

# MiDMS

## Document Management System

### Applications



Transportation



Real estate company



Chamber



Express



Design house



Trading company

### System Requirements

For a Server (supporting a Maximum of 30 online users)

- Intel Core2 processor at 2 GHz PC or higher
- 2 GB RAM required
- Free hard disk space as required (at least 500 GB) or by the size of your scanned images and for additional working files
- CD-ROM drive (internal or external)
- Windows XP (32-bit)
- Internet Explorer 7 or Internet Explorer 8
- A security dongle

For a Client

- Free hard disk space as required by the size of your scanned images and for additional working files
- Internet Explorer 7 or Internet Explorer 8
- Microtek ScanWizard DI and DocWizard
- Internet access and MiDMS server connection capabilities



- Simple to install and easy to use
- Scan locally but access globally
- Simple folder view in navigation pane
- Batch management of a large number of files
- Global search for related files
- Management of the file security classified by users or departments.
- Secure backup and recovery system for servers



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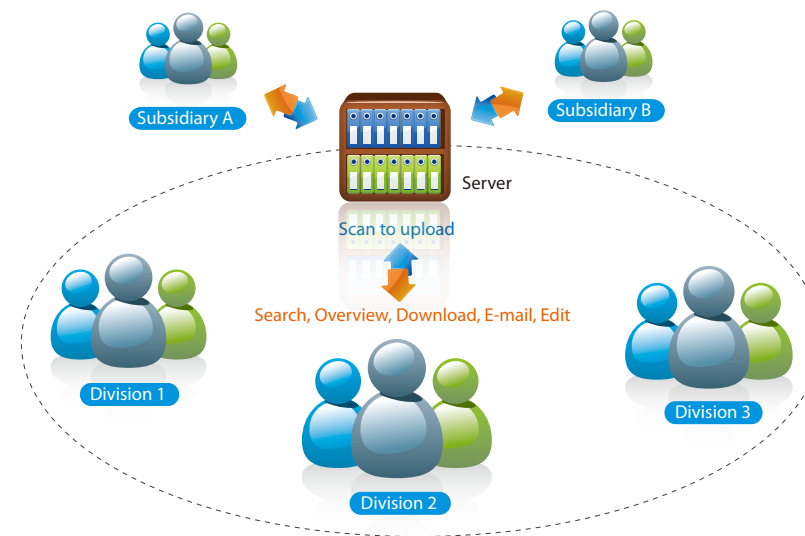
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Microtek's MiDMS (Document Management System) is a document scan and management solution, which is specifically designed to store and retrieve electronic documents for small and medium-sized corporations. Via a web-based interface, you can scan, digitize and upload electronic documents directly from your local computer to the web server in just few steps. The best of all is that you can view, search or download these files whenever you want.

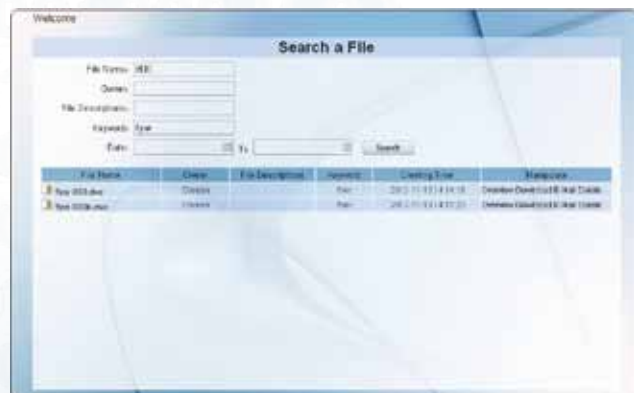
The MiDMS's interface is well designed. With several features implied, you can keep all your electronic documents organized and make them easy to find and to share on the network. With it, a document management is simple and easy, involving no hassle, really simplifying your management tasks and facilitating document sharing on the network.

The MiDMS contains four major functions, which are Scan to Upload, Overview Files, Search Files, and User Center. In addition, if you are a server administrator, you will have an extra program named "System Backup and Recovery".



### Scan to Upload

Allows you to scan and upload new files directly from a local computer into folders which are authorized to use on the web server. As well, you may make copies of these files into the default or chosen folder on your local computer if you like to do so.



### Search Files

Allows you to find files stored on the web server by some given conditions, such as file's name, file's owner, keyword, description, or uploading date. Once a search is done, you will instantly see a list of relevant files appearing that meet conditions you specified.

Eventually, you may start to manipulate these files in a number of ways, such as download, e-mail, delete, and overview, depending on the file format and access permission given by administrators too.



### Overview Files

Allows you to see all available files on the web server based on your access rights, which provides a good way to conduct and manage these uploaded files. You may create new folders to reorganize the contents-in-use in a folder, or you may copy or move files from one folder to another if you know where they are located.

Besides, you may also manipulate these uploaded files in a number of ways, such as download, e-mail, delete, modify, and overview, depending on the file format and access permission given by administrators.



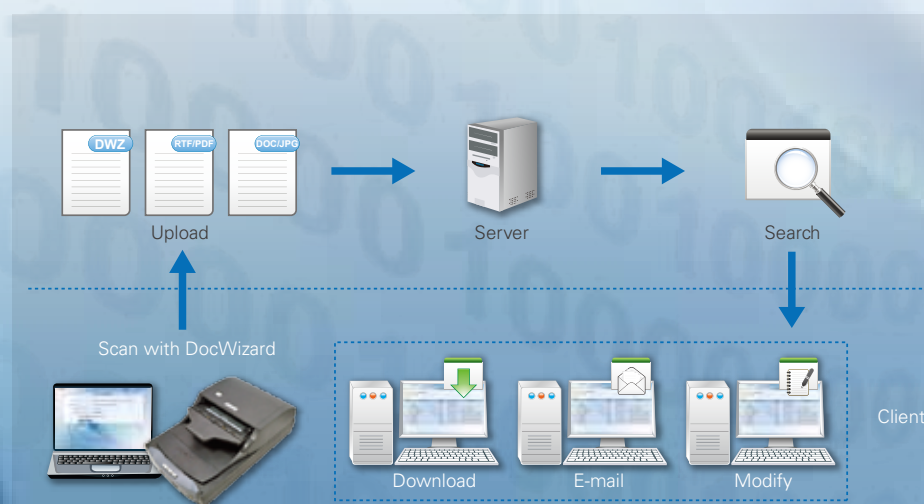
### User Center

Allows you to change the old password to a new one for using of MiDMS. You may also specify a folder as your temporary folder in your local computer to store temporary working files during a scanning session. Or, you can save the scanned files in this temporary folder after a scan is finished.



### System Backup and Recovery

Offers a complete system backup and data recovery protection. With advanced protection technologies, it protects MiDMS system program, settings and data from being lost due to unpredicted problems, such as system crash from a power outage, computer virus, and broken down.



### What actions you can perform on a network file

The available actions taken to each file are different depending on your current selection of MiDMS functions (Overview or Search), the type of file, and access permission of the file. They are laid out below respectively:

- Download** Downloads the selected file from the web server to the local folder or directory.
- E-mail** Sends the selected file to the assigned e-mail program.
- Delete** Directly removes the selected file from the web server.
- Overview** Views the selected DWZ file in Microtek DocWizrd. It only works when the DWZ file is scanned and uploaded via Microtek DocWizard application.
- Modify** Delivers the selected DWZ file to Microtek DocWizard, where the file can be edited as you wish, such as replacing an old image with a new one, cropping or rotating the image, removing extra blank pages or black spots, reorganizing a sequence of the images, and so on. When completed, remember to upload the modified file to the web server again.
- Copy** Copies the selected file to a new folder or directory on the web server.
- Move** Moves the selected file to a new folder or directory on the web server.

