



Catalyst™ DM

Document Manager

“Organizations need to change their way of documentation to support business growth requirements and to improve business performance in today’s competitive environment”

Catalyst™ Team, Computer Home

Catalyst™ Document Manager

Document Manager fulfills the need of efficient document handling electronically. It manages all types of documents including paper, reports, application files, e-mails, and web content.

It provides PC-Based centralized management of printed data in gentle/quiet form. People who work in offices are familiar with the difficulty of filing and handling large volume of paper and other documents. In a growing organization, volume of data output on paper, also increases. Catalyst™ DM utilizes the existing office infrastructure and enables a PC to manage any format of data centrally. It enables centralized management of any format of data including that from PCs, scanners and digital cameras, as well as text data received by facsimile machine. The stored data can be viewed or printed in an efficient manner.

What is Catalyst™ DM?

- A software application that captures stores and manages literally every document generated or received by the organization.
- A software application which handles everything related to documents like retrieve, revise, annotate or distribute.
- A software application which creates a single point of online access to all relevant information about the stored documents.

The system's search engine function is powerful enough to conduct searches by title, creation date and other characteristics. The output can be easily sent to printer or facsimile machine and the data can be sent as e-mail attachments as well.

It facilitates the sharing of information with concerned person by eliminating paper and microfilm. Thus the employees will never spend another minute locating, copying, or faxing physical files.

Catalyst™ Document Manager is an integrated system for handling the electronic retrieval, analysis, communication, and management of documents. It manages documents through their lifecycle - from inception through creation, review, storage and dissemination all the way to their destruction.



Catalyst™ DM is built upon a highly evolved client/server architecture that leverages the openness and scalability of databases like Oracle and Microsoft SQL Server to deliver high performance solutions for the department, division or enterprise. It offers users the flexibility of accessing the system through several types of clients or even other enterprise applications.

System features include

- State of the art GUI interfaces
- Facilities to view, edit, annotate, fax, print, or email directly from the desktop.
- Integrates seamlessly with any VIM or MAPI compliant email program
- Range searching by folder, name, date
- Initiate workflow or receive notification of workflow queues
- Extensive security & user rights can secure access to documents and functionality
- Multilevel category/ folder method
- Multiple documents linking
- Missing document report
- Facility to attach digital note
- Dashboard list of actionable documents
- Version control of documents

Benefits

- Provides high level of security
- Ensures minimal IT involvement
- Improves the company's ability to respond to enquiries
- Present a more professional image
- Saves precious time and money

System Requirements

Server Configuration:

Processor PIII 500 MHz (minimum)
600MB of free hard disk space (minimum)
512 MB RAM recommended
Resolution 800 X 600
Microsoft Small Business Server
Internet Connectivity Recommended (Some features depend on this facility)

Work Station Configuration:

Processor PIII 333 MHz (minimum)
256 MB RAM recommended
20GB Hard disk Drive
Resolution 800 X 600
Standard mouse and keyboard
Windows 95, 98, ME, NT4, 2000, or XP
Internet Explorer version 5 or above
Microsoft windows network, access to BM server
Internet Connectivity Recommended (Some features depend on this facility)

Contact Us

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