Features and Benefits

zipota™

Document Lifecycle Management System

zipota is an enterprise document lifecycle management solution built on open standards. Users can design, generate, link, deliver, store, secure and search documents.

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 and 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.
- Data from multiple business systems can be consolidated / aggregated to create one unified view.
- zipota can accept data from XMLs and databases (Oracle, SQL Server and MySQL).
- Globalization: Generate documents and interact with zipota in any language.
- Search Engine like Document Retrieval.
- Delivers documents through a variety of devices and media.
- Secured Document Generation and Retrieval.
- Notification and Alerts through emails and pop-up messages.
- Version Control: Ability to manage duplicate documents.
- Automatic workflow document linking.
- Translation and Transliteration capability.
- Rules Based Document Generation.
    - Generate or Suppress PDF generation.
    - Generate or Suppress Document Copies.

Generate

Multilingual

Business Application

Oracle
MySQL
Microsoft SQL

HTML

Manage

Secure Access
Indexing
Versioning
Archive

Dynamic Delivery

Key Features continued:

- Rules Based Document Enhancements.
  - o Watermarks.
  - o Embedding Bar-codes in documents.
  - o Multiple document layouts.
  - o Complete choice of color and fonts in documents, MICR font capability, Support of UTF-8 fonts.
  - o Support for embedding multiple format graphic objects.
- Rules Based Document Security – Password protection.
- Rules Based Document Delivery
  - o Deliver Documents via Email, Print or Fax.
  - o Include attachments with documents
- Rules Based Document Storage
  - o Selectively store documents for later retrieval.
  - o Store documents in folder structures.
  - o Selectively store duplicate documents.
  - o Store attachments.
- Documents external to zipota can be categorized, keyword indexed, archived and linked to other business documents.
- HotKeyGenie allows one-key contextual access to zipota managed documents from any business application.

Key Benefits

- Platform Independent.
- Zero upfront costs.
- Multi-lingual document generation.
- Go Green, cut costs and increase productivity by eliminating manual handling and delivery of business documents.
- Automated or Interactive Modes: Ability to invoke document creation and delivery interactively or automate it via business events.
- Folder based structure allows for an intuitive grouping of archived business documents.
- Securely access and even attach archived documents to email, print or fax.
- Keyword based search enables relevant and faster document retrieval.
- Versioning capability allows tracking of document history.
- HotKeyGenie allows seamless access to relevant business documents from any business application.
- Support for global customers using globalization features.
- Built in notification alerts and emails ensure immediate and consistent feedback of the document lifecycle phases.
- Easy to use interface.
- Use of open standards facilitates zero or minimal learning curve.
- Client server based approach ensures very fast response.
- Non-proprietary open architecture ensures access to the client from anywhere on the internet with no pre-installation.

Notification

Stay in the know wherever you go!

Get real-time updates delivered to you instantly via :

alert
document delivered successfully

- ✓ 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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