



COMPUTER SERVICE PROFESSIONALS, INC.

[ ITEM CAPTURE AND IMAGE PROCESSING ]



Affordable Document Imaging  
Flexible, Adaptable, and SMART



## HIGHLIGHTS

### KEY BENEFITS

- Dual purpose image and tracking for all documents
- Uses barcode technology to electronically file and track
- Interfaces with core system data
- Satisfies compliance and regulatory exams with ease
- Streamlines document work flow and reduces storage needs
- Electronically stores documents with secure access rights
- Instant retrieval and customized viewing options
- Easy to use web browser to retrieve document images online

### SYSTEM FEATURES

- Independent Tracking System
- Automated Indexing
- Automated Customer Notices
- Comprehensive Reporting
- Customizable Menu Options
- Bar Code Labeling Technology

## CSPI Concepts and Goals

Our goal is to provide financial institutions an affordable solution to deposit and loan document imaging and tracking. Our dual purpose software is designed to cover a wide variety of issues associated with loans and deposits, and is customizable to meet internal audit controls defined by your institution.

## EDM Image Technology

Conventional document tracking systems require you to manually enter the information you need to track, and were not designed to handle the explosion of tracking requirements in today's environment. These conventional systems often have limited reporting capability, and do not deal with the requirements for compliance and risk management.

The result is that a new innovative approach is required to solve the requirements of today's highly regulated industry.

## Imaging Solutions

The solution to manual data entry is to have a software system that consistently tracks all document requirements, and automatically logs them in as part of a scanning operation. EDM does this and much more.

Below are more features EDM has to offer.

## Independent Tracking System

EDM tracks all documentation requirements for both loans and deposit accounts. The system handles initial and recurring requirements, creates notices for documents that are due or past due, and does all of the complex reporting required.

## Automated Indexing

EDM tracks all documents, which allows you to automatically index documents into the document imaging system.

## Automated Customer Notices

EDM automatically generates notices in letter form. Any number of notices can be generated to customers and internal personnel through automated customer notices.

## Comprehensive Reporting

EDM automatically creates reports in any desired layout, with whatever information is needed. Reports can be printed or viewed online. Each loan officer can have their technical exception list available.

*"The CSPI Enhanced Document Management System has dramatically reduced the number of phone calls to loan department staff from other facilities in regard to retrieving a loan file. The loan officers and support personnel are able to go right into the document imaging browser and pull up a picture of any document they need. It's a wonderful tool to have with multiple branches accessing information."*

*Deborah Stokes  
Mid America Bank  
Jefferson City, MO*



## Software Features

EDM handles all documentation tracking requirements and exception reporting needs for your institution.

### System Wide Management and Access Resource Tool (SMART)

Our solution creates SMART files which know:

- What documents are in or will be in the file
- Missing or incorrect documents in the files
- What accounts are related
- What documentation issues are for related accounts
- View and add notes to customer files

SMART files can be accessed electronically, printed to CDs or DVDs for audit purposes or loan participations, or accessed remotely when a user does not have access to the bank's network.

## EDM is Customizable

The EDM system receives a daily download from your core accounting system that updates the system daily and automatically loads new transactions into the system.

The system is customized to operate the way your bank operates and to fit your bank's requirements. We can also create custom reports and notices for your institution upon request.

## How EDM Works

Managing the EDM system consists of a balance between satisfying the requirements for new accounts and updating older accounts to reflect current document status for viewing.

### Document Tracking System

The document tracking system is designed to automate the tracking and imaging of account documents. The system is specifically designed to integrate into a document imaging system even if the tracking system is used in a non-image environment.

### Document Types

Documents not associated with new accounts can also be tracked in the system. At anytime, a user can add the need for a document to any account in the system. In addition, a user can add the need for a recurring document to the system, such as the need for an annual tax return for a customer.

### Reports

Reports help manage accounts, customers, and documents within the EDM system. They are generated on a schedule and printed at a designated location and time.

### Notices

Notices are customized Word documents set up by the system administrator which may be printed manually or automatically in the tracking system. A document may have multiple assigned notices, or the notice may be the document itself. Notices are automatically printed on a preset schedule, and are designed to have the pertinent customer and account information listed on them.

### Bar Codes and Document Imaging

EDM works as an interpretation module that translates a document type used in the loan origination software to the description used to index the file in the document imaging system. A unique bar code label can be attached to these documents, allowing them to be automatically indexed. EDM can read the bar code labels interchangeably from multiple input formats.

In addition, EDM will automatically match the data read from the bar code to host data for an account, translate the document type on the bar code to the description used in the document imaging system, and automatically index the documents.

### EDM Client Software Network Flow

Host data is downloaded into the EDM database on the network file server, and documents are loaded at scanning stations. Users access the EDM database through the network to edit customer account information, print barcodes, and view document images.

### EDM with DataManager Browser Software (Web-Browser Document Imaging Retrieval)

Host data is downloaded into the EDM database on the network file server, and documents are loaded at scanning stations. Based on defined security levels, specific users can access the EDM database through the network to edit customer account information or print barcodes. Users can then view document images by connecting to the web server using Internet Explorer 6.0. The web server obtains the EDM images stored in the file server.

*To learn more about our EDM and DataManager software, and other modules available for our powerful Image POD system, call us at 800.933.4873, email [sales@cspiinc.com](mailto:sales@cspiinc.com), or visit us at [www.cspiinc.com](http://www.cspiinc.com).*

## Enhanced Document Management (EDM)

Client-Server Based Document Tracking

### Capabilities

- Individualized user rights granted/denied for all tracking functions
- Client access allowed using Citrix or Terminal Services environments

### Hardware Specifications

- File Server
  - Windows 2003 Server or higher
  - Minimum 100 GB Hard Drive, 4GB RAM
  - 15,000 multi-page documents = 9 GB Disk space
- Microsoft SQL Server 2005 or higher is required (must be purchased; not provided by CSPI)

### Scan Station

- Windows 2000/XP or Vista
- Internet Explorer 6.0 or higher
- Minimum 40 GB Hard Drive, 1GB RAM
- Can be Citrix or Terminal Services client w/ Remote Scan (program not provided by CSPI)
- Scanner
  - TWAIN Driver Supported
  - Skip blank page capable
  - Capable of scanning duplex
  - Barcode Printer
  - Cognitive Blaster Advantage (Parallel, Serial or Ethernet ports available)

## DataManager

Web-Browser Document Imaging Retrieval

### Capabilities

- Utilizes Microsoft SQL Server Database
- Unlimited User Connections
- Multiple Security Levels (Administration, Group, Power User, User)

### Hardware Specifications

- Web Server
  - Windows 2003 Server or higher
  - Internet Information Services must be loaded
  - Framework 2.0 must be loaded
- User's Research PC
  - Windows 2000/XP or Vista
  - Internet Explorer 6.0 or Higher