

For Engineering and Architectural Records Management

e.POWER[®] CME

ELECTRONIC DOCUMENT MANAGEMENT FOR ENGINEERS

CME CLIENT

- Retrieves, views and prints documents via the simple CME WEB interface
- Provides intuitive yet powerful document retrieval function using the familiar workplace hierarchy of Area, Cabinet, Drawer and Folder
- Scans, imports, stores, and retrieves documents (single format or compound documents)
- Handles CAD files
- Manages business and large format documents using a single tool
- Searches on indexed fields with capability to use wild card and boolean logic
- Uses bookmarks to easily locate important pages within a document
- Uses keyword to find specific documents quickly
- Creates comments on a document
- Allows user to store both native and rendered versions of document (eg. WORD and PDF)
- Optional Full Text Search module
- Creates and saves user specified retrieval queries
- Manages revision control using both internal and external check In/check out capabilities
- Creates workflow packages containing topic specific documents (checked out, reference, and ad-hoc)
- Creates personal or route packages for easy grouping of documents
- Uses either single revision or multi-revision check in/check out modes
- Provides electronic signature as part of the workflow process
- Manages as-built processing
- Allows ad-hoc routing
- Optional Business Process Management module-e.POWER WorkManager
- Imports files using drag and drop from Explorer (scanned pages, Word, Excel, PDF, CAD etc.)
- Provides user definable preferences (Default settings, tile windows, font, and multi-document view)
- Reorders, deletes, and appends pages
- Imports Facsimiles
- Faxes documents using standard windows fax driver
- Inputs data only documents or pages (no attached files) called Vault Documents
- Views through Spicer's Imagination Viewer (supports over 200 Windows document formats) and/or Daeja System's ViewOne viewer
- Launch Third Party Applications to view native documents
- Supports both business and engineering document mark up capabilities (red-lining, highlighting, post-it notes, redaction (black-out), white-out, inline text, symbols, shapes, etc.)
- Supports ISIS compliant scanners (Pixel Translations) Examples are:
 - Bell and Howell
 - Fujitsu
- Provides robust scan capabilities including, preview, delete, reorder and rescan
- Provides document rework from index and quality control queues
- Provides Image Cleanup, OCR, and Full Text Services
- Integrates with standard E-Mail client
- Provides transaction logging
- Provides on-line Help
- LDAP Support

e.POWER CME Product Specs

CME ADMINISTRATOR

- Builds sophisticated indexing structures for managing information without programming
- Defines users, groups, workflow routes, indexing fields, keywords and bookmarks
- Customizes data entry and retrieval form for ease of use and a professional look and feel
- Provides secure access to folders, data, and system functionality
- Defines folder retention and archival storage location
- Creates ad-hoc reports for real time data collection
- Reviews transaction audits (Check In/Check Out, Delete, Print, Moves, etc.)
- Reviews system activity
- Establishes keyword lists
- Creates and stores custom queries using graphical tool
- Uploads documents to archival storage
- Reassigns tasks in workflow
- Provides on-line help

SAMPLE APPLICATIONS

- Configuration Management in the Petroleum Industry
- Nuclear Procedures Management in a Nuclear Laboratory
- Engineering Change Management for Oil Refinery Plant
- Engineering Document Management and Revision Control in Water & Waste Water Operations
- Personnel Management and Risk Management in a Utility Company
- Records Management, Bridge Maintenance, GIS Integration in a State Agency
- Human Resource Management in a State Agency

DESKTOP REQUIREMENTS

- Pentium Processor-P4, 32GHz
- High resolution display (1024x768 or greater)
- 1 GB local disk space
- 1 GB RAM (2 GB RAM recommended for Workstation using CAD intensive products)
- Client-Microsoft Windows XP SP3/SP2, Windows 2000
- Web Browsers supported:
Microsoft IE 6.x

SERVER REQUIREMENTS

- Server-Windows 2003 SP2 (including 64-bit), Windows 2000
- Web Server: IIS
- Databases Supported:
Oracle 9.x, Oracle 10.x, Oracle 11.x (standard and optimized)

NORTHROP GRUMMAN

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