

ADMIN Total Information Management

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The Automated Document Management Information Network :



Today's information manager faces an awesome challenge—how to manage the flood of information moving through large modern organizations. The information manager must develop a strategy for assuring that professionals can get the information they need, when they need it, where they need it.

Most of the information used by professionals is in the form of *images*; an executive reviews correspondence from another corporation; an engineer uses existing engineering drawings to design a new part; an analyst surveys cost-projections in the form of bar charts and graphs; or a purchasing agent retrieves vendor information for study. In each case the information is in the form of images.

Computers and word processors, on the other hand, use and produce *data*. These discreet "bits" of electronic information are manipulated by computers with incredible speed and reliability. A total information management system must be able to handle both data and image information.

Consider your paper and/or microform files. If your organization is like most, the information contained within your files is primarily *image-like*. What you need is an image-processing system for your image-like materials, and a data-processing system for indexing your records and maintaining your word-processing files. But you don't want two systems. You want an integrated data/image processing system, an Automated Document Management Information Network (ADMIN).

Digital Image Retrieval, Storage and Communications

The ADMIN System

A total information management system must be tailored to the way your organization does business. It may include provisions for:

- Automated retrieval of information from files
- Electronic Mail
- Integrated word processing and data processing facilities
- A complete indexing and management information system
- Telecommunications

Simply put, a total information management system should draw on "office of the future" concepts to build an effective, practical system for your organization. TCI's ADMIN System incorporates all of these elements, plus:

- Provides significant return on investment
- Is modular and expandable
- Can interface to existing word processing and other information systems
- And is available today

The Automated Document Management Information Network :



TCI's ADMIN System electronically scans an incoming document and sends the image to you in seconds: Mail can be routed through your organization—from the mailroom to the recipient's desk—without the delays inherent in processing paper. Professionals continents apart can share an image retrieved automatically from central files. Satellite files and their attendant costs are eliminated. And reports can be automatically micropublished on a Computer Output Microfilm (COM) device, or published in hard copy on a laser printer.

Imagine what this can mean for your organization in terms of coordination and organizational effectiveness. People can spend less of their time performing clerical tasks, and more time using the organization's information base creatively. It is the key to increased productivity in the coming decades.

Digital Image Retrieval, Storage and Communications

Large-Document Retrieval and Processing

Engineering drawings, maps, and geoseismic record charts are extremely dense reservoirs of information. On a single piece of pa-



per (or aperture card) there may be thousands of indicated relations, dimensions, and other data. These valuable records need to be integrated into a cost-effective total information system.

An engineer working on a large project requires immediate access to documentation which may be *located* at facilities across the country. Management coordination of these massive projects can only be achieved if the proper information is at hand. As the scale of our enterprises increase we can only contain costs by maximizing the efforts of our professionals. This means that they must have immediate access to the information they need to make proper decisions, and that management must have the tools necessary to monitor operations and coordinate efforts taking place in a variety of locations.



TCI's ADMIN System allows an engineer to automatically retrieve engineering drawings at remote locations via a high-resolution video display or hard copy unit. Stored drawings are digitized, transmitted and displayed in a short period of time. He can also search and retrieve vendor files, specifications, index information, or project-tracking data. The system can also be interfaced to an existing Computer-Aided Design system (CAD). The bottom line is reduced costs and increased organizational effectiveness. Professionals waste less time seeking information. Organizations do more in a limited period of time due to better coordination, and support staff requirements are reduced.



TCI has helped a large number of major organizations to develop integrated information management systems that reduce costs, increase productivity, and provide a greater level of management control. TCI's approach is to design systems around a client's problem. We work with you to:

- Determine system requirements
- Evaluate technical options
- · Define component hardware and software specifications
- · And finally to develop and implement the actual system.

We have an absolute commitment to problem-solving

TCI is the only firm with the demonstrated ability to develop a fully integrated information management system that handles both image and data information. TCI is the only firm to have built and installed integrated image-based transaction processing systems, *and* to have built a fully automated records management system, *and* to have built systems for managing engineering drawings and documentation.

TCI is the integrated information management company, and we can bring this experience to bear on your problems.

TCI-The total information management company.



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THANKA PARTY

