

# Document management

## Overview

Rubikon uses Hitec DataStore32® for its electronic document solution. DataStore provides organisations with a secure digital archive, and the ability to capture, store, manage, immediately retrieve and distribute all forms of business critical information, irrespective of source. Single modules may be implemented to address an individual application requirement, or combined to provide an enterprise wide electronic document management and delivery solution.

## DataStore features

- ✓ Robust, easy to use document management solution
- ✓ Archives documents in all formats, regardless of source with a central repository
- ✓ Comprehensive and powerful search facility
- ✓ Ensures compliance with regulatory requirements and retention periods for documents
- ✓ Secure and controlled access to information
- ✓ Line of business integration toolkit available



## Rubikon



## DataStore32 modules

### DataStore32 COLD

The COLD module addresses the issues arising from the need to archive and manage large volumes of computer generated output; for example, SWIFT messages, confirmations, statements, audit, trails, internal and regulatory reports.

### DataStore32 Image

The Imaging module provides the ability to store paper documents such as application forms, client correspondence, KYC checks and trade finance documents.

### DataStore32 Office

This module provides the ability to archive and retrieve Microsoft® Office (Word, Excel, PowerPoint®); PDF format documents and Outlook, directly from the desktop application.

### DataStore32 ScanStation

ScanStation is provided as a departmental desktop scanning module. Paper documents are scanned via industry standard hardware such as Fujitsu, Canon & Kodak. Documents may be scanned individually or in batches. Support for bar code recognition is included.

# Rubikon

## Benefits

- ✓ Single platform for a secure electronic document repository
- ✓ Cost effective business tool for management and dissemination of information
- ✓ Provision for enhanced customer service levels allowing staff to concentrate on core business activities
- ✓ Effective tool for a DR business contingency plan
- ✓ Scalable solution, to fit all size

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