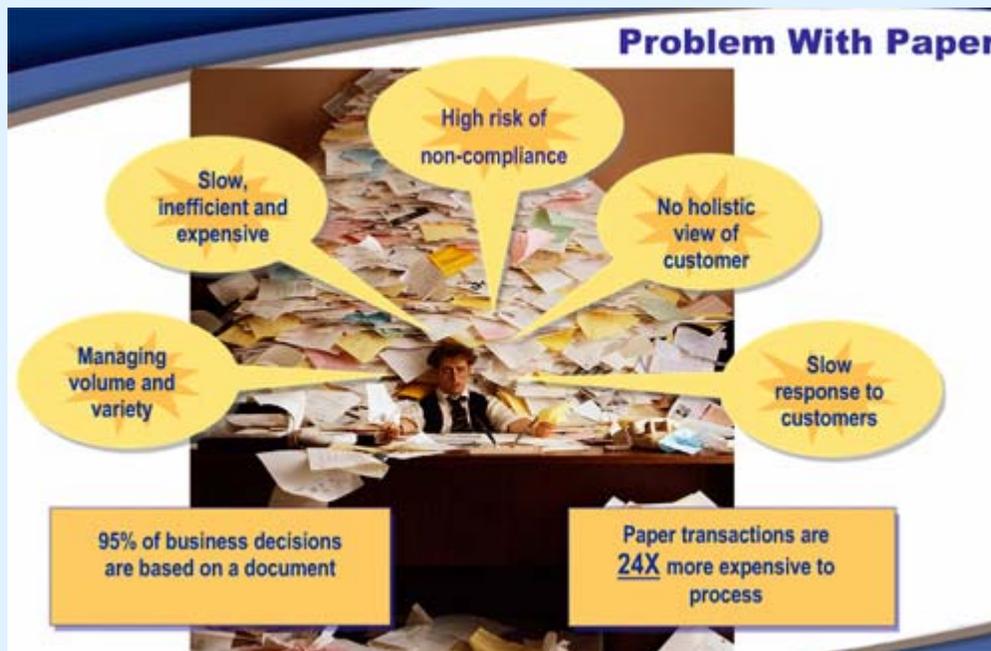


## Document Management Demo

**New!** Ever wish that you can quickly search for specific information in that cabinet full of paper documents? Wait no more! Net FYI, a designated [NSI's AutoStore](#) document management solution provider (VAR), has multitude of solutions. Here you get to see the power of converting paper documents **live** to an electronic searchable document library.



### Demo Scenario

- You have hundred and thousands of paper documents that you wish to scan into a electronic repository so you can easily view the documents anytime, anywhere
- You want to be able to view the documents inside and outside the company
- Scanning a document gives you just images and you cannot search the text; the ability to searching for specific information is a must
- You also want to view it in PDF format as it's the industry standard
- You don't just want to be able to locate the document, you want to be able locate certain portion of the text in the document within the PDF document
- You want to reuse the OCR text in other applications such as Word or Excel

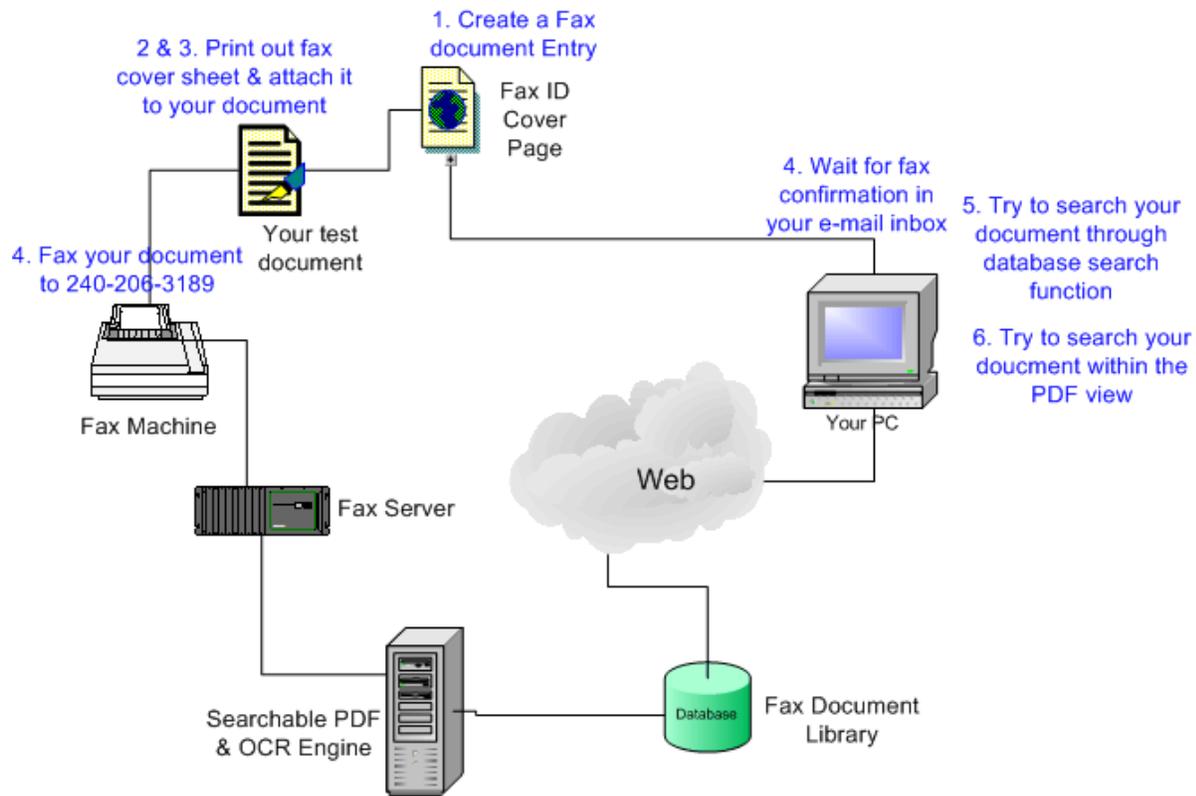
**We have the solution and you can try it out on-line yourself!**

## Benefits

- **Scan**
- Convert paper documents into electronic PDF format automatically
- **Storage**
- Store paper documents electronically into a document library
- **Index**
- Quickly search paper documents through full-text search engine
- Index keywords on documents for searching and reporting
- **Retrieval**
- Allows text search in PDF documents -- OCR (Optical Character Recognition) text and overlay over the PDF document
- Allows copy text from the searchable PDF documents to other applications
- **Access**
- Easily configure access control on who needs it. Configure only allow authorized personnel to view documents

## How it Works

Below is a diagram on how the demo works. Begin by attaching the generated fax ID cover page to your test document, fax it in, and the system does the rest. It OCRs the text, converts it to a searchable PDF document, indexes the document and make it available over the web. You can then easily search for the document and search portion of the text within document.





**Net F.Y.I., Inc.**  
12525 Grey Fox Ln.  
Potomac, MD 20854-1903  
Phone: (240) 314-0675  
Fax: (240) 314-0674

## Demo Description & Instructions

Normally, within the corporate environment one would use a TWAIN scanner or network printer/scanner to scan in documents. However, to make the demo available to the public, fax machine is used as our scanning tool. The solution is not limited to just fax machines, but any scanning devices (such as HP ScanJet 7800, Fujitsu fi-5120C, or TWAIN scanners).

This is an interactive demo; it's best you print and follow the directions below:

### 1. Create a Fax document entry

Begin by creating a fax document on-line by clicking on the "New Fax Doc" link (see picture below).

http://www.netfyi.com/AutoStore - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.netfyi.com/AutoStore

AutoStore Fax Document Library Demo

**Name** John Doe

**E-Mail\*** jdoe@netfyi.com

**Doc Title** Invoice document

**Category**

- Accounting
- Engineering
- Human Resource
- Marketing
- Receiving

**Instructions:** After you submit it will generate a fax cover page with a fax ID. Put 1 to 3 (no more than 10) test pages under the cover page and fax it to 240-206-3189. An e-mail will be sent to you once the fax has been OCR into searchable PDF and store in fax document library. The e-mail will contain instructions on how to open your searchable PDF fax document.

**Privacy Statement:** We do not resell your information. Information collected here is only used for the purpose of demo. Your E-Mail is used so that you can be notified when the document is ready for your viewing.

Submit Cancel

on NT2/NetFYI Done Internet



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## 2. Print out fax cover sheet

The demo will generate a Fax ID cover page. Print out this page as your fax cover page (see picture below).

http://www.netfyi.com/AutoStore - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.netfyi.com/AutoStore

Document Library  
AutoStore Fax Doc Lib

- New Fax Doc
- All Documents
- By Category
- By FaxID
- Search

Name	John Doe	Category	Engineering
E-Mail	jdoe@netfyi.com	Instructions: Print this page as your fax cover page. Put 1 to 3 (no more than 10) test pages under the cover page and fax it to <b>240-206-3189</b> . An e-mail will be sent to you once the fax has been OCR into searchable PDF and store in fax document library. The e-mail will contain instructions on how to open your searchable PDF fax document.	
Doc Title	Invoice document		

[Print Again](#)

**00446304**

on NT2/NetFYI

Done Internet



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### 3. Fax your document

Place the cover page on top of your test fax document (**please don't fax in any personal or company related information**). To expedite the demo process, please attach only 1 to 3 pages. To ensure highest quality, try to set faxing mode to **fine** or **super fine**. Fax it to **240-206-3189**.

The system will initially generate an empty document with the Fax ID and document title. This Fax ID is used by the system to match the faxed in document to the electronic record. Note that there is no paper-clip icon which indicates that the system has not received the fax yet.

The screenshot shows a web browser window displaying the netFYi Document Library. The browser's address bar shows "http://www.netfyi.com". The page has a search bar at the top right. On the left side, there is a navigation menu with the following items: "New Fax Doc", "All Documents", "By Category", "By FaxID", and "Search". The main content area is titled "All Documents" and contains a table with the following columns: "Date", "Topic", and "Fax ID". The first row in the table is circled in red, showing a date of "02/26/2007 11:25 AM", a topic of "Invoice document (John Doe)", and a fax ID of "00446304". Other rows in the table include "Invoice (Night Jaz)", "Test1 (Jesse Lim)", "XYZ Limited Invoice (Raymond Liu)", "work on IV (reggie liu)", "work on III (reggie liu)", "work on (reggie liu)", "test 3 (Raymond Liu)", "test (Ctseng)", and "BlueCross Blue Shield of MD Vision".

Date	Topic	Fax ID
02/26/2007 11:25 AM	Invoice document (John Doe)	00446304
02/26/2007 10:33 AM	Invoice (Night Jaz)	55595600
02/26/2007 09:45 AM	Test1 (Jesse Lim)	16500063
02/26/2007 09:32 AM	XYZ Limited Invoice (Raymond Liu)	03282825
02/26/2007 12:10 AM	work on IV (reggie liu)	07797068
02/25/2007 11:56 PM	work on III (reggie liu)	07065513
02/25/2007 11:16 PM	work on (reggie liu)	06336881
02/25/2007 10:36 PM	test 3 (Raymond Liu)	02018029
02/25/2007 06:20 PM	test (Ctseng)	05612263
02/25/2007 04:01 PM	BlueCross Blue Shield of MD Vision	00538111





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#### 4. Wait for fax confirmation in your e-mail in-box

Wait for a few minutes. An e-mail will be sent to you once the fax has been OCR and placed into the document library. The document should look like below. The file attachment is the fax document that has been scanned and OCR (Optical Character Recognition).

The screenshot shows the netFYi web interface. On the left is a navigation menu titled "AutoStore Fax Doc Lib" with links for "New Fax Doc", "All Documents", "By Category", "By FaxID", and "Search". Below the menu is the netFYi logo and contact information: <http://www.netfyi.com>, Tel: 240-314-0675, and E-Mail: [info@netfyi.com](mailto:info@netfyi.com). The main content area has a "Cancel" button at the top. Below it is a "Doc Library" section with "Main Topic" and "Night Jaz Today 10:33 AM". To the right is a metadata table:

<b>Subject:</b>	Invoice
<b>Category:</b>	Accounting
<b>Fax ID:</b>	55595600 <a href="#">Print out fax cover</a>

Below the metadata is a "Fax document:" section with a red circle around the attachment link: [\\_pFax\\_26Feb2007\\_07-37-10.pdf](#). Underneath is the OCR text: "OCR Text: FEB-26-2007 10:40 FromiNET FYI, INC. 2403140674 To: Page 1 of 1 Name Night Jaz Category Accounting E- nightjaz@yahoo.com Instructions: Print this page as you".

## 5. Try to search your document through database search function

Once it's in the library you can quickly search the document through the database's full-text search engine.

http://www.netfyi.com/AutoStore - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.netfyi.com/AutoStore

Google G Go Bookmarks PageRank 4 blocked Check Settings

Document Library  
AutoStore Fax Doc Lib

[New Fax Doc](#)  
[All Documents](#)  
[By Category](#)  
[By FaxID](#)  
[Search](#)

**search results** for "flu"

1 document found

Date	Topic
02/25/2007 03:21 PM	07226243 <a href="#">It's flue season again (Night Jaz)</a>

Search for flu Search

Options Sort results by relevance  
Return a maximum of results  
 Use word variants ("cat" will also find "cats")  
 Fuzzy search

Documents can be located quickly using database's full-text search function

on NT2/NetFYI Internet

## 6. Try to search your document within the PDF viewer

Once the document is located, you can further search the text within the PDF view.

Once the document has been located, the PDF document is searchable! Conventional scanned PDF is an image and can not be searched. Through our solution, we OCR the image and the text is overlay over the image so that it's searchable!

**POTOMAC PEDIATRICS**

**It's flu season again!!!**  
**Time to get vaccinated.**

Who needs the flu vaccine?  
The American Academy of Pediatrics recommends that most kids and their caregivers get the flu vaccine, especially children between the ages of 6 and 59 months, and those children with asthma or other chronic medical conditions. The cost is \$35 per vaccine. Only children over 6 months of age can have the vaccine, and any child younger than 9 years of age who has never had the flu vaccine will need 2 shots separated by 1 month.

Can I also get the flu vaccine?  
Yes. We strongly encourage all parents and caregivers (i.e. grandparents, nannies, babysitters, extended family members, etc) to receive the flu vaccine, and we will be happy to vaccinate you for the same \$35 fee.

Is there a flu shot alternative?  
Yes, Flu-Mist which is a live nasal vaccine is approved for healthy children and adults between the ages of 5 and 49 who do not have a history of asthma or wheezing. Similar to the flu shot, children under 9 years of age who have never received Flu-Mist before will require a second dose. The cost of Flu-Mist is \$45 per dose.

on NT2/NetFYI

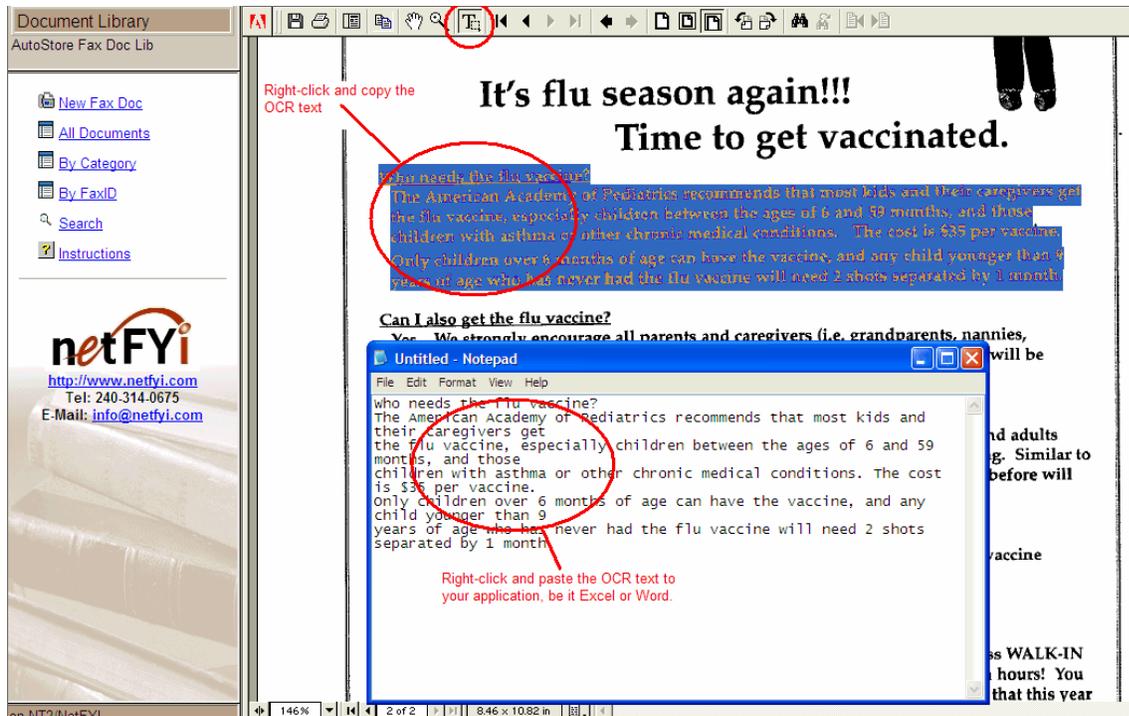
Done

### What to Expect

Note, because this is a fax, the image quality is at fax quality. The image may be somewhat unclear. This is a demo of converting paper documents to an electronic searchable repository. Depending on the deployment, most of the time a company will opt to use hi-res scanners and the image quality will be much improved.

### Additional Benefit of Searchable PDF

Because the PDF document is searchable, it's overlaid with the actual OCR text (you don't see it), you can use PDF viewer's "Text Select Tool" and copy the text (see picture below).



Try the live interactive demo now at  
<http://www.netfyi.com/edmsdemo> ➤