

Server Configurations

We propose the following server configurations depending on the scale of use (the server models are examples).

Usage scale	No. of concurrent clients	No. of registered documents	Configuration sample
Small 10 to 50 users	10 or fewer	Approx. 200,000 PDF file pages	<div>AP/DB server FUJITSU Server PRIMERGY TX140</div> <div>10 to 50 PCs</div>
Medium 50 to 500 users	50 or fewer	Approx. 1 million PDF file pages	<div>AP/DB server FUJITSU Server PRIMERGY TX200</div> <div>50 to 500 PCs</div>
Enterprise More than 500 users	100 or fewer	Approx. 6 million PDF file pages	<div>AP server + DB server FUJITSU Server PRIMERGY TX200</div> <div>500 to 1,000 PCs</div>

Server/Client Environments

Server software
OS: Windows Server 2008 R2
DB: Oracle 11g (or SQL Server 2008)
Application: FUJITSU Software INTERSTAGE Web Server Express V11

Client software
OS: Windows 7
Browser: Internet Explorer 8.0/9.0
Note:HDD: Approx. 1.5 TB (for 1 million PDF pages)

List of Documal Features

Category	Feature	Description
Login	Login	Users enter user IDs and passwords to log in to the system.
Document management	Document list display	Documents registered in folders are displayed in list or tree format. The filter feature enables uses to choose which items to display.
	Document registration	Documents are registered in designated folders. Users are able to set an expiration date and security settings per document.
	Document access	This feature provides access to information on registered documents and attached files. Users are also able to access authorization records and information on old versions.
	Document operation	Documents can be updated, invalidated, permitted to be accessed, deleted, restored, copied, and relocated. It is possible to set access controls per document.
	Document search	New document search, full-text search, category search, detailed document search, and synonym search are available.
Workflow control	Workflow control	This feature provides workflows for authorization, rejection, and data distribution. Detailed settings for operations (e.g., changing workflows, requesting responses, and creating sub-flows) are available to meet operational needs.
	Progress confirmation	This feature allows users to check progress within a workflow. Users are able to check progress in workflows that they have requested as well as progress in other workflows that they are permitted to access.
Master maintenance	Private menu	Users are able to add shortcuts to features (e.g., category search or conditional search) in their private menus.
	Category management	Folders can be registered, copied, and deleted. It is possible to set security management settings by category and check available capacity per category.
	Other master management	This feature provides tools for maintenance of user and group accounts, documents, and flow masters.
Data operation	Import/export	This feature is used to import and export folder information, user and group information, and document masters and workflow masters.
	Archiving	The archiving feature backs up attached files and document information to external media and also restores them.
Log management	Log management	This feature enables users to retrieve and display user access logs and master maintenance logs.
System administration	System information setting	Users can configure system information settings for Documal.
	Trash can	Documents that have exceeded their expiration periods are automatically moved to the trash can. They are physically deleted when the designated period has elapsed after the files have been moved to the trash can.
Service features	Automatic invalidation and deletion	Documents are deleted or invalidated based on the scheduled dates for such actions.
	Document disclosure	Documents are disclosed to the public based on the scheduled dates for disclosure.

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Overview of Services/Solutions Fujitsu Enterprise Application Documal

Fujitsu Documal provides simple, effective and integrated solution to improve your document management and realizes advanced operations for workflows under secured environment.
Documal enables you to familiarize document management rules for all organization members.

Documal

- Customer Benefits
- What is Documal?
- Why Fujitsu?
- Case Studies
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Customer Benefits

Ready to run business template proven in the market

By using proven Business templates, you can quickly install best business practice with operation know-how.
Business templates: Quality management, Business rules management, Information sharing with companies.

Easy to digitize and indexing large quantities of paper documents

Using scanners and Documal, you can digitize large quantities of paper documents in your organization and realize systematic management and automatic index registration.

Reliable management of originals by secured environment

Documal manages the latest versions, document history, and authors of important documents in your organization by using tools to realize safe and reliable data storage within a secure environment. Through keyword search, Documal enables immediate access to the documents whenever necessary.

Ensuring compliance throughout an entire organization

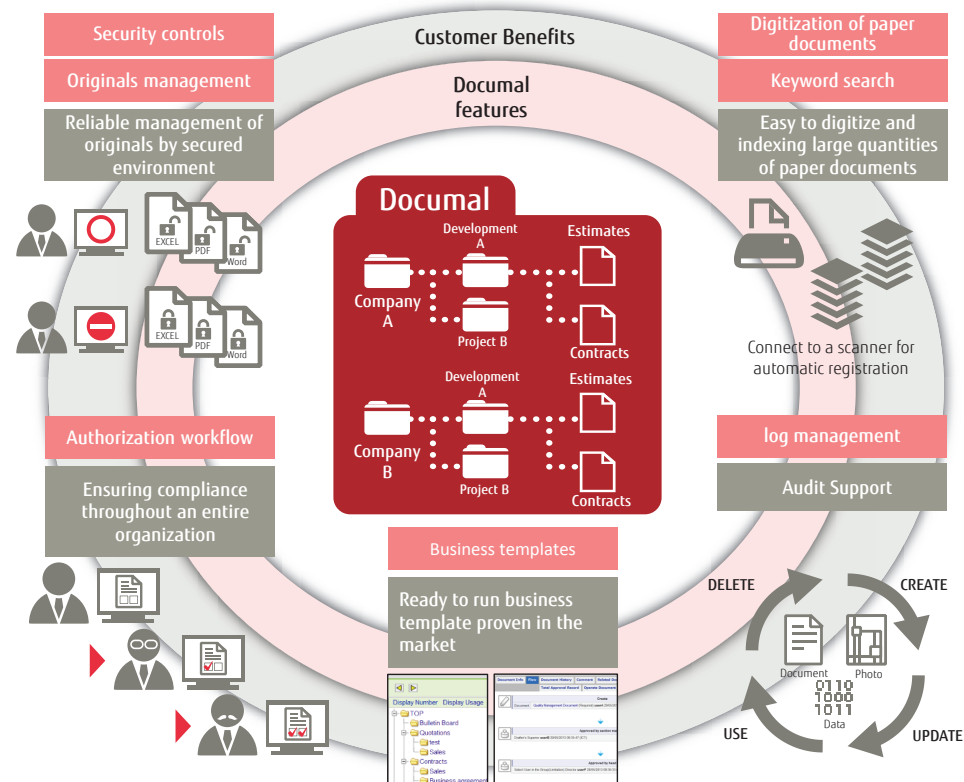
Documal standardizes the complex application and authorization procedures in your organization and establishes rules to be shared by all organization members, regardless of their knowledge of business operations. Documal also makes it easy to revise rules in response to changes in business conditions inside and outside of your organization.

Audit Support

Documal provides support for a variety of external audits, including ISO inspections as well as tax audits.
Documal stores evidence of operation results by showing who did what and when, to make it easy to maintain records.

What is Documal?

Documal digitizes organizational documents to achieve integrated management and provides a document management platform that enables all members to share information for the future.



Why Fujitsu?

- Over the past 20 years, Documal has been used by 400 Japanese companies mainly to manage ISO documents. As a low-cost solution for document and workflow management, Documal provides rich features that enable customers to easily and systematically manage all kinds of information, from rulebooks to project documents, as well as to create workflows.
- Documal is used within the Fujitsu Group, a global IT company with more than 100,000 employees, to manage data including technical papers, internal control documents, and a variety of sales promotion materials, as well as to control workflows.
- Fujitsu provides one-stop solution services, including hardware, software, system support, and IDC center services. To help our customers solve their problems, we offer system support that makes the most of Fujitsu's advanced technologies and capabilities for quickly realizing professional services.
- Based on customer's desires, Documal is available for server as well as cloud environments. Fujitsu's IDC Center for cloud services provides advanced technologies and has obtained ISO 27001 certification (standards for information security management systems [ISMS]) and ISO 9001 (quality control system).

Case Studies

Type of business	Manufacturing Company A	Applicable work	ISO document management	No. of users	1,200
Requirements/Key points		Management of ISO 9001 and 14001 quality documents			
		<ul style="list-style-type: none"> - In addition to documents on a fileserver, the company was also managing paper documents. However, manual operations for version updates were time consuming and error prone. - Authorization previously required distribution of paper forms. The process took significant time and documents were often lost in the process. - Several quality management staff members spent nearly a month to prepare for an audit that required review of a large quantity of documents throughout the entire company. 			
Customer benefits		<ul style="list-style-type: none"> - Documal provides procedures for updating document versions, authorizing updated documents, and distributing such documents to relevant groups. Such procedures eliminate the need for manual checks and progress confirmation, and also drastically reduce the number of errors. - Since Documal displays authorization records and version update histories on screen during ISO audits, there is no need for time-consuming preparation work. 			

Type of business	Manufacturing Company B	Applicable work	Contract management	No. of users	1,000
Requirements/Key points		Management of evidence documents (e.g., contracts and estimates)			
		<ul style="list-style-type: none"> - Both paper documents and PDF data must be managed, rendering it difficult to find the necessary documents quickly when necessary. - It takes time and energy away from the management division to send e-mail responses to each inquiry from remote sales offices. 			
Customer benefits		<ul style="list-style-type: none"> - Past contracts and estimates are systematically organized by period and by customer. Also, access to confidential documents is appropriately controlled to ensure that the system provides great convenience inside a highly secure environment. - The system enables sales staff to search for necessary documents on their own and allows for all divisions to concentrate on their proper tasks. 			

Type of business	Banking Bank C	Applicable work	Rule document management	No. of users	2,000
Requirements/Key points		Management of banking operational rules, contracts, and other documents			
		<ul style="list-style-type: none"> - The procedure for updating operational rules requires printing out the rules on paper, distributing documents to 140 sales offices, and then filing them, which incurs huge costs. - Rule documents and contracts are stored on different systems within the bank and are managed using different formats and maintenance methods, causing serious document management difficulties. 			
Customer benefits		<ul style="list-style-type: none"> - The latest operational rules can be accessed from sales office PCs, and powerful search features provide immediate access to necessary information. Use of digitized data has reduced costs for printing, delivering, and replacing documents. - Fujitsu's solution supports integrated management of bank documents without the need for dedicated interfaces. It provides quick access to necessary information via linkage with other systems, thereby enabling provision of speedy over-the-counter services. 			