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*vMedia – An introduction to subscription-based document
and imaging management software*

August 13, 2018

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Executive Summary

This white paper discusses how and why to choose a document management, media, and imaging solution that best fits your needs and your budget.

Navigating the complex world of data and document storage has become more demanding with the need to preserve, maintain, and access vast amounts of documents. Media management has become an integral part of day-to-day business operations, as well as a compliance requirement. Without an effective document management system, paper files become cumbersome, difficult to find and access, and extremely inefficient. Simply storing media in network folders can also lead to ineffective searching and document retrieval. Inefficient media retrieval and manual data mining can contribute to unwanted audit issues.

vMedia is a sophisticated, subscription-based solution that scans, files, indexes, stores, and integrates with common case management software applications. vMedia's secure SQL server backend quickly sorts through millions of documents providing unmatched document retrieval performance. vMedia is completely customizable, featuring a user-definable database filing system. As such, administrators have complete control over the types of index fields, their lengths, data types, and rules.

This white paper contains information including: product description, how vMedia works, features, benefits, system requirements, as well as contact information.

vMedia Product Description

Vertican Technologies' vMedia is a robust tool for document and imaging management with security controls and tracking to help you stay compliant. It is an affordable, subscription-based solution for any business that needs to maintain and store paper documents. The subscription ensures best practices, so firms are always up to date and running the latest version. This powerful software program stores any of your electronic documents, converts paper documents into electronic images, maintains an index file of all documents, and once requested, immediately retrieves the document for viewing, printing, exporting, and/or emailing. vMedia can store hundreds of millions of documents quickly and efficiently, thus increasing office productivity, optimizing your physical storage needs, and saving both time and money.

vMedia will convert important business documents that occupy physical space into electronic images that can be accessed instantly. vMedia creates, stores, indexes, and retrieves electronic images using advanced optical technology. The ease of retrieval of scanned and imported documents can make a major difference in the way your organization handles its paper flow.

vMedia manages your electronic documents as powerfully as your scanned paper documents. Every electronic document can be searched, viewed, and exported right alongside your scanned paper documents. This allows firms to store and efficiently manage EVERY kind of document, regardless of where it came from or what format it is in.

How vMedia Works

Step #1: Scan Documents, File to vMedia or SendTo vMedia

vMedia's integrated scanning driver allows advanced document handling and processing with virtually any scanner. The built-in scanning module allows direct importation of paper documents of virtually any size into a vMedia database at any time, even while the system is being used by multiple people. The high-powered scanning engine supports all classes of scanners from 2-page-per-minute desktop models to 120-page-per-minute double-sided workhorses, all at full rated speed.

vMedia also recognizes barcodes on internal pages of the electronic document, using that information to automatically file documents in the correct database, with the correct filing information. vMedia can even separate sub-documents at the barcodes.

For documents that are already computer-based, vMedia can store them in their native format or convert them into an archive format. Files can be imported using simple drag-n-drop or the Windows context menu. For storing images, vMedia features a genuine Windows printer object that allows the capture and conversion of any printable material from any software application's print function. vMedia automatically saves an archive image of the original document in either PDF or TIF regardless of the file format of the original source document. That means that documents filed by vMedia will always be accessible without the need to have the original software that created the document available.

When used with Collection-Master, word processing mail merges in both MS-Word and WordPerfect formats are automatically filed complete with index information, allowing for an unattended archive process of outbound documents.

Step #2: Index Documents

vMedia uses SQL Server to store indexing or lookup information, thus improving speed, enhancing reporting tools, and significantly improving scalability without the need to worry about the increasing database size. vMedia still supports the legacy database and can also be utilized without SQL server, simplifying installation and maintenance. vMedia can scale as business needs change, by featuring a seamless upsizing tool to migrate a non-SQL vMedia to SQL-based databases at any time. This allows it to serve as a frontend for other document management products and workflow solutions. vMedia's easy-to-use single-step indexing feature provides automatic recognition of barcodes, patch codes, and auto-repeating fields. When using the interview forms in the configuration module, vMedia automatically derives the underlying field data type and length, and only creates fields within the database that customers have determined necessary for their document repository. This customizable indexing reduces table size and optimizes performance.

Step #3: Retrieve Documents

vMedia employs a unique user interface that is intuitive, easy to learn, easy to use, and is extremely powerful. The advanced natural language indexing and search tool allows prompts to appear along with specific descriptive text, and the data entry screens contain only the prompts necessary for particular fields. The search engine can find matching documents based on any criteria, including the ability to find documents "containing" specific text. The simple yet powerful user interface does not utilize any confusing pull-down menus and remains completely consistent between platforms.

Batch Import Documents

Spectrum Importer

The vMedia Spectrum Importer provides a guided interface or an unattended command line option to quickly and accurately import documents. Users will create a profile that defines the automation rules for the import batches. Information is automatically parsed from the folder and file names, and the documents are then stored in vMedia along with available Index information. When importing known raster image formats, including TIFF and PDF, the documents are optimized and then saved in an optimized format.

Spectrum Exporter

The vMedia Spectrum Exporter provides a guided interface or an unattended command-line option to export media along with a manifest report. Users will create a profile that defines the format and layout of the export batches. Using the custom expression builders, any index information may be included in the output.

vMedia Product Features

- Built on the robust SQL database backend for high speed communication and connectivity, vMedia has no software-imposed limitations on the quantity of documents, databases, indexes, or industry-standard maintenance tools.
- Stores and manages every type of electronic file alongside scanned documents.
- Fully integrates with Collection-Master.
- Local EXE support for terminal server 2012-2016.
- Use of 2D barcodes to retrieve detailed document descriptions and properties.
- Print-to-vMedia Barcode feature fully automates filing from barcoded electronic document sources.
 - vMedia can recognize barcodes on the internal pages of an electronic document and use that information to file the document in the correct database, with the correct filing information.
 - vMedia can also separate sub-documents at the barcodes either on the lead page or on the ending page.
- Intelligent Content Rotation ensures that documents are imported in the correct orientation every time.
- Two independent vMedia printers (with separate default settings) are available on each computer.
- Spectrum Importer makes bulk importing documents lightning fast and easy.
- Spectrum Exporter makes bulk exporting document in multiple formats a simple process.
- Command Line automation allows for unattended optimization of import and export processes.
- Intelligent extraction batch document export simple and fast.
- Intuitive user-friendly and efficient interface.
- Max TIF resolution of 600 dpi enables direct printing from integrated software such as Collection-Master.
- Native PDF support allows for electronic media to be filed without the compromise of quality or resolution.
- With no upfront costs, and low monthly payments based on the needs of your firm, vMedia is flexible and affordable.
- Integrated scanning driver allows advanced document handling and processing with virtually any Twain or Kofax compatible scanner.

Benefits:

Fast: Rushmore technology and SQL selection queries provide unmatched performance. vMedia quickly and efficiently scans and stores documents.

Easy to Use: A completely customizable interface, full keyboard access to all functions, and Intuitive menus makes vMedia a tool your entire organization can use. The program prompts you with instructions that are concise and easy to follow. vMedia software can be upgraded with minimal disruption to the work and business environment.

Multi-platform: vMedia is a complete, full-featured product for Windows operating systems.

Open Architecture: vMedia uses an open architecture that allows customizations and enhancements that are important to the productivity of the organization. Plug-in technology allows integration with a wide range of third-party scanning, indexing, viewing, and document workflow products.

Scalability: Built upon an industry standard foundation, vMedia can be modified and extended as new technology becomes available. This document management system provides for future growth and expansion.

Flexible Integration: vMedia integrates with other office applications. The software has the flexibility to adapt to new storage technologies and has the ability to integrate with workflow systems of the future.

System Requirements:

SQL Server Standard or Enterprise, 2008 or newer are supported, but not required.

Windows 32 and 64-bit versions are fully supported by vMedia.

Operating System: vMedia runs on Microsoft Windows clients 2000, XP, Vista, 7, 8, 8.1, and 10.

Shared Servers: 2008, 2008R2, 2012 ,2012R2, and 2016

CPU: Any supported by the underlying operating system. Recent generation Core i3, i5, i7, Xenon, Sempron, Turion, and Opteron processors are recommended for scanning stations.

Memory: The baseline memory requirements of the operating system are all that is required to run vMedia. Additional memory above the minimum (at least 2 gigabytes) is highly recommended for scanning stations.

Video: Any video subsystem supported by Windows works well with vMedia. No special drivers are required. If available, vMedia can take advantage of multiple screen configurations which are especially well suited for the bulk scanning and post-indexing features of the software.

Hard Disk: vMedia requires 25 megabytes of storage at each workstation for the locally installed client. (On the file server, vMedia requires 360 megabytes for the initial software load plus 35 kilobytes for each scanned page plus the size of all natively-stored files. Documents can be co-located with the database or stored on a separate imaging server.

Mouse: Not required, but is supported and highly recommended. vMedia is fully keyboard controllable for the utmost in performance.

Supported Scanners: vMedia can scan documents from most TWAIN and all Kofax connected devices, including USB, SCSI, KF series, and Adrenaline interfaces. See the *Approved Scanner List* for the most up-to-date list of tested scanners.

Monitor: A 20" (or larger) monitor is recommended for optimal use of vMedia. vMedia can take advantage of multiple screen configurations which are especially well suited for the bulk scanning and post-indexing features of the software. Scanning stations should be configured with a 20" monitor or larger. Occasional use workstations can be configured with any monitor that is supported by the operating system.

Remote Access: vMedia can be operated remotely through Citrix or Terminal Server to provide secure, authenticated, and managed access to documents from remote locations and across the internet.

Spectrum Importer Supported File Formats

ANIMATED GIF	Graphics Interchange Format
BMP	Standard Windows Bitmap Format
CUR	Microsoft Windows Cursor
CUT	Dr. Halo/Dr. Genius Clipboard Format
DDS	Microsoft DirectDraw Surface Format
DIB	Standard Windows Bitmap Format
DICOM	Digital Imaging and Communications in Medicine
EMF	Enhanced Windows Metaformat
EXIF	Exchangeable Image Format
EXR	OpenEXR Format
FAX	G3 - Group 3 Raw Fax Format
GIF	Interlaced GIF - Graphics Interchange Format
HDR	High Dynamic Range Format
IFF	Interchange Format
ICO	(Single Page and Multi-page) - Icon Format
J2K	J2C - JPEG-2000 Codestream
JB2	JBIG2 - Joint Bi-level Image Experts Group
JIF	JFIF - JPEG File Interchange Format
JNG	JPEG Network Graphics
JP2	JPEG-2000 Format
JPEG	JPG, JPE - Joint Photographic Expert Group
JPEG	Progressive
KOA	KOALA Format
LBM	Interchange File Format-Interleaved Bitmap
MNG	Multiple-image Network Graphics *
PBM	Portable Bitmap File
PBM RAW	Portable Bitmap BINARY
PCD	Kodak Photo-CD file
PCT	PICT, PIC - Macintosh PICT Format
PCX	PC Paintbrush Format
PDF	Portable Document Format
PDF/A	Document Format for Long-term Preservation
PDF Multi-page	Portable Document Format
PFM	Portable Float Map
PGM	Portable Graymap File
PGM RAW	Portable Graymap BINARY
PSD	Adobe Photoshop File
PNG	Portable Network Graphics Format
PNM	Portable Any Map
PPM	Portable Pixmap File
PPM RAW	Portable Pixmap BINARY
RAS	Sun Raster Format
RAW	camera image
RAW memory bits	RAW bitmap
RLE	Standard Windows Bitmap format
SGI	Silicon Graphics Image Format

SVG	Scalable Vector Graphics Format
TGA	TARGA - TARGA Image Format
TIFF	TIF - Tagged Image Format
TIFF Multi-page	Multi-page Tagged Image Format
WBMP	WAP, WBM - Wireless Bitmap
WEBP	WebP Image Format
WMF	Standard Windows Metaformat
XBM	X-Bitmap Format
XPM	X Pixmap Format

<http://www.vertican.com/vMedia.aspx>

Contact Information

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