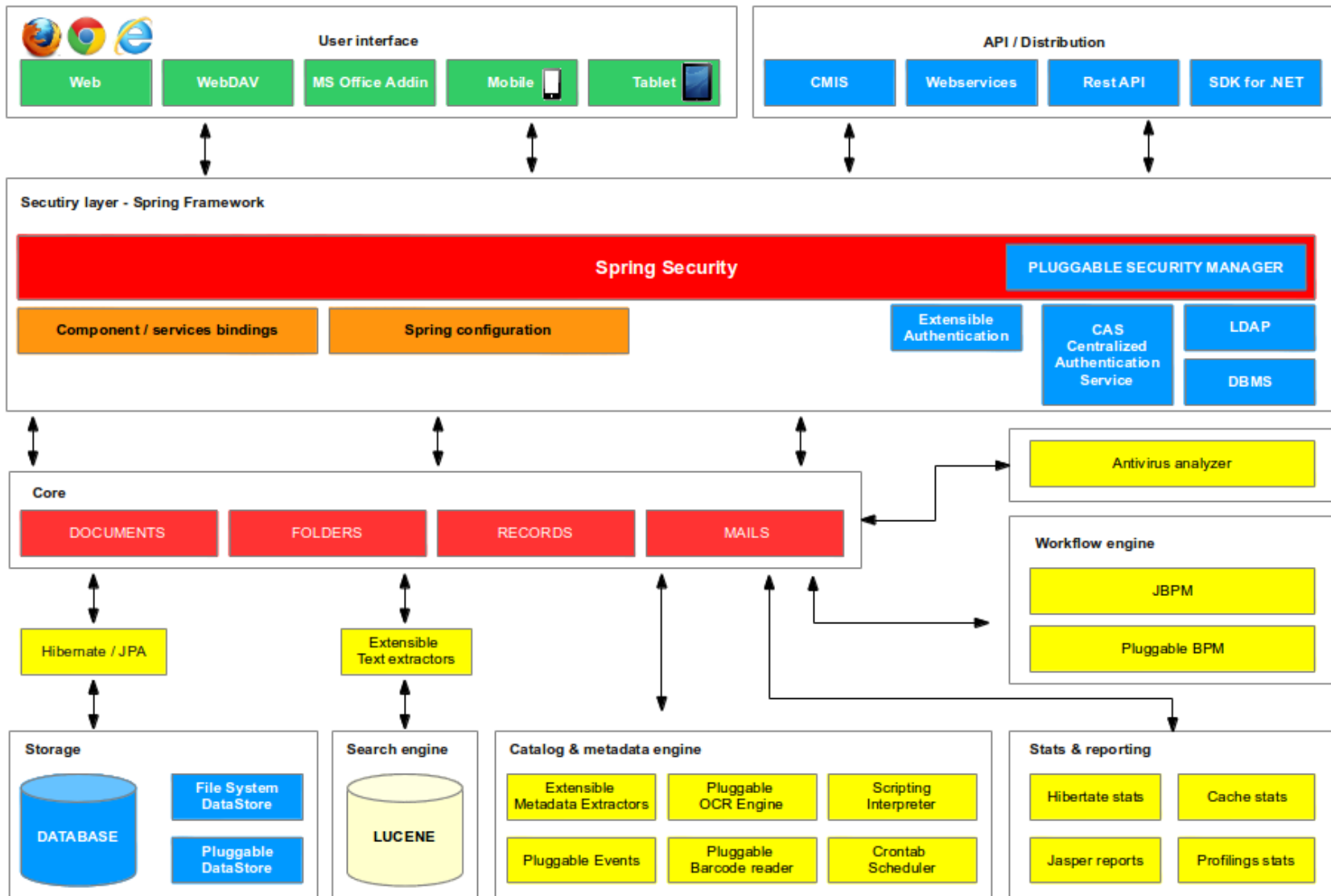
CONFIDENTIAL

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Architecture -Basic diagram of the system architecture

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USER INTERFACE

Users can access the application through a browser. DatahouseDMS implements a Web 2.0 user interface framework based on GWT (Google Web Toolkit) that supports Firefox, Internet Explorer, Safari, Chromium and Google Chrome and the latest versions of Opera.

Also available, a user interface adapted for mobile devices based on JQuery Mobile, Addins for Microsoft Office, and the WevDAV protocol for connecting DatahouseDMS repository as a network drive.

API

DatahouseDMS implements the CMIS (Content Management Interoperability Services) protocol, an OASIS open standard that defines an intermediate layer, which allows the interconnection and control of various document management systems and repositories using Web protocols.

Additionally, DatahouseDMS exposes a complete API via Webservices (SOAP) and REST that can be used as a point of integration with third party applications.

For .NET application development, an SDK (Software Development Kit) is available. This one encapsulates all DatahouseDMS API and a set of graphics solutions.

SECURITY LAYER

DatahouseDMS is a Java EE application using Spring Framework. The most important module is the security layer - Spring Security - that centralizes management of access allowed to users based on their credentials. The security control rests with a AccessManager module that implements the logic of safety assessment in the application. The Java EE DatahouseDMS architecture allows you to implement custom security logic.

The DatahouseDMS authentication process can be carried out by a CAS service (Autentication Centralized Service), LDAP, or via a database where users are registered.

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CORE

The DatahouseDMS Core centralizes and implements the management and processing logic for different types of objects that are stored in the repository. These objects are nodes of type document, folder, emails and records as well as the combination of metadata structures.

WORKFLOW ENGINE

DatahouseDMS incorporates by default JBPM workflow engine. The Java EE architecture implemented in DatahouseDMS allows to work - connect - with other Workflows engines transparently.

STORAGE

DatahouseDMS uses Hibernate for OMR (Object Relation Mapping) data mapping and supports different relational databases (DBMS) such as PostgreSQL, MySQL, Oracle, MS SQL Server, DB2 and others. The whole metadata layer is stored in a DBMS database, while the binary objects (documents), based on the selected type are DBMS, are stored either on the file system, in a database or in a specific implementation of DataStore. Thanks to Java EE architecture implemented in DatahouseDMS, you can create specific DataStore

SEARCH ENGINE

DatahouseDMS uses Lucene as search engine. All objects that DatahouseDMS works, whether or not binary, are indexed by the search engine. In the case of binary objects such as Microsoft Office documents, PDFs or images, etc., are added to a queue of indexing.

Prior to being processed by Lucene, documents are analyzed by text extractors (Text Extractors). For example, in the case of images, they are processed by an OCR engine for identifying text strings, which will be used during Lucene's indexing process . The search engine results are filtered by the SecurityManager. Users can only access information that they have privileges on.

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CATALOG AND METADATA

Barcodes Engine allows to identify and read barcodes on the documents. The Java EE architecture implemented in DatahouseDMS allows you to extend the capacity of reading and processing of barcode formats.

DatahouseDMS is integrated with several open source OCR engines (such as Tesseract or Cuneiform) and commercial (as Abby, Kofax or Cognitive among others).

Scripting - Shell Bean - combined with events system, smart tasks, task scheduler (Crontab) and reports (Jasper Reports) allow plan, implement and control the process of automatic metadata capture and complex automate processes in a completely transparent way for the user.

ANTIVIRUS

DatahouseDMS can be integrated with most antivirus. All binary objects are processed by the antivirus engine, ensuring the integrity of the repository and the safety of users in daily use documentation

STATISTICS AND REPORTS

The DatahouseDMS statistics and reports system put into the hands of administrators a powerful source of information through which to control the state of the aplicación. Thus, they can analyze values: regarding the use of Hibernate layer, the second-level cache metrics and methods concerning API and core.

This information helps in decisions taking to establish the optimum values for the objects in the second-level cache, the parameterization of the resources used by the DBMS and how they are used and anticipate problems that may arise in the future, as those that involve the hardware, among others.

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Cloud Version

Cloud-Based Document Management System

Today's organizations are turning to the cloud to increase collaboration, support mobile device use and drive new "bring your own device" (BYOD) policies. Datahouse Consulting offers enterprise content management that delivers security and control while harnessing the power of a cloud-based environment.

Extranet Collaboration

Support outside the Organization

DatahouseDMS in the cloud provides a secure extranet to enable collaboration with a range of business partners, keeping projects on track while protecting the organization's assets.

- Securely share documents and files with people outside your organization
- Start collaborating with a simple email invite for your partners, customers, prospects, external consultants and agencies
- Content always remains fully under IT control

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Mobile Support

Access Content while out of the Office

Content locked behind the firewall is not always easy to access while working outside the office. VPN issues and complexity can frustrate end users who need to access their documents and files. DatahouseDMS in the cloud can be used as a simple but secure solution to allow mobile access.

- Secure mobile access without the burden of VPNs
- Upload changes and new versions using standard mobile apps
- Free tablet and smartphone apps for iOS and Android

DatahouseDMS Cloud increases the managing and sharing of information in your organization without investing in hardware and IT personnel.

The service includes:

Implementation

- A. Installation.
- B. Configuration

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- o DB (MySQL by default)
- o Apache proxy DatahouseDMS.
- o DatahouseDMS configured as a service.
- o System backups.
- o DatahouseDMS mail service
- o DatahouseDMS mail notification and subscription
- o Preview documents..
- o OCR engines.
- o SSL (secure extranet).
- o clamscan antivirus.

C. Customization of the application with your logo

Hosting

- 440 Gbit Bandwidth

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- Redundant Network
- Juniper Routing-Technology
- 100 % switched network; no collision domains
- High Speed Access to all Internet-Uplinks
- 24/7 Monitoring
- Network Availability min. 99%

Automated Management Services

Automated application monitoring and backups, version upgrades, resource scaling,

Broad network access

DatahouseDMS Cloud services are accessible from multiple devices (including PCs, smartphones and tablets) and any location with Internet access

Cost certainty

You only pay for the cloud services and resources you actually use (including the cost of system upgrades), makes it easier to predict IT costs.

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Rapid implementation

DatahouseDMS Cloud delivers a faster return on IT investments, thanks to accelerated implementation and reduced infrastructure costs. Less time is required to get up and running on cloud-based systems.

Scalability

The platform is built to scale the application as needed. Companies can quickly develop and deploy new IT capabilities and business processes to stay ahead of the competition and keep pace with changes in the marketplace

Rapid elasticity

DatahouseDMS Cloud can be quickly scaled up or down in response to an organization's changing needs

Hardware requirements (On-site Version)

Hardware requirements may vary based on the number of simultaneous users, repository size and system configuration. Note that all configurations on this page are based on DatahouseDMS Team's expertise and are only approximations of what is necessary for DatahouseDMS environment configurations.

DatahouseDMS small installation

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With less than 25 user, repository size 10-60GB.

Minimum configuration:

- 1GB - 2GB RAM
- 1 - 2 Cores (1.86 GHz)
- 30 - 180 GB SATA (hard disk)

For better performance :

- 2GB - 4GB RAM

DatahouseDMS basic installation

With more than 50 users, repository size bigger than 150GB.

Minimum configuration:

- 2GB - 4GB RAM
- 2 - 4 Cores (2.2 GHz)
- 250 - 500 GB SATA (hard disk)

For better performance :

- 4GB - 8GB RAM

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- SCSI or SATA hard disk

DatahouseDMS medium installation

Between 100-300 users, repository size bigger than 500GB.

Minimum configuration:

- 8GB - 16GB RAM
- 8-16 Cores (3.6 GHz)
- 1 TB SATA-2 (hard disk)

For better performance :

- SCSI hard disk or SAN
- Recommended study

DatahouseDMS big installation

More than 300 users, repository size bigger than 2 terabytes.

Minimum configuration:

- 16GB RAM or more
- 16 Cores (3.6 GHz) or more

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- SAN (high performance storage devices)

DatahouseDMS on a virtualized server

With Less than 50 users, repository size 20-50GB.

- 2GB RAM
- 2 - 4 Cores (1.86 GHz)
- 60-150 SATA hard disk.

Supported Operating systems

- Linux
- Windows