

you can
Canon

ADOS 6.0

Architecture for Document Services™

Effective information
archive and retrieval

Compliance

Cost
reduction





Improved levels
of customer
service

Increased
productivity

Enhanced
decision
making

Information is the lifeblood of your business - the backbone of effective decision making. So it's frustrating when staff spend 54% of their time trying to find it, and a daily drain on your productivity*. ADOS quickly overhauls these inefficiencies with an easy-to-implement archive and retrieval system, giving everyone instant access to all the information they need.

Instant access to key information will improve your effectiveness

Easy filing the ADOS way

Put simply, ADOS allows you to create an electronic filing cabinet of all your business information. With it you can capture, organise and access fixed content, images, documents, reports and other business-critical information. Locating stored information is simple via a universal interface, or even the web. So staff require minimal training resulting in a far more efficient way of working.

Electronically file all types of information

These days information comes in many formats and from many different sources. With ADOS that's not an issue. Paper documents, electronic files, bar codes, email and internet forms - they're all effortlessly manageable with ADOS.

Regulatory Compliance

To assist your business in meeting today's document compliance regulations, the ADOS server automatically applies a digital signature to every document.

Fit for your business

ADOS is a totally scalable solution. It doesn't require customisation or programming so it's quick and easy to implement - typically no more than a week including full training. Administrators can be assigned to centrally configure and define business rules.



Now it's easy for everyone to get what they need

Your staff don't need any previous experience of document management to revolutionise the way information is managed and shared in your business. Capturing, archiving and retrieving information is completely intuitive so that any PC- competent user can quickly get to grips with a far more effective way of working.

Search, sort and group

With ADOS navigator you can search, sort, group and distribute documents. A huge variety of search criteria can be used including wildcard, hierarchical, full text, drop down and local or global searches, allowing you to tailor searches to your specific needs.

View, change, send and print

The user-friendly ADOS viewer shows documents within the ADOS system, enabling them to be viewed, edited, distributed or printed. And as ADOS viewer also embeds the native application associated with a document, users get full access to its inherent functionality.

ERM output

ADOS COLD accepts any data stream including mainframe output, print spool files, binary data and XML files. ADOS also accepts output from a huge variety of ERP applications. Business logic is used to select appropriate form definitions, overlay graphics and data formats.

Capture, index and archive

Documents can be scanned quickly using a Canon MFP or scanner and auto-indexed to save time. And image enhancement even enables you to improve the quality of the scanned file!

ADOS web client

The ADOS web client allows secure access to information via the web using the same functionality as the ADOS Navigator and Viewer.



Think of a four to six month return on investment with ADOS

Easy to make improvements

Document management



Integration with how you work means quick results

ADOS dramatically improves the way you use information, but more importantly it pays heed to the way you currently work. Powerful capabilities such as Integrated Workflow ensure that current manual, and automated, business processes can be readily followed with ADOS at their core - enhancing speed, efficiency, accuracy and quality along the way.



Improve efficiency with Integrated Workflow

Integrated Workflow is a powerful facility that allows you to use ADOS to automate existing manual workflows. It provides a document-based electronic visualisation of existing business processes, making them simple to follow, whilst increasing accountability and compliance with government legislation. By using Integrated Workflow it's easy to track who is doing what and when, so process inefficiencies can be quickly identified and improved. It enables documents to migrate through departments in the fastest, most efficient manner possible.

Desktop Integration with Windows Applications

ADOS integrates seamlessly with Windows applications including PowerPoint, Word and Excel. The ADOS system archives documents and their associated index data using standard Windows applications' menus. By archiving Windows documents in ADOS, an organisation will achieve full revision control and a complete audit history.

SAP integration

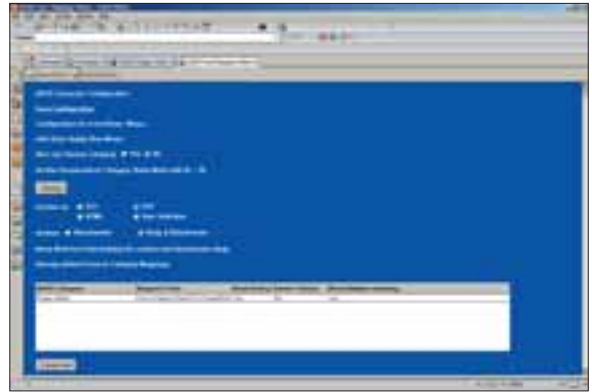
ADOS allows for direct integration into your SAP system. It acts as the central repository for critical business information making it far easier to share and act upon.

Email Archiving

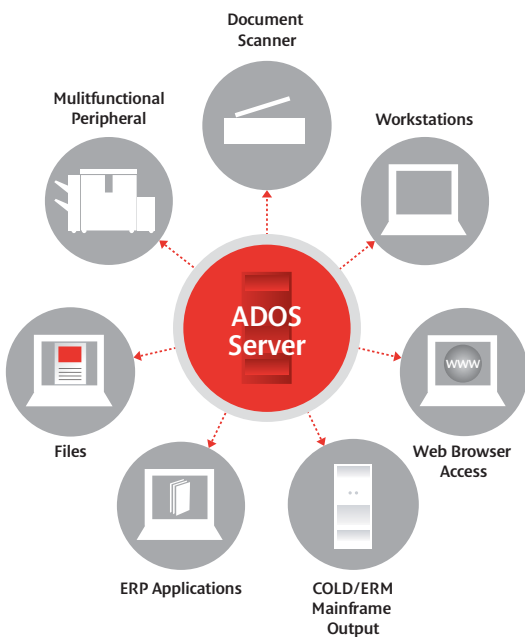
As the most used form of business communication, email audit trails are increasingly important for compliance reasons. ADOS enables you to archive emails easily, safely and securely.

- **Microsoft Exchange** – ADOS allows emails and their attachments to be automatically stored in the ADOS repository without any change to the Microsoft Outlook interface.
- **Lotus Notes** – ADOS permits users to store emails and attachments in the document archive.

ADOS Lotus Notes Connector screen shot



Integrated Workflow module screen shot



Because ADOS can integrate with your existing workflow it's easy to make "quick wins" in all types of company:

- Healthcare
- Financial Services
- Manufacturing
- Public Sector
- Insurance
- Life Sciences
- Transportation
- Entertainment
- Services
- Utilities
- Retail

Canon ADOS compatibility

Editions	Personal	Workgroup	Standard	Enterprise
Server Operating Systems				
ADOS document service		2000, 2003	2000, 2003	2000, 2003
Storage service		2000, XP, 2003	2000, XP, 2003, Linux, Unix	2000, 2003, Linux, Unix
Database service		2000, 2003	2000, 2003, Linux, Unix	2000, XP, 2003, Linux, Unix
XML client remote access service		✓	✓	✓
Workstation Operating Systems				
Windows 32-bit	XP	2000, XP	2000, XP	2000, XP
ADOS web access				
Microsoft® IE 5.5 and higher		✓	✓	✓
Mozilla Firefox 1.04 and higher		✓	✓	✓
Interface				
Client multi language support	✓	✓	✓	✓
Security				
Microsoft® Windows NT domain security model		2000, 2003	2000, 2003	2000, 2003
Active AD directory (domain) required				
Database				
Microsoft® SQL Server	✓	✓	✓	✓
MS MSDE	✓	✓		
ORACLE®			✓	✓
Db2®			✓	✓
GUPTA®			✓	
Scalability				
Type of Client Access License	Named	Named	Named or Concurrent	Named or Concurrent
Number of users	1	20	unlimited	unlimited
Number of ADOS servers		1	1	unlimited
Number of sites	1	1	1	unlimited
Storage Media				
DAS/RAID, NAS, SAN and magnetic drives		✓	✓	✓
Single magneto - optical drives (MO)		✓	✓	✓
Single ultra density optical (UDO)		✓	✓	✓
Number of jukeboxes MO/UDO			2	unlimited
WORM media UDO			✓	✓
Scanning and Capture				
Scanner/ MS® Office docs + e-mail /Desktop files	✓	✓	✓	✓
Email archiving				
Microsoft® Exchange server			✓	✓
IBM® Lotus Notes Domino server			✓	✓
Document formats				
Compound/MTIFF/Original	✓	✓	✓	✓
Document Management				
Version Control	✓	✓	✓	✓
Annotations	✓	✓	✓	✓
Automatic Indexing				
Barcode Recognition (ISIS®)	✓	✓	✓	✓
Barcode Recognition (KOFAX®)			Optional	Optional
Multiple Barcode Recognition		✓	✓	✓
Full-text	✓	✓	✓	✓
Client Server Interfaces				
Internet (HTTP,HTTPS)		✓	✓	✓
DCOM (LAN)		✓	✓	✓
Integration				
Database table integration	✓	✓	✓	✓
Microsoft® Office	✓	✓	✓	✓
Microsoft® Exchange			✓	✓
eCopy ShareScan connector / OP connector		✓	✓	✓
KOFAX® Ascent Capture			✓	✓
Lotus® Notes			✓	✓
Microsoft® Indexing service (Full-text search)	✓	✓	✓	✓
SAP R/3 HTTP Content server			✓	✓
Software development kit - API				
ADOS ActiveX classes	✓	✓	✓	✓

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Conforms to the International Energy Star program as an MFP



Canon's GENUINE logo means quality all-round performance



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