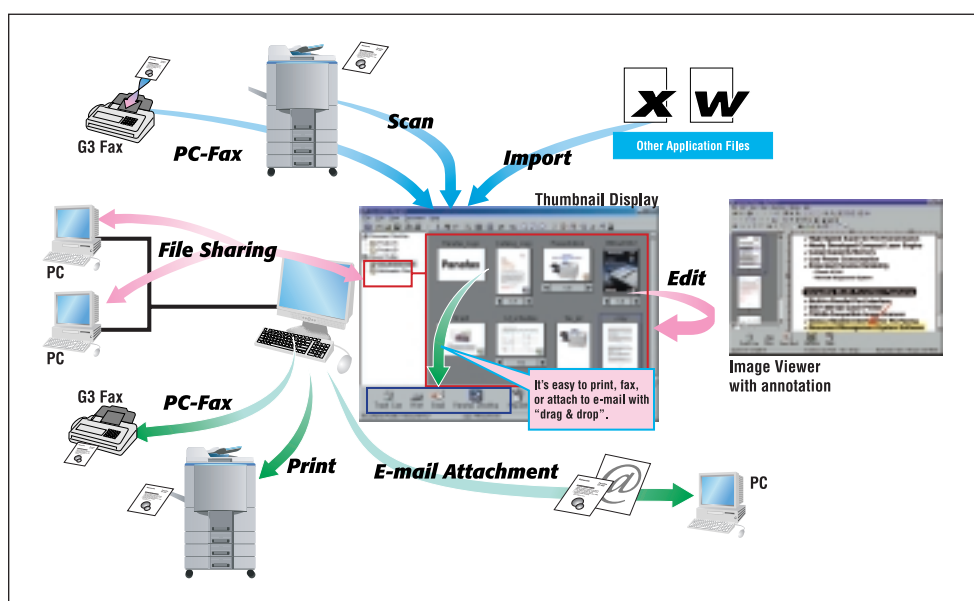# Panasonic Document Management System

A Smart Yet Simple Desktop-Based Document Management System Software

Highlights

- Integrated document management with multiple file types

- Simple document handling with "drag & drop" operation

- Document Manager and Document Viewer with annotations

- "Send to E-mail", "PC-Fax" and "Save As PDF" capability

- Network file sharing for efficient document workflow

- Network file storage for efficient document access

Panasonic Document Management System

The smart way to manage document workflow from input to output. From data entry to editing and file sharing, Panasonic-DMS software streamlines all your document management tasks with simple "drag & drop" operation.

Integrated Management regardless of File Formats

In addition to typical image files, other documents such as those created by Microsoft® Word or Microsoft® Excel can also be managed in the same window. You do not have to worry about differences between various file formats.

Assemble Documents Efficiently Before Printing, Filing, Emailing or Faxing

Regardless of the file format, multiple documents can be combined and stored as a single group. The stored documents can be printed out all together without starting the application software used to create the original documents. Of course, you can also edit a document in the original application.
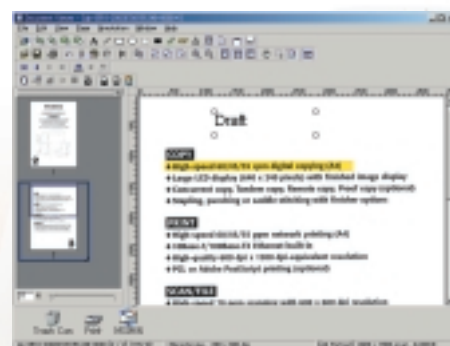
Automatic Thumbnail Creation for Easy At-a-Glance File Finding

When a document created by another application is imported into the Document Manager, a matching image file is automatically created. Since the thumbnail images are displayed in the view screen, you can easily find the document you're looking for.

Editing Function with Enhanced Annotation Capability

You can easily add annotations (including text, graphics, and memos) to your documents. This makes it easy to prepare documents for proof-reading or circulation. You can attach the

annotated document to an e-mail to improve office workflow.

Document Scanning

Convert paper documents into PC data by scanning them on your WORKiO. Used in conjunction with the DA-NS600 Network Scanner Module, you can send documents directly to Document Manager. The scanned data is automatically displayed on the Document Manager screen on your PC. Scanned documents can be saved in PDF format for easier document distribution.

Total Support for Every Stage in Your Document Workflow from Creation to Utilization

In addition to documents scanned by WORKiOs, Panasonic's Document Management System software can also handle other documents created by PC application software such as Microsoft® Word or Microsoft® Excel. Documents created by Word or Excel can be imported as image files and managed in the same way. Panasonic Document Management System makes efficient document management possible on your PC.

Document Import

Drag & Drop Import
Documents displayed as thumbnail images can be easily imported into the Document Manager. The imported file is automatically converted into DDM (Document Manager) format. When Word or Excel files are imported, a thumbnail image is automatically created.

Import from TWAIN Device
Data can also be scanned from TWAIN compliant devices. The scanned data is imported in the DDM format just as if it was scanned from a WORKiO.

Folder/Document Operation
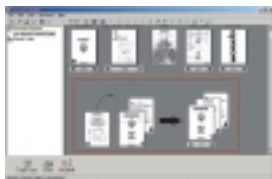
Creating New/Shared Folder
Create new folders as needed. You can also create multiple shared folders to be used for different jobs or projects separately.

Copy/Move Folders or Documents
Any document or even an entire folder can be copied or moved to another folder using "drag & drop" operation.

Document Grouping
When a document is dropped onto another document in the document window, the two files are combined into a single group. Grouping multiple documents makes it possible to print out multiple files with a single operation. Documents with different file types can also be combined into a single group allowing you to create a single file that consists of a Word file, image file and an Excel file.

Document List Operation

List/Thumbnail View
The imported documents can be displayed in a thumbnail view with the first page image and document name, or in a list view with detailed information including the file size and the last modified date, etc.

Document Search
You can search for documents by specifying all or part of the file name. The document search function is especially useful when there are a huge number of documents managed by the Document Manager.

Application Data

View/Editing of Imported Documents
When application data documents are imported into the Document Manager, the original documents are automatically managed as an attachment in the original application's data format. When the attachment file is opened, it can be viewed or edited with the original application.
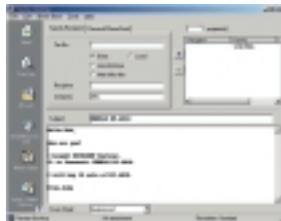
Enlargement/Reduction & Auto Paging
In addition to enlarged or reduced view, documents can be viewed in actual size, as an entire page, etc. Documents with multiple pages can also be viewed page by page with automatic scrolling for quick checking.

Panafax Desktop PC-Faxing
With the "Panafax Desktop" installed, you can easily send or receive a fax directly from or to your PC without printing it. If the "Panafax Desktop" is registered as "launching software" in the Document Manager, you can take advantage of even more convenient PC-Faxing using the simple "drag & drop" operation.

* DP-6010/4510/3510 requires Fax Communication Board and Internet Fax/E-mail Module

Page Compensation
Imported data can be cleaned up using various compensation functions including skew correction, noise reduction, edge enhancement, brightness or color hue conversion, etc.

Annotation Function
You can add text, graphics, page numbers, headers, footers, etc. to the document image. As the annotation data is stored separately from the image data, you can choose whether or not to display annotations, and whether the annotation is attached to the data when it is sent to another application.
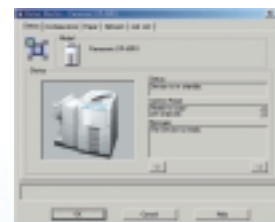
For More Effective Use

E-mail, Fax or Print Edited Document
If the PC's e-mail client software is registered as a launch icon, you can take advantage of even more convenient automated sending operation. Just drag & drop the target image file onto the e-mail client icon. The e-mail client will automatically start and open a new message with the target image file attached. (Send-to-Email)

* Requires MAPI-compliant e-mail application (such as Microsoft® Outlook Express)

Status Monitor
The Network Status Monitor allows you to check the current condition of the device enabling you to replace consumables or perform remedies quickly.

Network Configuration Editor
By using the Network Configuration Editor, you can remotely setup the device settings from the PC on your desktop.

Hardware Requirements

Personal Computer	IBM PC/AT and compatibles (CPU Pentium II or greater)
Operating System	Microsoft® Windows® 98/Me, Windows NT® 4.0 (With Service Pack 3 or later), Windows® 2000/XP
System Memory	Memory recommended on each OS is 64MB or more (Windows® 98/Me) and 128MB or more (Windows® 2000/XP, Windows NT® 4.0)
Free Disk Space	40MB or more (Not including storage space of images for Image Overlay function)
CD-ROM Drive	Used for installing the software and utilities
Interface	10Base-T/100Base-TX Ethernet port

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