



*The Enterprise Content Management solution  
built on world-class CRM technology*

## DECIDING ON DOCUMENT MANAGEMENT

A brief three-part primer on common issues related to  
implementing file management on a business system.

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# DECIDING ON DOCUMENT MANAGEMENT:

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## Deciding On Document Management - Part I:

### CONCEPTS FOR BEGINNING ENTERPRISE CONTENT MANAGEMENT

#### Overview of ECM

Enterprise Content Management [ECM] is the “umbrella” description for the managing of all forms of unstructured information throughout a business enterprise, including Document Management. Today, the *majority of business information* fits this description of “unstructured”, in that each item is a *composite* of many pieces of information [e.g., correspondence, spreadsheets, billings, sales materials, web pages, financial records, etc.] that are stored in single containers [individual files].

Unlike structured information such as City, State, Zip, Phone Number, Amount, etc., unstructured information is not easily described in a single value, because by its nature it is a “container” of multiple values from often disparate subject categories. [For example, a letter addressed to a person at a company, discussing a sales transaction, for a list of products, expected for a particular delivery date, being shipped by a specific transportation carrier, eligible for a certain discount rate, sent by another person at another company.] Organizing this type of information requires multiple criteria/reference points.

In the information-based world we live in, competition, regulation, as well as litigation, are all motivating businesses to bring this vast amount of valuable amorphous “content” into some form of managed accessibility. Technology has made this possible for decades, but only recently has it become affordable for the average company. And just in time...

Having all your information in an electronic library has numerous important advantages over traditional storage. Some of the most obvious are:

- A small fraction of the cost of traditional storage/duplication [100,000+ pages for \$1]
- Instant access to any piece of information
- Simultaneous access to the same item by multiple people when needed
- Instant transmittal to another party at virtually zero-cost [e-mail]
- Automated duplication of the entire library in virtually transparent/unattended processes [backup]
- Offsite duplication/storage of the entire library at a small fraction of the cost of traditional methods
- Immediate restoration of the entire library if needed, and also at minimal cost

#### Getting Started

While scanning/imaging is only one element of Document Management [and Document Management is only one element of ECM], scanning is the activity most often referred to interchangeably with Document Management by those starting the task of capturing/storing/managing/accessing their unstructured information. When beginning to manage unstructured information, paper files are an obvious candidate; however, they are only one aspect. While paper does represent the oldest “information technology” still in use in a typical business, most paper used today is a printout of something that already exists in an electronic source.

With the elimination of the typewriter and its replacement by the printer, virtually all information produced on paper today has an electronic source. That source could produce an electronic file instead-of/as-a-copy-of the paper output. Capturing the information first as an electronic file for storage in the electronic library significantly streamlines the entire ECM process. Even externally-generated information can ever-more-frequently be requested in electronic form instead-of/in-addition-to paper [e.g., bank statements, invoices, e-mail-instead –of-paper, etc.] Therefore, managing unstructured information should begin with the intentional and organized storing of the already-electronic files used in a business.

There is another important reason for starting at this point. Ultimately your goal is to have all your information available in an electronic format. Therefore it makes sense to begin with planning how all electronic files will be managed. After that, it is simply a matter of converting the non-electronic files to an electronic [same] basis as all your other files, and managing them all the same way. This avoids the cart-

before-the-horse-trap of designing your electronic file system around non-electronic files. It is a very common mistake, and requires expensive changes as soon as it is apparent.

### **Implementing Image-Capture – Scanning and Faxing**

Most often the papers that companies want to begin scanning are the historical files of their business, where the electronic source is not available. This is usually the next step after setting in place processes to manage your electronic files.

Give some thought to what extent you need access to very old files. If access is unlikely other than under an emergency condition [e.g., unforeseen lawsuit] you may minimize the overall process by sending out your old file drawers to have each one bulk-stored to a CD/DVD. This still provides the advantages of eliminating costly paper copies, and electronic access/transmittal when needed.

Scanned paper, as well as faxes, represent “pictures” [images] of the source document. The scanner and the fax machine both convert the “picture” of the source document into tiny “dots” that can be represented as digital values. Now that the source information is in a digital form, it can be transmitted and/or stored electronically.

#### **Faxing**

Faxing has two components: sending and receiving. If your source document is electronic [Word file, digital picture, spreadsheet, etc.] you can both send and receive faxes from your computer with even just an inexpensive intelligent fax modem [\$25]. If you need to send documents that only exist in paper form, then you will also need hardware to scan the paper into the fax process. The best way to handle this is to scan the paper [in a scanner], making a digital file, and then “print” the digital file out to the fax modem. [A fax modem usually appears as another printer on your system. Sending a document to the fax “printer” opens the fax software to configure the recipient information.]

Alternatively, you might use a traditional paper-feed fax machine to send the outgoing document. In any event, receiving [incoming] faxes should always be handled by a fax modem attached to your computer, so that the digital file it receives is automatically stored on your system, without requiring additional conversion. If a paper copy of the fax is needed in your workflow, it can be easily printed from this electronic file. Once again, the source file is already electronic; manage it that way.

#### **Scanning**

Every scanner comes with interface software [referred to as a “driver”] to output an electronic image file onto your system, representing the scanned item. The most common types of files produced are TIF and PDF. Many scanner manufacturers include Nuance’s “PaperPort” as this free interface software. As with Adobe Acrobat, PaperPort can also be used to view a PDF file. However, similar to Microsoft Office, these programs are for viewing and editing files, they are not ECM solutions. Once the image file has been produced, it can be processed for long-term storage/access just like every other electronic file on the system.

### **Storing/Indexing**

Managed Storing and Indexing are the most important processes in establishing an ECM system. Managed Storing assures the physical file is available; Indexing assures it can be found. Each is useless without the other; so both are usually accommodated in the same process.

#### **Managed Storage**

The managed process of storing files should address not only the individual physical file, but the subsequent need for files to be added in the future. The system should not only accommodate, it should also initiate and manage, placing each file in the appropriate physical location *without user intervention*.

The storage location must:

- be accessible to every user that needs the files [network location]
- have an efficiently-scalable structure to accommodate the ever-increasing number of files in a business
- be organized to accommodate eventual archive/removal of files when no longer needed
- facilitate scheduled backups/archives

- be restricted to authorized access
- NOT be a Binary Large Object [BLOB] structure
- NOT be a proprietary location/method limited to access by one vendor's product
- NOT be an elaborate descriptive hierarchy structure, a pseudo-database

### Indexing

The process of indexing a file is where the access to it is organized. It is where the content is categorized/cross referenced with terms to make it instantly accessible in the future. Therefore, when planning your storage/indexing process, it is important to anticipate how do you want to be able to find a file when you need it? The expected retrieval criteria determines the required indexing criteria.

The most important association[s] made when indexing a file are the entity/event[s] that correspond to the content. Often these entity/events are not described within the content itself. This is why key-word indexing based solely on file-content is an inadequate method of indexing content for business.

For example, while storing correspondence related to an order, in addition to *file-content* indexing, the file should also be *entity/event*-indexed by items such as the customer name, the order number, and the sales rep. Not all these items might appear in each file of related correspondence, but all are useful criteria for retrieving the file in the future. They also allow all related files to be retrieved by those common items/criteria. Other entity/event items may be process-related criteria such as: who stored the file, what department do they work in, when was it stored, when was it last accessed, is it needed frequently, how was it found? The automatic capture of these attributes allow for later access based on these criteria.

In addition, *generalized* indexing improves searching when more specific criteria are unknown, or larger numbers of files are needed. Including general classifications, e.g. categorizing as "General Correspondence", or "Notes To File", "Financials", "Specifications", etc. effectively "groups" files in familiar categories. These are particularly useful when used in conjunction with other search criteria, such as Company or Contact name.

Indexing must be consistent, employing naming conventions that are both specific and familiar to the users of the information. Businesses generally establish their own terminology for processes and items; that terminology is often evident in the paper-based filing systems that contain their historical records. Adopting this terminology and adapting it to the electronic environment continues familiar classifications while introducing new capabilities to the users of the system.

### Accessing

The second most important process is retrieving information when it is needed. Files should be accessible through multiple access points, as by their nature they represent multiple data elements. The methods for retrieval should also anticipate the user not knowing what they need. When it comes to information systems, if you have to already know the information you need, you don't have a system. The purpose of a system is to provide you with what you need even when you don't know where/what it is.

An important aspect of information design is the ability to coordinate data of different types so that it is inter-related. The most inter-related design is building everything in the same database. In this way, maintenance is minimized, and related data is not out of date. Separate databases have minimal relationship, and so searching in one for information in the other is very limited. As discussed below, the extensiveness of this inter-relationship is extremely valuable in an information system. Keep in mind that the purpose of these systems is information; the more the information is inter-related, the more value it has in your business.

More than just historical information, another valuable use of content is in identifying associated or inter-related information. Analysis of inter-related information is one of the advanced methods of data-mining. This uses a content search as a proxy for the event surrounding a document. For example, an invoice represents a sale. Searching for invoices within a specific date range identifies customers likely to need to re-order a product. Likewise, searching for resumes that mention specific skills identifies candidates for a recruitment request. Or searching for service complaints might identify a zip code that needs service improvement/repair.

## Deciding On Document Management - Part II:

### WHY GOLDVISIONPRO FOR ECM?

GoldVisionPro significantly improves your daily routine, and eliminates the natural constraints imposed by paper-based workflows. Here are some key reasons you should start using GoldVisionPro for your Enterprise Content Management today:

- **[PROFITABLE]** Saves an average of 50% of employee time. The nationally-recognized Gartner Group's research discovered that the average office employee spends up to 50% of their working day looking for the information/file they need to do their job. Even at minimum wage this represents \$400 per month - per employee. This is a compelling reason for GoldVisionPro to be used by every employee. GoldVisionPro makes information instantly available throughout your entire organization, and simultaneously available by multiple users, wherever it is needed. Productivity is improved immediately.
- **[A BARGAIN]** A fraction of the price of competing products. Typical market-pricing for comparable document-management-only systems ranges from \$3,500 - \$5,000 *per user*, [e.g., LaserFiche, Documentum] making GoldVisionPro the value-leader in the marketplace. GoldVisionPro's affordable pricing enables customers to implement broader Enterprise Content Management [ECM] as a company-wide, consistent solution for less than the cost of just one department using a comparable product.
- **[EASY]** Simple to use without being a technical-genius. Puts all your information instantly at your finger-tips, finding what you want, *even when you don't know what it is!* Automatically tracks user-activity to provide instant access to items recently/frequently/historically used. GoldVisionPro gives many more ways to easily find what you want than competing products.
- **[ORGANIZED]** Solves major problems in Corporate Information. Not just access, but also retention. If a file is not being automatically managed, how do you know it has not been lost or accidentally deleted? Windows doesn't manage files, it just stores them. Unmanaged storage means you could have something, or you could have nothing -- you don't know! And this is even more likely for paper-only files. GoldVisionPro also intelligently manages physical files, assuring they are stored in the location designated by your System Administrator, where they can be included in your automatic backup and archive.
- **[WISE]** Don't be penny-wise and pound-foolish. Unmanaged storage is the electronic equivalent of throwing all your paper into a large heap, instead of purchasing file cabinets to keep documents organized. GoldVisionPro is today's file cabinet, and tomorrow's as well. And Document Management with GoldVisionPro is far-less expensive than storing paper in filing cabinets.
- **[UNIVERSAL]** Integrates with any application. A broader solution, for *every* type of file, *any* application. Not just a scanning solution, not just a storage solution, but also a powerful file retrieval and processing solution. GoldVisionPro represents a consistent and single solution for storing and accessing every file your company needs today, and tomorrow.
- **[PRUDENT]** Enables other best-practices activities, making them reliable. GoldVisionPro also organizes physical files in locations and structures that are accessible, scalable, and preservable. It automatically assures files are stored properly, *without relying on employee capability.* It automatically builds hierarchal storage structures appropriate for long-term system growth and maintenance. As a result: backup, archive, and security can be reliably administered across clearly defined storage areas.
- **[BETTER]** Significantly leverages existing data investment. GoldVisionPro minimizes otherwise expensive ECM cost by using your existing data warehouse [GoldMine], and also powerfully enhances your CRM activities, for example, by using document-based information to create target customer groups [VisionPak-Plus]. File content represents far more than just record-keeping/

historical information, now file content also becomes data mining criteria for identifying target contacts for CRM activities.

- **[SMART]** More information = better decisions. Managed naming, referencing and storing enables you to reliably access information that was stored by others, for the topic you want. Your file information is a substantial and ever-expanding business asset. If it is gone, you could have a major problem. *Is there any difference from it being lost forever, than being unable to find it when you need it?*
- **[SYNERGISTIC]** Truly synergistic. Really! In ways that make real differences everyday in your business, and for years to come. By combining ECM and CRM capabilities in a single system, both processes are materially enhanced immediately, and even more so over the long term. This is a major advantage over other ECM products, and over other CRM systems.

Other major products may offer a thin thread of connectivity between their ECM processes and your CRM system, and minor competing products are no more than a band-aid on just the first apparent sore-spot [e.g., scanning] of many more file-needs to come. But GoldVisionPro is built right into the same database, and extremely broad in its capabilities. Just as with other GoldMine items like E-Mail, History and Calendar capabilities, so too GoldVisionPro's Enterprise Content Management incorporates a broad base of functionality into the *same environment*, building additional information into the same data structures where it becomes the basis for both its own, as well other, processes.

For example, this synergistic interaction occurs in instances such as:

- \* GoldVisionPro auto-creates GoldMine Contact Groups for target marketing activities, based on GoldVisionPro data/text-based search criteria.
- \* GoldVisionPro accesses files by any GoldMine primary field, not just a single Contact, allowing more granular Contact record-creation in GoldMine [instead of Additional Contacts] while still being able to view a consolidation of files. For example, creating separate contact records for each person in a company, and still retrieving all documents by Company name, across multiple Contact records.
- \* GoldVisionPro search/display automatically includes files received as e-mail attachments stored in GoldMine.
- \* GoldVisionPro search/display automatically includes fax and other file-types stored in GoldMine by other programs.
- \* GoldVisionPro enhances e-mail with easy drag-drop attachment of files from multiple sources.
- \* GoldVisionPro enhances GoldMine History with document-specific [not just Contact-specific!] GoldMine History.
- \* GoldVisionPro enhances file cross-referencing by easily linking a single file to multiple Contacts.
- \* GoldVisionPro displays a selectable drop-down Title list of the previous documents stored to the GoldMine Contact, as a means of consistently titling the current file to be stored.
- \* GoldVisionPro enables tracking files to any GoldMine Project or Opportunity, while storing the files for more long-term accessibly with a Contact.
- \* GoldVisionPro automatically follows the active security setup in GoldMine, and so does not need any modification as changes occur.
- \* GoldVisionPro automatically incorporates other GoldMine criteria as well: changes in all primary Contact information, User changes, Contact restrictions, User group memberships, field label changes, etc. all intrinsically flow-through to GoldVisionPro.

- \* GoldVisionPro automatically recognizes the active GoldMine Contact record for stream-lined processing.
- \* GoldVisionPro automatically activates in GoldMine the Contact record for the file selected in GoldVisionPro.
- \* GoldVisionPro "tags" the physical file stored on the system with GoldMine record information.
- \* GoldVisionPro can find a GoldMine Contact record by looking at a physical file on the system.
- \* GoldVisionPro uses GoldMine functions to properly create database records, so that additional internal database requirements are maintained [e.g., T-logs].
- \* GoldMine data maintenance *is* GoldVisionPro data maintenance; intrinsically. It is all the same database.



## Deciding On Document Management - Part III:

### THINGS TO AVOID

Common disadvantages of competitors when compared to GoldVisionPro [not all apply to every product]:

- \* Often 10-to-15-times the price of GoldVisionPro!!! for just the license, PLUS installation PLUS training PLUS annual maintenance charges at similar inflated prices
- \* Require a separate database with duplicate information:
  - + few methods for searching, as only a minimal relationship to existing customer data, not fully-integrated/relational
  - + substantial extra work, as separate and additional database maintenance is required
  - + doesn't automatically make association with all customer data; significant additional user input required to index every file
  - + inherently out-of-date; "flat" data structure requires separate update for any changes made in primary database [e.g., name changes]
  - + difficult to assure customer relationship is created at all, as files can be stored independently with no relationship to customer data
- \* Scanning-only product; don't handle any of the many other filing needs.
- \* Store all files as one file-type [e.g., PDF or TIF]; limited usability; what happens to original file?
- \* Storage-only solution; limited-if-any search capability
- \* Store files in a proprietary object; extremely difficult to manage for daily backup, difficult-to-impossible to change vendors [e.g., Binary Large Object (BLOB)]
- \* No "drive-back" to customer data from file-search results
- \* No primary database logging of events performed in separate database
- \* Require separate sync processes for multi-office/remote users file management
- \* Require specific hardware; impractical for all employee locations [undocked/remote users]
- \* Do not manage physical files; not accessible to all users, files easily lost/deleted
- \* Do not manage physical files WELL; create custom folders with difficult scalability/archive issues
- \* Limited-if-any customizable indexing/categorization of files
- \* Entirely separate security - UserID - PW - restriction requirements + maintenance