

White Paper

**Document Portability –
Using the Wrong
Technology Can Spell
Disaster**

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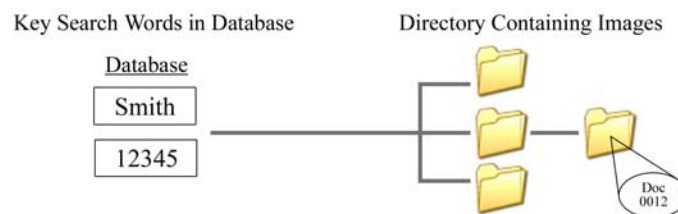
Document Portability: A Complex Problem

Most document imaging systems are not able to cope with this requirement for document portability. The advantage of DIS-Imaging™ is that the documents created by the system are transferable from one computer to another, without losing the ability to search and retrieve the documents needed.

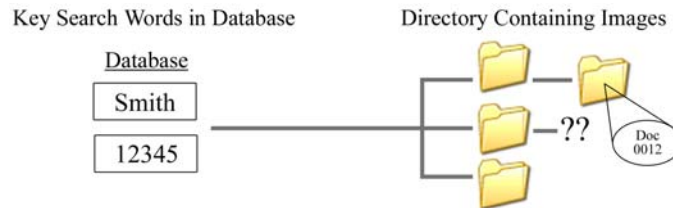
DIS-Imaging™ embeds the key search words directly into the electronic PDF file so that wherever the document is moved to, the key search words travel with the document. This feature adds a great deal of flexibility to our system, which is not available with other document imaging systems. To fully grasp why this difference is critical to your organization, you must understand the difference between DIS-Imaging™ and a database system.

Database System

Most other document imaging systems are database systems. These systems create a file structure of links between a database and the documents, which must always be maintained for the system to work. As illustrated in the diagram below, the key search words are inserted into a database, which is mapped to the document that resides in a specified folder on the directory.



If you were to move the document from one file folder to another, or from one directory to another, you would lose the ability to retrieve the document. The path from the database to the document would be broken and the search results would return an error.



In the above scenario, the only way to retrieve the document would be to physically look for the document on the computer. However, making the connection that document #0012 is the document that you are seeking is a problem that most document imaging systems' customers cannot overcome.

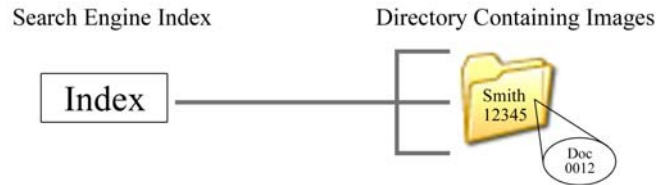
A Major Obstacle to Moving Documents

This creates a major obstacle if you want to transfer a file from your main office computer to a laptop computer. In order to transfer the file, and still be able to search the documents contained within the file (or even distinguish the documents visually with more than just a random series of numbers), you are required to also transfer the database and maintain the file structure as it exists on the server. If you are maintaining a large number of documents in your document imaging system, this is almost impossible to achieve.

Embedded Labeling Makes It Possible

Again, DIS-Imaging™ embeds the key search words into each individual PDF document itself. This is a significant paradigm shift for document imaging systems, but one that overcomes the

limitations imposed with a database system. By embedding the key search words into the document, we are now free to use one of several hundred indexes to search and retrieve the documents. The index is mapped to a directory and will self-build its retrieval system, identifying every document contained in the directory.



You now have the ability to move documents from one file folder to another and still retrieve the documents because the index still points to that directory. However, once a document is moved, it does require that the system “rebuild” the index (quickly and at the touch of a button).



Conclusion

DIS-Imaging™ gives you the ability to transfer your documents to another computer, such as a laptop, or copy them onto a CD. After the files are transferred, you have the ability to create a new index on the storage device that will enable you to search and retrieve the documents. For individuals that are looking to minimize IT support and maximize flexibility, DIS-Imaging™ presents an unmatched solution.

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