

Scan

Organize

Archive

Retrieve



Ex-Cel Solutions, Inc.
Your Technology Partner

SOAR™ - Simplifying Document Management

Scan

Imagine, finally getting rid of all that paper!

Scan your documents and store them in a database on your network. Get rid of the boxes of paper and filing cabinets. Store it electronically. Find it fast!

SOAR works with all major brands of desktop and production scanners.

Organize

Clean up and organize your scanned images with the industry leader in scanning, Kofax™.

Kofax's legendary Virtual Re-Scan (VRS) ensures you have the cleanest and sharpest image of your document.

Kofax Express helps you assign keywords and numbers (e.g. vendor name and invoice number) to your document for easy recall later.

Archive

SOAR does hands-free storing of your documents. After scanning and indexing with Kofax Express, the files are sent across your network to SOAR to be stored. This is all done automatically behind the scenes.

SOAR saves the keywords (indexes) and your document images (as an Adobe™ PDF) in your Microsoft SQL 2008™ database. The indexes are used to easily find your documents later with SOAR Web Retrieval.

Retrieve

Your Internet web browser (e.g. Internet Explorer or Firefox) is used to easily recall your stored documents using SOAR Web Retrieval.

Secured documents are found easily by the keywords and numbers you used to store them.

Your documents are displayed using the free Adobe Reader™. The documents can be viewed, printed, faxed, and/or emailed.

How SOAR™ Works...

Your documents are scanned at a scan station. The images are reviewed and keywords and/or numbers (e.g. vendor name, invoice number, etc ...) are added that are used later to recall the document. The images and their keywords and numbers are sent across your network to the SOAR database for storage.



The images and their keywords and numbers are stored hands-free into a Microsoft SQL 2008™ SOAR database. They can be recalled quickly and easily in your web browser by SOAR Web Retrieval.

SOAR Web Retrieval is used to recall documents using the document's keywords or numbers. Documents are displayed with Adobe Reader™.

Find it with SOAR Web Retrieval

Find the document to be recalled and viewed by the keywords and numbers you used to organize and store the document.

View it with Adobe Reader™

Display the recalled document with Adobe Reader™ and view, print, fax, and/or email the document.

- SOAR Web Retrieval uses your web browser (e.g. Internet Explorer). There is no additional software application that must be installed on every user's PC.
- SOAR includes security that limits which user can see which documents.
- The document images are quickly recalled from the SOAR database using the keywords and numbers (the indexes) you provided during scanning.
- SOAR meets government regulations for years of safe dependable storage.
- Finally, there is a way to store documents and recall them fast without wading through boxes, drawers, cabinets, and piles of paper.

Make Your Business SOAR!