

## Questys: Gain control over your documents

Toshiba Document Solutions combine Toshiba e-STUDIO systems with powerful software applications and targeted business process improvements to enable you to more effectively *distribute, manage, and organize* your documents.

One of these software applications is the Questys Text and Image Management System from Decision Management Company, Inc. Questys is an integrated document management system used to organize millions of documents and electronic files. It is available for any size organization, from stand-alone system and departmental/workgroup installations to enterprise-wide solutions.

### Scan, import, search, and retrieve

With a Toshiba multi-function device, Questys is used to scan paper documents and import electronic files and e-mails, then OCR, edit, index, and store information in electronic format. All documents can then be searched and retrieved from your desk, from across town, or from the other side of the world via the Questys Web Server.

You can search for a document in a variety of ways—by browsing file folders, searching for a specific index value, or by a text search for any word or phrase within the document. In virtually all cases,

the system will locate a document in a database containing millions of pages in less than one second!

### Security options

All Questys functions, from scanning to retrieving, provide a full range of security options and settings to keep your documents authenticated and secure, but still accessible. The system can be set up to require a password and ID for access to sensitive

documents. Once the file is retrieved it can easily be printed or faxed on Toshiba systems or e-mailed as an attachment.

### Easy file importing

Questys allows you to import electronic files in their native formats;

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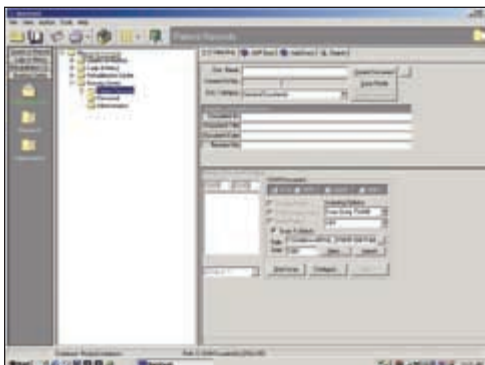
Searching a database of millions of pages, Questys can locate a document in less than one second.

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this includes PC-based electronic files (word processing documents, spreadsheets, etc.), legacy/spool files (COLD), sound files, electronic movie clips, and any other type of electronic object. Also, electronic image files can be converted into text files by means of OCR (optical character recognition); Questys leverages the OCR capabilities of ABBYY Software's industry-leading FineReader OCR engine, another Toshiba Document Solution.

### Indexing and storing options

Questys can associate various types of documents and electronic files together as a single electronic file, and text files can be indexed on a "full-text" basis. And for convenience you can store images on magnetic, magneto-optical, and/or optical disks.



With Questys, all documents can then be searched and retrieved from your desk, from across town, or from the other side of the world via the Questys Web Server.

# solutions

Questys software

## Customized indexing

Another key feature of Questys is that the filing system can be customized specifically to your needs without having to do any complex coding. Everything from the group and folder structure to the document bibliographies can be customized within Questys. And, each department in your organization can set up their indexes in a different way, if desired.

## Edit, spell-check, and view files

The robust file editor/viewer features a versatile file viewer capable of displaying a wide variety of images and native files, zooming in/out, rotating images, and reversing image bits (black on white and white on black). If a document contains both images and OCR text, the files are displayed in scalable side-by-side windows. The quality control processor features a full text editor/spell-checker, a variety of image annotation tools, and sticky notes.

## Collaboration

Unlike paper documents, an electronic document can be accessed by multiple users simultaneously. This allows collaboration on documents, and Questys' version control feature enables chronological tracking of users' edits.

## Standard operation

Questys uses standard equipment, a standard operating system, standard database managers, and standard file formats. The system is completely devoid of proprietary software and "black boxes" that can make installation and usage difficult.

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Electronic access, security options, multi-user collaboration, and lower maintenance costs.

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## Deployment

To fit your needs, Questys may be procured in a variety of ways: by individual module, pre-configured modules, or pre-configured modules installed on the

Toshiba server with all of the necessary hardware backup and software components. We'll work with you to determine the optimal method for your organization.

## Questys and Toshiba devices

Along with Toshiba devices, Questys is a powerful tool for enabling an electronic filing system that will transform the way your organization stores, retrieves, and accesses documents. Call your Toshiba representative today for more information on how Questys and other Toshiba Document Solutions can help *your* organization.

# TOSHIBA

**Don't copy. Lead.**

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