

Entropy measures disorder...

...you just need to tame it.

By
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Entropy measures disorder.
We help you tame it...



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Information is power... ...so why leave it buried in files, emails and media?...

It is just the nature of the beast...



we cannot always control where data originates, when, why, by whom or under which format.

Even if we could, data flows naturally from sources through processes, life cycles and destinations.

Even if we store some on a robust RIM system, there will always be files, emails and media that need identifying, classifying, storing, securing, retrieving, tracking and disposing.



Files, emails
and media live
on borrowed
time...

... so, let's make them
useful while we still can...



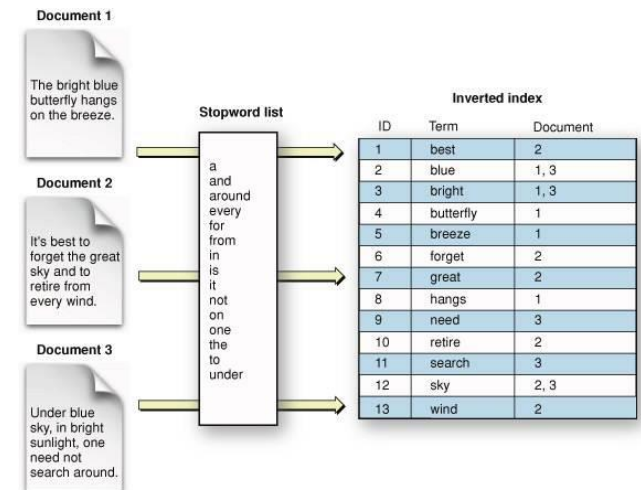
Document Marshaling

Merriam-Webster defines **Marshaling** as **arranging, grouping, ordering, organizing**. A Document Marshaling Process arranges, groups and lines up all your documents (digital or not) into an organized set of PDF files



Everything converted to (searchable) PDF

- **Healthy, normalized PDFs:** PDF syntax validated and (If possible) repaired.
- **Full Text Catalog:** To full text search the entire set of converted PDFs.
- **Structured Indexing:** To randomly and/or visually search and find.
- **Advanced Search:** Boolean expressions combining the above with additional metadata, tags and machine learning classification results.
- **Smart Content:** Machine Learning Classification, Sentiment Analysis.
- **Document assembly:** Selected PDF pages may be split, merged, exported.
- **PDF/A/E/U:** For long term retention compliance.
- **Special Handling** (password protection, signed docs, suspicious links...): Queued up via email notification for approval or disposition.
- **Version Control:** Recoverable history of changes



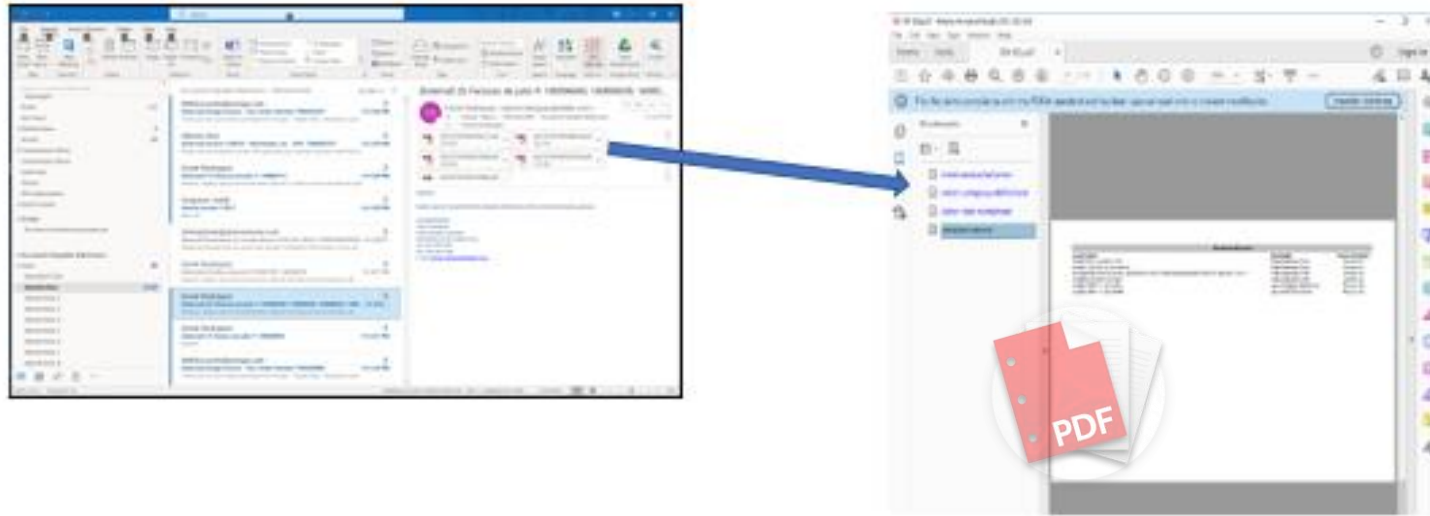


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		NONE			23	10019603	4422	30410	19443691
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		NONE			16	10019604	4550	30410	19445675
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		NONE			21	10019609	5981	30410	19474459

The PDF viewer interface shows a list of bookmarks on the left side, including "total associated page", "total associated page", "total associated page", and "total associated page". The main area displays a preview of the PDF document pages. A red folder icon with the text "PDF" is overlaid on the viewer.

spreadsheets

- Sheet names become PDF bookmark names.
- Hidden sheets become file attachments.



emails

Email body and attachments become named bookmarks.

Operation

Backfile Service: On client's platform, with remote operation by service provider.

Day-Forward maintenance: Ingestion and processing of new files operated on client platform by client staff.



Use Cases

- As an interim document repository
- As a complement (not a substitute) of a robust Records Management system
- As an organizer for disaster recovery output.
- As an organizer for company acquisitions
- As an organizer for data on ex-employee computers.
- As an A/P front end (Pharmaceuticals, Warehouse and Distribution)
- To assist in deduplication efforts.

