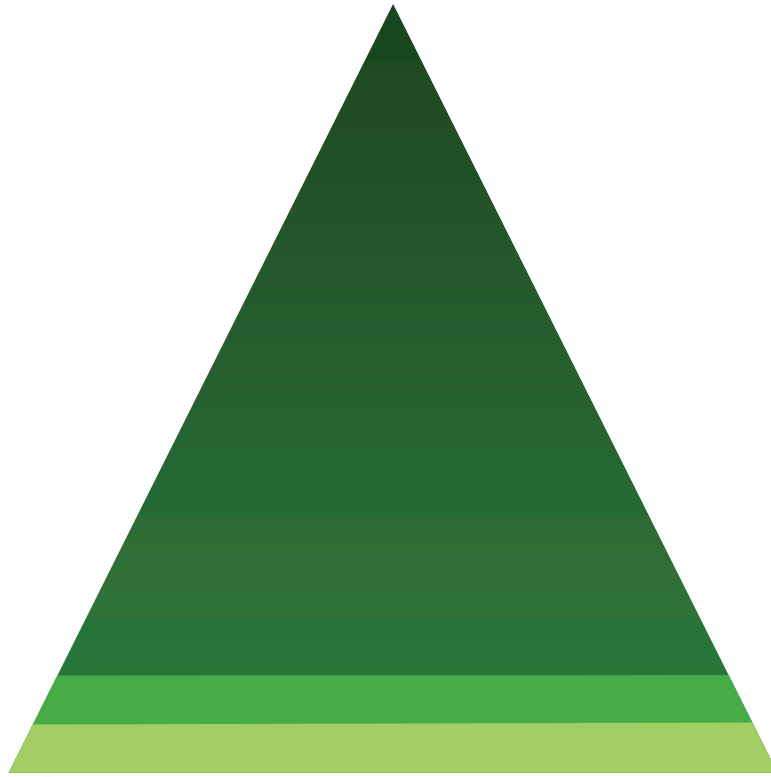


# ELECTRONIC DOCUMENT MANAGEMENT SYSTEM



HARDWARE



SOFTWARE



## OVERVIEW

This brochure is intended to illustrate the many benefits of an Electronic Document Management System (EDMS) utilizing the combined resources of The Crowley Company, a world leader in commercial imaging solutions, and enChoice, a premier software developer and solution provider. This synergism resulted in a very impressive EDMS installation recently implemented at the Wyoming State Engineers Office (SEO) in Cheyenne, WY.

An EDMS is a collection of technologies that are used to create, capture, index, distribute, review, maintain, store, retrieve and dispose of information assets. Major components of EDMS include imaging, document management and workflow processing. EDMS eclipses the previous storage median of aperture cards both in return on investment and functionality.

enChoice - enChoice provides a broad spectrum of product, implementation and support capabilities across Automation and Security, E-Business and Enterprise Content Management (ECM) solutions.

The Crowley Company supports the capture methodology by providing turnkey hardcopy and film scanning equipment as well as the hardware to generate high resolution 16mm and 35mm film from digital images, either in-house or on a customer service basis.

## WYOMING STATE ENGINEERS OFFICE - SYSTEM DESCRIPTION

The State Engineers Office (SEO) experienced a doubling of their workload from 1999 to 2003, a 10-15% increase of staff and a need to modernize their processes resulting in the State Engineers Multi-year information technology (IT) initiative project. The project began with a business case proposal by SEO and Weston Solutions Inc., culminating in a multi-year effort to convert the agency's work processes from the traditional paper-based system to one that is fully electronic

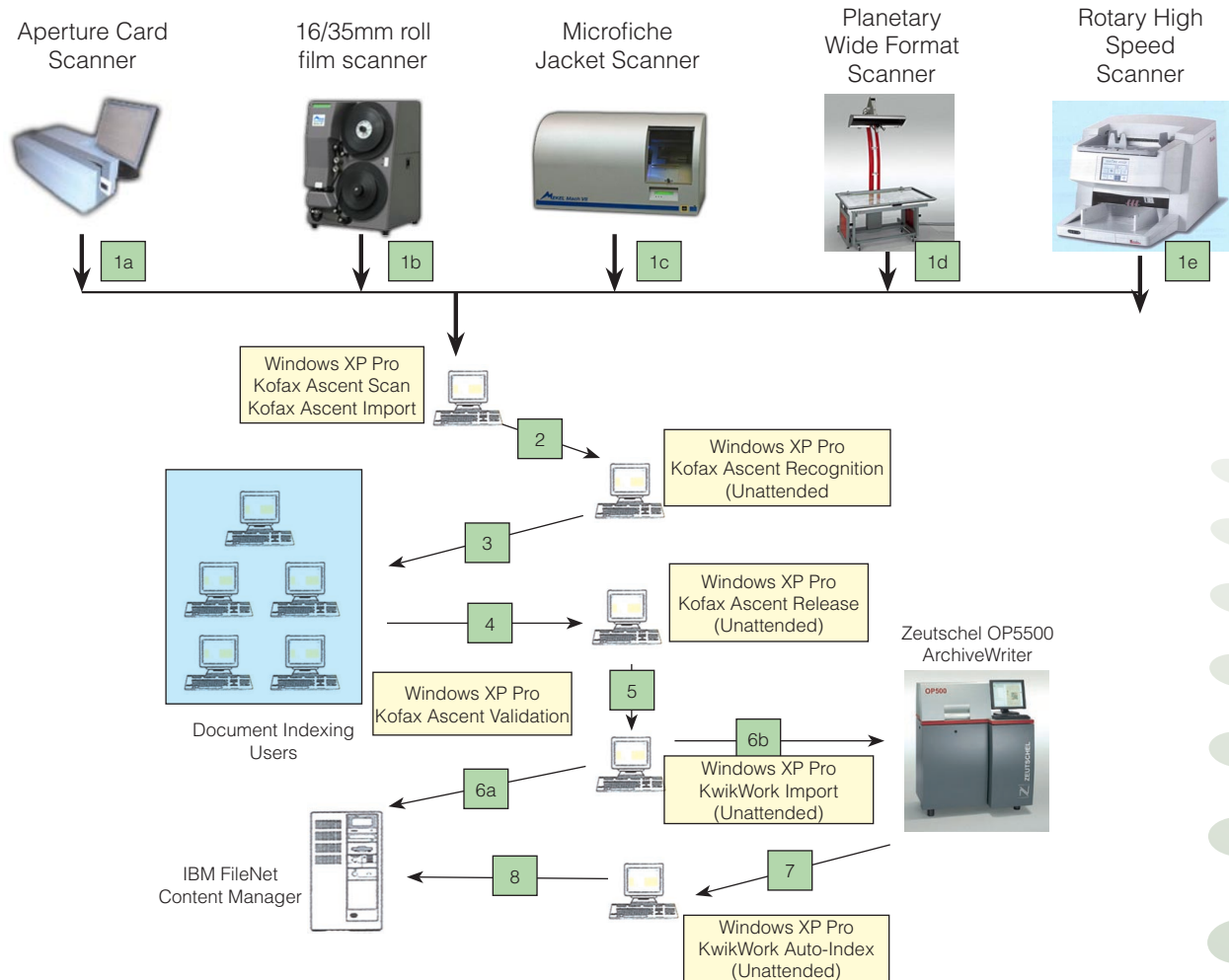
The main components of the IT initiative were:

- E-permit/petition workflow management system. This web- based system would allow for the submittal of a water right application via the internet.
- New relational water rights database. One relational database to replace the existing system comprised of multiple tables/spreadsheets and databases.
- Electronic Document Management System (EDMS). The support services division headed by Martin Zimmerman has been scanning all types of records into electronic images, including: 70,000+ maps; 6,000,000+ microfilm images; and 300,000 paper documents such as permits and certificates of record.
- A geographic information prototype system to expand coverage to the entire state

Harry LaBonde, Deputy State Engineer, and his staff are thrilled with the prospect of having millions of documents digitized and correlated with geospatial data for water rights and permitting. "This will go a long way in making job activities more efficient and in making the information easier to access and more user-friendly for the residents of Wyoming."

## FLOW CHART - NEW DOCUMENT MANAGEMENT SYSTEM

The top line of the following chart and the OP 500 Archive Writer at 6b illustrates the various capture devices available from The Crowley Company (dependent upon the media). The remainder of the chart illustrates the workflow solution from enChoice



Step 1a-e: Once scanned, all images are brought into Kofax Ascent, where a batch is created

Step 2: Batch is automatically processed by Kofax Recognition Engine

Step 3: Kofax Ascent users index individual documents within the batch

Step 4: Batch is automatically processed by Kofax Release Engine

Step 5: KwikWork Import automatically stores documents and related indexes into IBM FileNet Content Manager (Step 6a). IBM FileNet Content Manager returns GUID value to KwikWork Import, which in turn appends this value to a separate process to release a copy of the document, indexing to a network folder for the archive writer (Step 6b)

Step 7: ArchiveWriter releases updated index information to network folder

Step 8: KwikWork Auto Index adds microfilm index information to documents stored in IBM FileNet Content Manager

## THE COMPANIES

enChoice leverages the IBM FileNet integrated suite platforms and provides a comprehensive array of professional services including a delivery team with the combined experience of over 100 ECM solutions since 1994. enChoice's flexibility in leveraging client's resources and transferring as much knowledge as they are willing to own is unique. Services include; comprehensive solution assessment, implementation/installation, user acceptance testing, detail design and analysis, integration and development, single point of contact support, detailed project plan and project assessment, training, migration and conversion. (data and content)

[www.enchoice.com](http://www.enchoice.com)

The Crowley Company complements the enChoice platforms with a line of high-quality scanning equipment especially suited to the engineering environment. The firm also provides hands-on training and ongoing technical support.

The Wyoming SEO equipment includes;

Zeutschel 10,000 A0 planetary scanning system featuring:

- Output of black and white, grayscale or 36-bit color images
- Far superior image quality than a previous rotary engineering scanner
- Flat, counter-balanced glass for ease of use and allowing for any document condition
- Simultaneous JPEG and TIFF compressed images with only one scan

### Mekel Technology film scanners

Manufactured by The Crowley Company, these scanners digitize 16mm and 35mm jackets at high speed

### The Zeutschel ArchiveWriter

A 90 megapixel camera which produces high-quality 16mm or 35mm film directly from images

[www.thecrowleycompany.com](http://www.thecrowleycompany.com)

## INVITATION

enChoice and The Crowley Company have the expertise, credibility and infrastructure to offer a genuine service to any engineering department. We would be pleased to conduct a free assessment of your specific needs, followed by a formal proposal incorporating all the benefits of electronic management solutions and quantifying the return on investment.

If you would like to take advantage of this offer, please contact Richard Mahoney

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