



Document Management & Electronic Filing

Are you wasting money? Losing things? People taking files and NEVER returning them? Purchasing myriads of beige filing cabinets, every one of which arrives in a varying shade of beige? Lost cabinet keys and on and on and on...

We feel the same way and as a solution have selected a modular approach to accomplish document management. This means we have selected the best products from various vendors to build the most cost effective and flexible solution possible...

OMNItrieve

Plantrol's **OMNItrieve** is used as the main filing system using a familiar cabinet, drawer and folder paradigm to link documents to data bases in your existing business data. **OMNItrieve** allows you to see all documents in various views and to compress and encrypt your documents while giving you complete security at all levels. **OMNItrieve** offers mapping in relational data bases and is Internet/Intranet compatible.

OMNIcom247

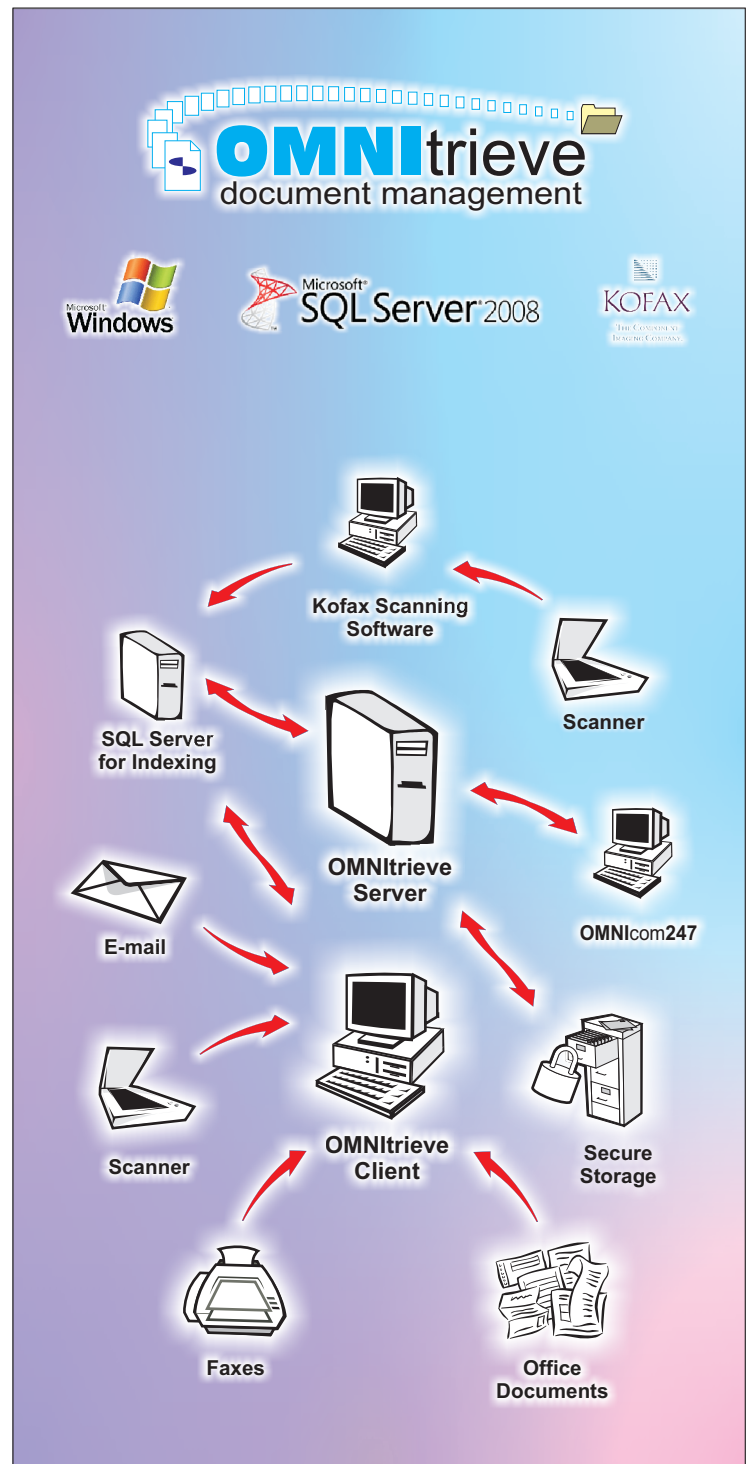
Plantrol's **OMNIcom247** allows us to capture computer generated PDF and CSV output. With this product you will be able to file directly into the **OMNItrieve** System which will give you a universal interface to all of your documents.

Technical Aspects

The Windows Server system is used to store all the documents and indexes. This system also provides the environment for the client/server application which is used in the system.

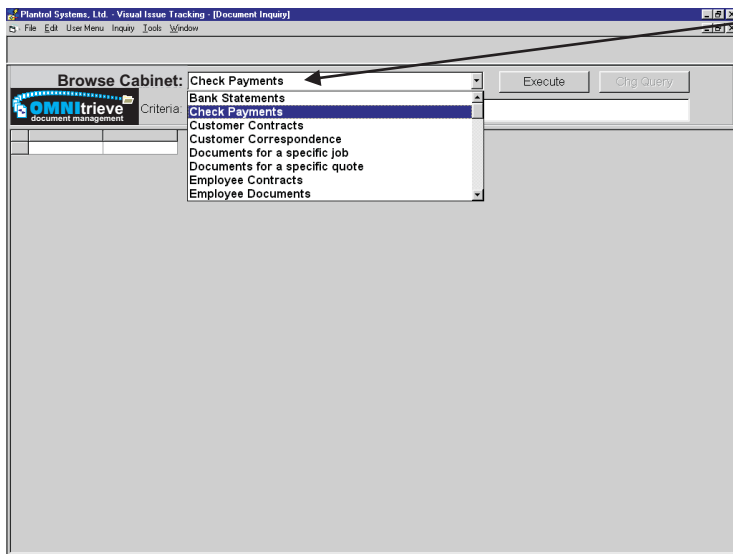
SQL Server is the database's management system that contains the index information for all documents that are filed. These indexes are then used to speed storage and retrieval of documents and data. We selected this product because of its open system and relational architecture.

When high volume document scanning is required, Kofax is a software and hardware combination that will drive a video interface scanner and allow batch scanning and indexing of documents. Document types can be setup to do OCR on various page regions virtually eliminating human intervention in the indexing process. Pages can be separated automatically by placing a barcode on page separators. The page separator can be a separator only, or can be the first page of your document set. Plantrol has a release script for Ascent which indexes scanned documents and then stores the documents in **OMNItrieve** cabinets.

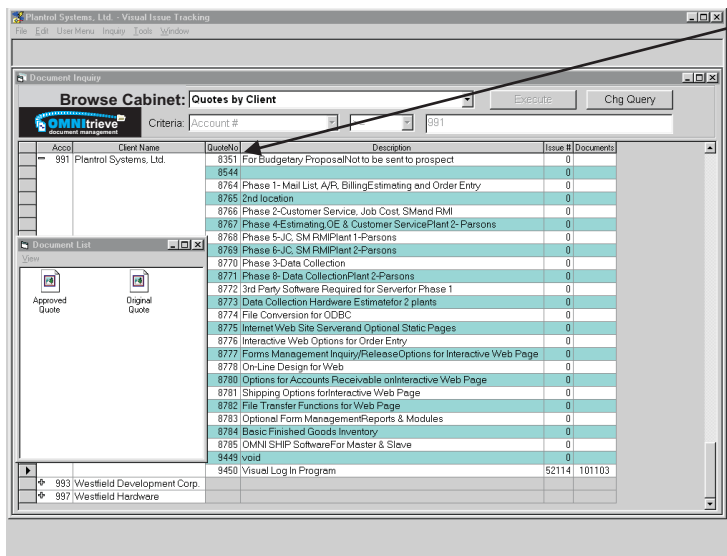




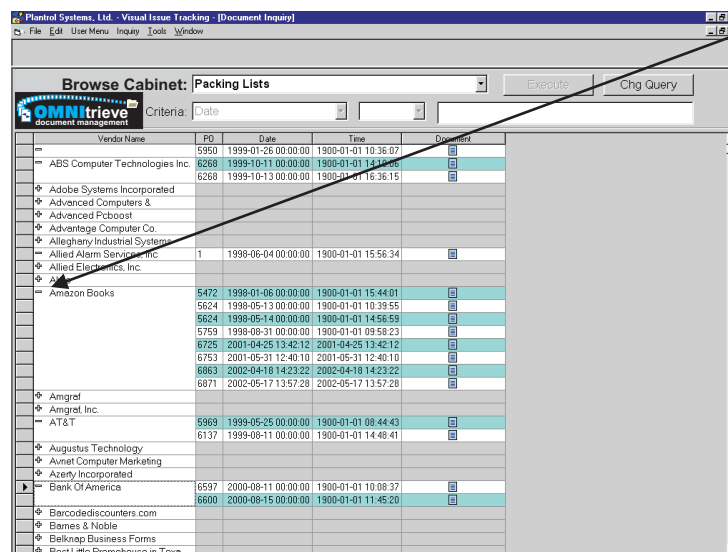
Document Retrieval



This is the cabinet selection screen. From here the user is presented a list of cabinets he/she has access to. If the user does not have access to a cabinet, it will not be displayed in the list. This screen also gives the ability to filter the documents returned using a simple pull down query tool.



This is an example of a list of document topics and a window showing multiple documents associated with one topic.



This screen shows the list of document folders in a familiar tree view. The nodes can be expanded or collapsed by clicking the + or - next to the folder.



Document Retrieval

Quantity	Description	Unit	Unit Price	Total
10	Avery View Binders 1-1/2"		2.70	27.00
1	HP LaserJet 1020		3.97	3.97
1	HP LaserJet 1020		2.69	2.69
1	HP LaserJet 1020		3.37	3.37
1	HP LaserJet 1020		1.74	1.74
2	HP LaserJet 1020		5.57	11.14
1	HP LaserJet 1020		3.97	3.97
8	HP LaserJet 1020		191.94	1535.52
	Total			1535.52

Clicking on the document icon will open the document in the viewer or application associated with that document type on your computer.

Quote Entry

Quote Number: 9450
 Date of Quotation: 10-02-02
 Original Issue #: 152114
 Client: 991 PROSPECTUS ONLY
 Description: Visual Log In Program
 Manager: 18 JOE DEBISO
 Sales Person: 28 Lori Brightman

Quot e Line	Plantrol Id-Type	Plantrol Id-M	Plantrol Part Number	Qu ant	Unit	Billin g Type	Description 1	Sell Price	Mainte nance per	Description 2
1	CVP	PSL	WLOGIN	5		E	Visual Log In Program	500.00	5.00	Maintenance provided at our hourly rate
2	LPS	PSL	INSTALLDA	1		C	Installation - \$1,200 per 6 hour d	1200.00		

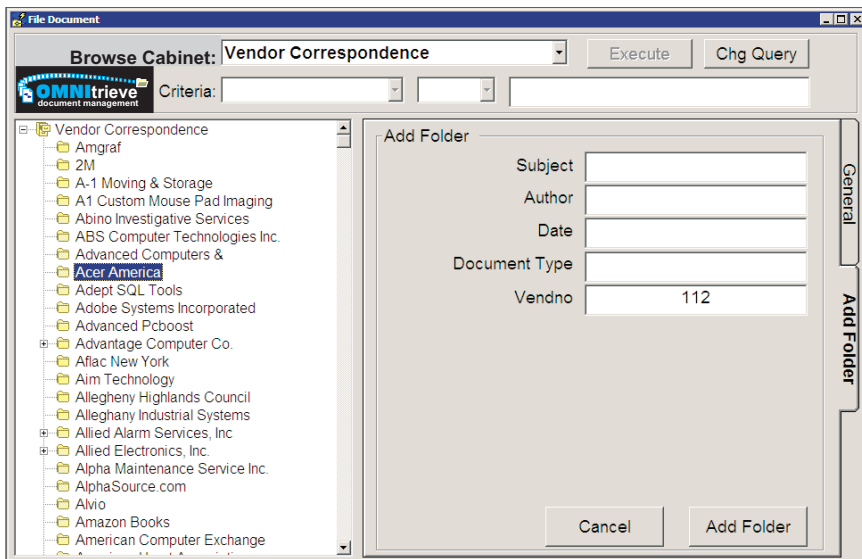
The next two screens show how a document retrieval window can be added to your custom application. A tree view can present all the documents associated with specific form data. Additional documents may be added to the file folders by dragging and dropping the document onto the tree.

Order Entry

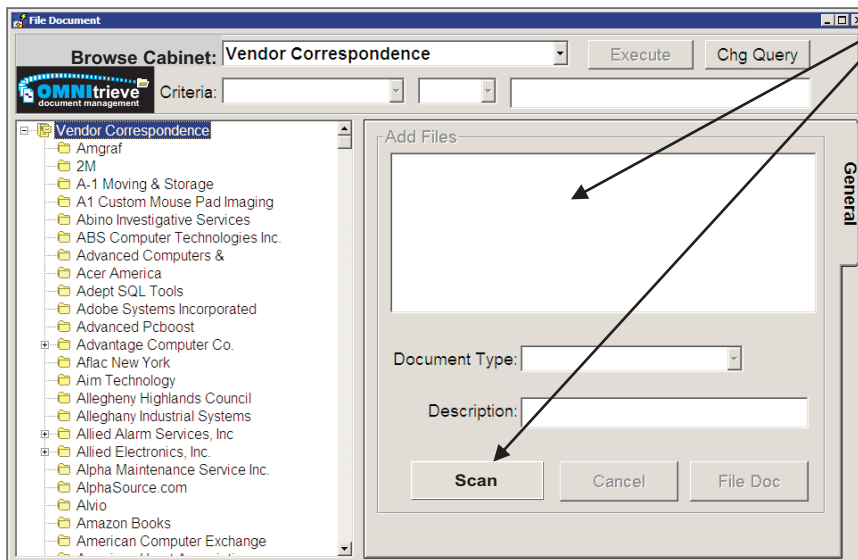
Job Number: 39739
 Status: T
 Billing Type: (E/H/C/S)
 Customer: 999 Plantrol Systems Ltd
 System: MS
 Description: Visual Log In Program
 Date Project Established: 10-02-02
 Requested By: JOSEPH
 Assigned To: Joe DeB
 Order Class: E
 Quote Number: 9450
 Salesman: 28 D



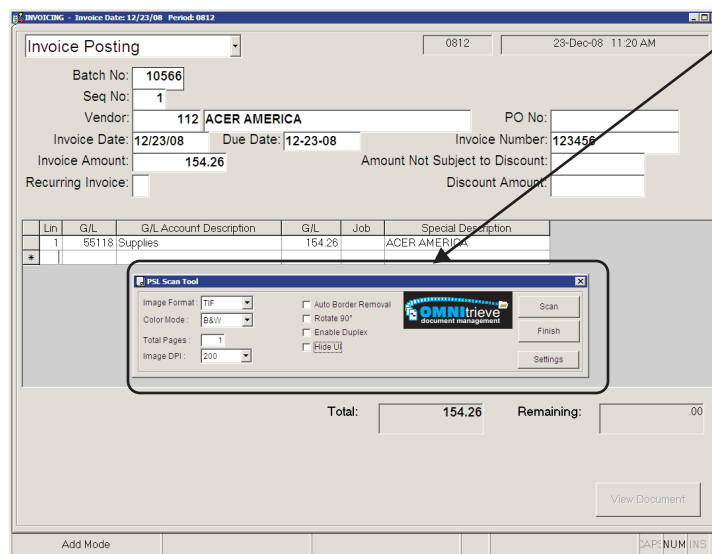
Document Filing



Documents may be filed into any cabinet using the "File Document" form. Sub-folders can be created with applicable index information, or documents can be added to existing folders.



Documents may be dragged and dropped into the add files area or scanned with any "Twain" compatible scanner.



Any Plantrol module can invoke the "PSL Scan Tool" to automatically attach documents to a transaction either on save or by pressing a command button. The transaction data is used to automatically index the document.



Document Filing

	Starting Value	Ending Value
Report Date	12-23-08	
Job Number	101	

Documents created from Plantrol applications using **OMNIcom247** can automatically be filed in **OMNItrieve** cabinets. The "file document" check box appears when ever document filing is enabled.