



Go Green

Save Money

Increase Efficiency

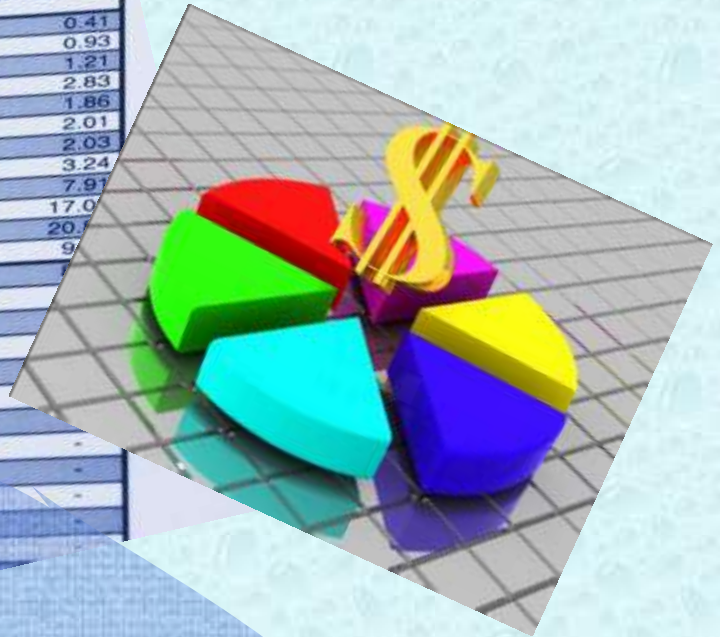
Improve Customer Satisfaction

Communicate in Multiple Languages

zip  ta <sup>TM</sup>



	% Increase	Target	Var.	Average (per day)
	0%	\$ 6.30	\$ 6.30	0.41
Jan	54%	\$ 10.95	\$ 15.08	0.93
Feb	207%	\$ 26.31	\$ 11.06	1.21
Mar	144%	\$ 47.22	\$ 37.83	2.83
Apr	228%	\$ 39.15	\$ 41.33	1.86
May	68%	\$ 66.34	\$ -5.16	2.01
Jun	104%	\$ 88.34	\$ -5.47	2.03
Jul	104%	\$ 74.62	\$ 25.77	3.24
Aug	160%	\$ 30.95	\$ 106.25	7.91
Sep		\$ 329.44	\$ 200.41	20.0
Oct		\$ 225.59	\$ -102.34	9.0
		\$ 813.15	\$ -514.75	
		\$ 378.65	\$ -130.49	
	114%	\$ 312.72	\$ -30.47	
	87%	\$ 348.83	\$ -102.85	
		\$ 304.00	\$ -	
		\$ 375.71	\$ -	
		\$ 464.34	\$ -	
		\$ 573.88	\$ -	
		\$ 709.25	\$ -	
		\$ 428.25	\$ -	
		\$ 1,059.42	\$ -	
		\$ 1,851.54	\$ -	
		\$ 2,931.63	\$ -	
	124%	\$ 671.03	\$ -	
		0.70	\$ 6,167.52	



## Introduction to Document Management System

**Will Your Company Benefit from Automating Document Management?**

Documents are relevant pieces of information primarily intended for human processing. Every day in businesses and organizations around the world, people receive and process huge amounts of information. Most of this information is captured in documents. Whether it takes the form of handwritten notes, Web content, spreadsheets, or email, the document is the container in which information is presented for human processing. The efficient management of documents is a critical factor in cutting costs, increasing efficiency, improving customer satisfaction and in attaining and maintaining a leadership position. Documents must be intelligently moved throughout an organization to support day-to-day business activities. Documents are corporate assets and contain sensitive information that must be protected and routed in a controlled manner based on corporate policies. Document Storage and Retrieval are other critical aspects of Document Management that could impact organizations. These aspects may also be legally required in certain industries.

## The Next Business Imperative: Document Lifecycle Management System

Businesses around the world produce trillions of pages of hard copy information. With all that paper comes an even greater potential for lost or misfiled information that can cripple productivity, increase costs, and potentially result in negative legal or business decisions.

Add in the vast amounts of digital documents that businesses create everyday and it becomes apparent that organizations, large and small, need solutions that can capture, manage, store, and deliver business documents from initial creation to secured instant retrieval from anywhere at anytime.



## Information + Agility = Success

zipota helps organizations gain control of information by automating processes, reducing replication of content, and ensuring that the right people receive the right documents for faster response and better decision-making.



## Why Organizations Need zipota?

zipota is built with a vision to aid organizations in their efforts to go “Green”.

zipota offers a total solution to automate every phase and every type of business information exchange. It helps organizations streamline manual, paper-intensive processes and reduce the use of paper by automating the flow of documents, within and outside the organization. Customers gain significant and immediate operational efficiencies, cost savings and measurable ROI.

zipota gives your data a professional look and feel. It can also be configured to automatically deliver these documents in industry standard electronic delivery mechanisms such as fax, email and print. The overall quality of communication is improved due to consistently professional-quality documents.

zipota can be used by any organization across the whole spectrum of industries that have a need to generate documents. Organizations that generate large numbers of documents have a good incentive to cut costs and improve efficiencies by implementing zipota.

zipota is highly scalable. It can support the needs of small departments. It can also scale up to support global enterprises that need to generate tens of thousands of documents in multiple languages.

## Solution

Moving paper-based information into electronic documents is an increasingly important challenge for most organizations. Organizations need to handle massive volumes of critical information assets - developed and updated over a period of time. With an electronic document management solution, companies can manage large volumes of documents, optimize workflow, enforce privacy and improve business process efficiency.

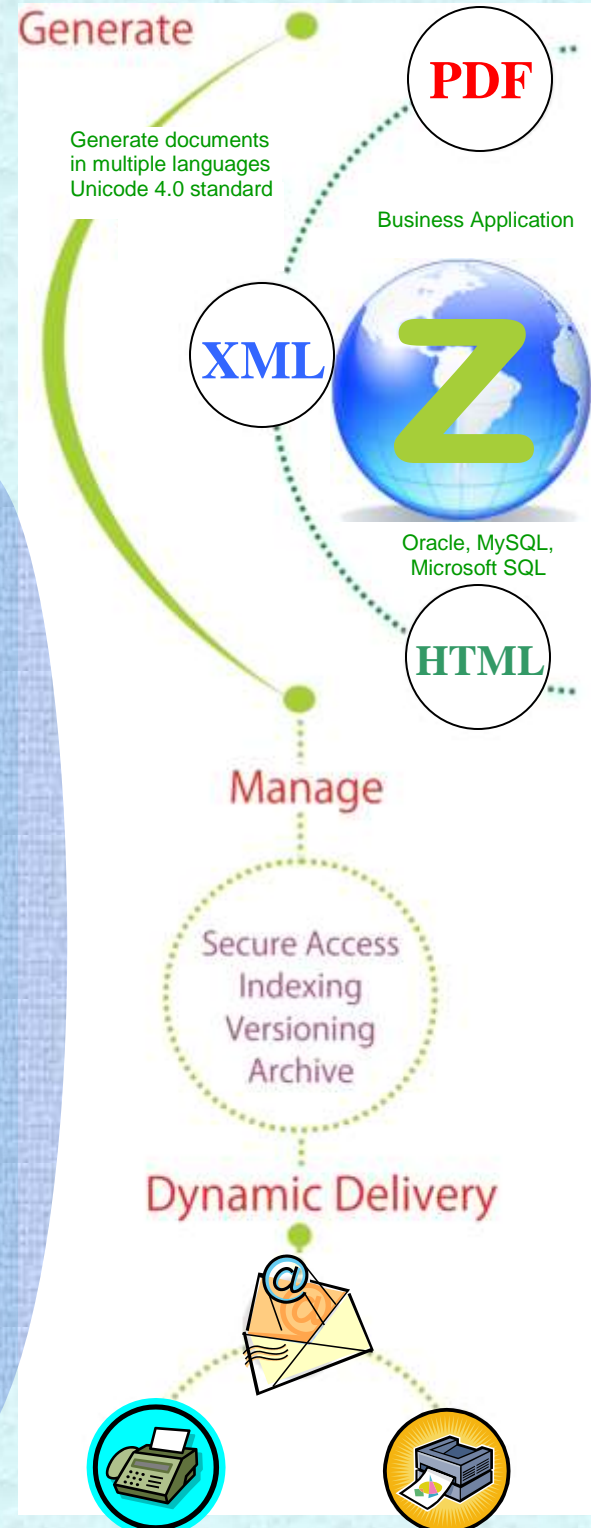
zipota, a state-of-the-art document management solution, helps organizations gain control of information by automating processes, reducing replication of content, and ensuring that the right people receive the right information for faster response and better decision-making. With zipota, organizations can streamline manual, paper-intensive processes and reduce the use of paper by automating the flow of documents within and outside the organization.







- zipota is built on open standards. Users can design, generate, link, deliver, store, secure and search documents.
- Multi-lingual capability: Dynamically communicate with business partners in a language they understand.
- Complex and Professional looking business documents can be designed using any standard XML-IDE tools. zipota can generate customer/vendor facing documents, government forms, labels, checks. Images and bar codes can be incorporated in documents. zipota's rule-based engine enables dynamic and flexible layout templates, watermarks and control over copies.
- Generated documents are automatically linked with other documents in the workflow.
- zipota's rule-based delivery control supports dynamic delivery mechanisms. Documents can be emailed, printed or faxed based on business rules.
- Documents in zipota can be securely archived and retrieved. An advanced text search enables users to find documents containing the searched text.
- HotKeyGenie enables quick retrieval of contextual documents with a single key-stroke directly from any application.
- Documents that are created from outside of zipota can be securely archived, categorized, keyword indexed and linked with other documents.







## Key Features

### Zero Impact

zipota can communicate with business systems without ANY changes to the business system. A simple non-intrusive approach enables zipota to listen for specific business events and process them appropriately.

### Business Integration

zipota provides standards based APIs to help integrate processes. This enables disparate systems to work in harmony to enable seamless, automated workflow and increase the utility of critical business information. It allows businesses to have a unified view of information.

### Multiple Data Sources

zipota can accept data from XMLs and databases (Oracle, SQL Server and MySQL).

### Translation and Transliteration

Document text/Business data can be dynamically translated and transliterated based on business rules.

### Globalization

Generate documents and interact with zipota in any language. Internationalization and localization is the process of designing a software application so that it can be adapted to various languages and regions. zipota conforms to this process and exclusively uses Unicode - 4.0 standard so that it easily adapts to the local culture and environment.

### Simple yet Powerful Search

Search Engine like Document Retrieval eliminates the learning curve. zipota's search engine allows context sensitive criteria to retrieve relevant documents.

### Multiple Delivery Channels

Documents can be delivered via industry standard delivery mechanisms to a wide variety of devices and media.

### Security

User's access to Document Generation and Retrieval is controlled by Document Type security.

Security can be enforced for Printer access, emails and fax numbers.

## Notification

Get real-time updates delivered to you instantly via :



### Document Status and Notification

With zipota, users can control their document life cycle process through document status checks and better document control features. Users can receive instant notifications through client alerts and emails. All you need to do is subscribe to the events (Request Document, Generate Document, Deliver Document etc.) for which you would like to be notified.





## Key Features continued

### Legal Compliance

Document versions can be automatically enabled for business needs and legal compliance.

### Rules Based Document Generation

- Generate or Suppress PDF generation.
- Generate or Suppress Document Copies.

### Rules Based Document Enhancements.

- Configurable Watermarks can be used to implement business policies and for visual impact.
- Standard Bar Codes and graphic images can be embedded in documents.
- Multiple document layouts.
- zipota supports complete choice of color and fonts in documents including MICR and UTF-8 fonts.
- Support for embedding multiple format graphic objects.

### Rules Based Document Security – Password protection

Passwords can be dynamically set and selectively applied to documents.

### Rules Based Document Delivery

zipota allows you to deliver documents via email, print and fax. Delivery mechanisms can be configured to meet business requirements. Attachments can also be dynamically delivered.

### Rules Based Document Storage

- zipota allows you to selectively store documents. Documents are stored in a centralized database.
- zipota stores documents in configured folders that make accessing the documents easy.
- Attachments that are to be sent along with the generated documents are also archived. This feature is critical for audit tracking. zipota provides a secure server-based repository for storing all the documents an organization creates or acquires. Once in the system, documents are fully indexed for rapid search and are stored in a secure environment so they can be effectively managed, routed, shared, printed, or delivered electronically.
- zipota can be configured to store duplicate documents for version control.

### Workflow

Documents in a workflow can be automatically linked. This enables a comprehensive view of the workflow with a single query.

### External Documents

Documents external to zipota can be categorized, keyword indexed, archived and linked to other business documents. This complements zipota's built in workflow and enables organizations to truly achieve an end-to-end document lifecycle solution.

### HotKeyGenie

This feature allows one-key contextual access to zipota managed documents from any business application.

### Personalized look and feel

zipota provides options for users to personalize their client experience.



# Key Benefits

## Platform Independent

zipota can be installed on any platform that can run Java and Oracle. zipota is certified for Windows platform. The business data can be in Oracle, SQL Server or MySQL.

## Zero upfront costs

The core product to generate and deliver (email and print) documents is free. The product can be installed on an existing Windows based PC.

## Zero Risks

With a satisfied customer base, we strive to increase our base with product quality and customer support. We guarantee 100% satisfaction.

## Go Green, Cut costs, Increase productivity

zipota is a fully automated Document Lifecycle Management solution. It will eliminate the need to manually manage documents. It will help you go green and save document costs.

## Automated or Interactive modes

zipota can be integrated into any business system that has data in Oracle, SQL Server or MySQL. This integration provides greater flexibility in the Document Lifecycle process. It can also be used interactively for on-demand requests.

## Folder based intuitive document archiving

Documents that are stored in the database can be stored in a logical folder structure for easy access. This improves productivity and customer satisfaction.

## Secure retrieval for re-deliver

Users who have the appropriate security access can retrieve documents and re-deliver (email, print, fax) them if required. This also has the option for attachments.

## Keyword based instant retrieval

zipota provides a search engine like document retrieval capability. In addition, users can search documents based on keywords within the document.

## Document Version Control

zipota can be configured to store duplicate documents based on business requirements. This feature enables businesses to comply with legal requirements.

## Use of open standards

zipota incorporates open standards defined globally. This eliminates the need to learn proprietary tools. It also eliminates the risk of proprietary technologies.



## Globalization Support

Internationalization and localization standards as defined in Unicode 4.0 are implemented in zipota. This enables users to interact with zipota in any language.

## Multi-lingual Document Generation

zipota provides the capability to generate documents in multiple languages.

## Notification: Alerts and emails

zipota is designed to provide notifications at all critical phases in the process. Notifications are based on event outcomes. Users can subscribe to notification events.

## Easy to use interface

zipota has a very intuitive user interface. Users who are familiar with Windows based applications will need little to no training in using the interface.

The interface can be configured for any language.

## Open standards

zipota is designed using open standards. Conforming to open standards facilitates quick learning.

## Non-proprietary open architecture

zipota application can be accessed from any computer that has a browser. The zipota client automatically gets updated when required. This eliminates the need for client administration. It also ensures that all clients are using the same version of the tool.

## HotKeyGenie

This feature allows seamless access to relevant business documents from any business application.





- ✓ Green – Environment Friendly
- ✓ Globalization
- ✓ Open Standards
- ✓ Paperless Filing Solution
- ✓ Fully Automated
- ✓ One-key access
- ✓ Document workflow linking
- ✓ Organized Documents
- ✓ Multiple Delivery Channels
- ✓ Control & Security
- ✓ Streamlined Distribution
- ✓ Simple User Interface
- ✓ Cost Saver
- ✓ Scalable



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