

S4i Express document management for IBMi, facilitates report distribution, on-line viewing, archiving, retrieval, document scanning, desktop archiving, and much more. S4i Express does not require support from several other modules or servers to function. It provides flexible control but yet a central repository for the EDM process with minimal effort while integrating with virtually all System i software applications.

### ***Capture***

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Capture PC documents, image files, spool files and reports from one or more print queues/systems, the IFS, PC or other systems.

### ***Burst***

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S4i Express uses simple, on-screen point-and-select user defined rules to burst system i reports into segments by page, line or field. The instructions that define where reports are split can be easily modified.

### ***Bundle***

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S4i Express automates the process of creating document bundles from report segments. These bundles can be comprised of complete reports or segments.

### ***Archive***

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Unlimited segment links, indexes, and search criteria simplify the process of document archival and retrieval, and make it easy to track document use and availability.

### ***Document Scanning & Workflow***

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Organizations that are paper driven can easily scan documents, recognize, index and enter them with their document data into this managed workflow environment.

### ***Report Distribution***

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S4i Express automates the electronic delivery of information that is specific to the recipient's mission.

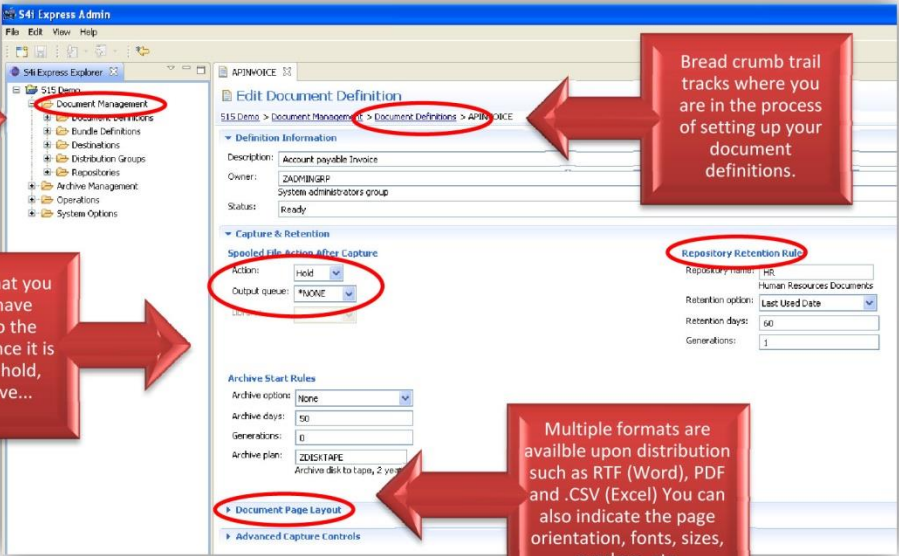
- Templates and Signatures:** Include multiple image overlays for forms, signatures, logos, etc. to give documents a preprinted, professional look.
- Document Formats:** These documents can be transmitted in a variety of formats including PDF, HTML, CSV (Excel), RTF, generic WP (Word), ASCII, EBCDIC, TXT, AFPDS, and postscript.
- Document Retrieval and Viewing:** Fast web-based document retrieval reduces printer use and permits instant access to reports from any desktop with Microsoft Internet Explorer or Firefox. The end user interface can be customized to facilitate easy navigation and to reflect the image of the organization.
- Intelligent Distribution:** Distribution rules and database-linkable user-profiles make it easy to change distribution characteristics. Documents can be transmitted via email, print, FTP, fax, etc.

S4i Express Admin is a companion to S4i Express, allowing remote administration using a convenient and easy-to-use graphical interface.

### ***Robust control and features***

S4i Express Administration is:

- Easy to use
- Includes powerful tooling
- Makes automated profile management easier
- Supports multitasking
- Allows faster administration



The screenshot shows the S4i Express Admin interface with several callouts highlighting key features:

- Easy navigation allowing for faster administration:** Points to the left-hand navigation pane.
- Bread crumb trail tracks where you are in the process of setting up your document definitions:** Points to the breadcrumb path: SIS.Demo > Document Management > Document Definitions > APINVOICE.
- Indicate what you want to have happen to the spool file once it is captured; hold, delete, move...:** Points to the 'Action' dropdown menu set to 'Hold'.
- Repository Retention Rules:** Points to the retention settings, including 'Retention days: 60' and 'Generations: 1'.
- Multiple formats are available upon distribution such as RTF (Word), PDF and .CSV (Excel) You can also indicate the page orientation, fonts, sizes, overlays, etc.:** Points to the 'Document Page Layout' section.

### ***Installation Requirements***

Client-side requirements:

- Recommended: Windows 7 or newer
- XGA (1024x768) or higher resolution screen
- At least 256MB of memory
- At least 150MB of free hard drive space
- Network connection to S4i Express host server

### ***Access documents quickly and easily from anywhere***

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WebView is a browser-based application that allows employees, vendors, constituents and customers to access their business document on IBMi using IE/Edge, Chrome or Firefox as their browser. Once accessed by the end user documents are displayed as an adobe PDF or in their native format (.tiff, Excel, Word, MS Project, etc.). Documents can be viewed by the end user or distributed via email, fax, FTP, print, etc. in your desired format. The possibilities are endless! Change your format on the fly and download to client. View or distribute multiple documents at the same time. Documents can be linked together through common index keys.

### ***Add notes to your document***

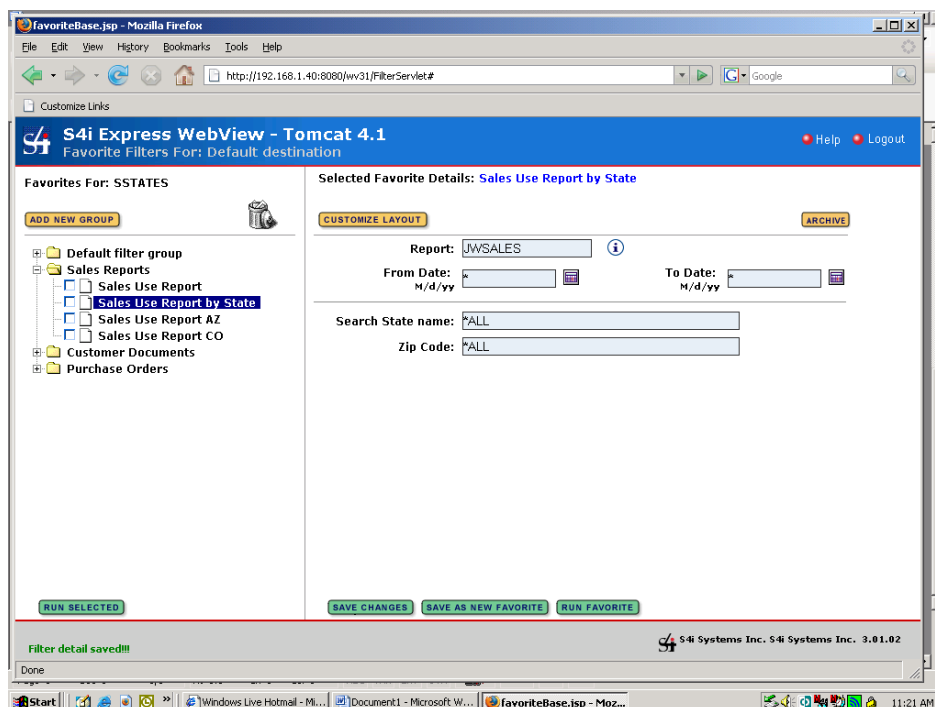
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As an administration your organization has the ability to manage who can see which documents, who has access to these documents within a single spool file, PDF file or document class, how they can be distributed (if at all) and who can view notes associated with a given document.

### ***Web Capture***

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Within WebView, PC and other file type documents can be captured for later retrieval with simply two clicks of a button. Capture through WebView gives the organization access to key business documents within the organization in their native format, resulting in business assets being maintained in a central repository, thereby, avoiding lost or misplaced business intelligence.



S4i Systems, Inc.  
616 South El Camino Real  
Suite M  
San Clemente, CA 92672  
949/366.5234 ph  
800/231.5280 ph  
949/366.5338 fax  
www.s4isystems.com