

iServer

Document Management System

Trimagic iServer is unique because it is a completely serviced, out-of-the-box Document Management System (DMS) solution. By minimising the need for internal IT support, iServer can be deployed quickly and cost effectively.

Our research has shown that other DMSs aren't always embraced widely across an organisation because users find them too daunting to use. Acceptance of the DMS across the organization, however, is essential for maximising the return on your investment. To address this problem, the Trimagic iServer's intuitive user interface is designed to encourage 100% take-up.

Benefits of using iServer

Information value. Organisations placing a high value on corporate information, managing a document library, working cooperatively or with a project-based focus will all benefit from iServer's combination of flexibility, control and security.

Effortless transition. The transition from your current system to iServer is made smoother because iServer is layered over your existing file structures. This means that existing documents are instantly accessible as they do not need to be uploaded into the new corporate DMS.

Metadata inherent in the organisation's files structures is captured by iServer and existing workflows and document management procedures remain valid. This supports rapid uptake by the user community.

Additionally, your iServer implementation can be configured to perform federated searches, allowing you to trawl data stored in other repositories across the organisation, such as MYOB.

Inbuilt security. Allows for controlled and secure access to documents.

Index physical resources. iServer can integrate indexes to hardcopy resources to support a comprehensive search experience. This is a unique feature of iServer, as it treats hard copy a seamlessly as soft copy.

Minimal internal IT support. iServer offers a fully managed solution including back up, consistent monitoring and disaster recovery which means that dependence on internal IT resources is minimized.

Flexible features

iServer users manage all their retrieval and administrative tasks via a web browser. The familiar Explorer-style interface displays the tree of the user's authorised folders and files. Administrative options include:

Metadata. You can create up to thirty of your own metadata elements to associate with your files. Element data types include text and date fields, dropdown menus, checkboxes and radio buttons.

Security. Establish users as either individuals or groups and then assign permission accordingly.

Monitoring. The System Administrator has a complete log of all activities to support information auditing and statistics. This helps the system administrator to maintain control and management of the information as well as a clear audit trail.

Contribute. A user may contribute a document they have authored to iServer. The iServer browser interface will lead the user through the creation of the appropriate metadata for their contribution (Name, Title, Subject, Creation Date, etc.).

Fast & Flexible search. This option includes advanced search technology such as synonyms and fuzzy logic. Documents may be searched on their metadata properties such as date and document content, or by full text. Multiple searches in one search session are facilitated by iServer's Information Basket.

Version control. The iServer browser interface allows managed updating of documents using version control options.

Disseminate. A user can share the results of a search via email. Results can also be saved, downloaded or printed.

Scalability

iServer can be deployed to a Corporate LAN, Corporate WAN or Virtual Private Network.

iServer works with the Microsoft operating system. This means you will find iServer on your tool bar when you open up Word, Excel and other Microsoft applications.

Implementation options

Trimagic can provide clients with the following three options:

- Host the iServer on our Class 1 Trimagic Data Centre
- Deliver the hardware and configure the software on site
- Configure the software on your hardware.

About Trimagic Software

Information professionals have been using Trimagic software for over 20 years because our solutions are innovative and they work. We carefully consult with our clients to tailor a solution that will meet their individual needs and give them the skills necessary to take control of their system. Our applications are built on the Inmagic product platform to help you manage all your information requirements.

Product preview

The most effective way to evaluate any software is to see it in action. A Trimagic Software Consultant can visit your office or we can demonstrate our products online.