



Document Management Questionnaire

Document Questions:

- * Briefly describe the documents to be processed and related business processes.

- * Are the documents structured and repetitive? An example would be an "internal" document, such as, a "signed" proof of delivery or a packing slip with hand written notes.

- * Are the documents single sided (simplex), double sided (duplex) or both?

- * Are the documents single page or multi-page or both? _____

If multi-page, is the first page a "control" page with "control" data? _____

If single page, is there "control" data on each? (ex: Invoice #) _____

- * How many documents, per day, to process for this application? _____

- * How many documents (in total, estimate) could the repository contain? _____

- * What is the preferred method of document separation, if required? (bar code, blank page, on line, other)

- * Quality and type of documents? Dot matrix, laser, black and white, color, size

- * Is there a bar code printed on any documents? _____

Database Questions:

- * Do the documents you wish to process correspond (logically relate) to any data on your PC or network for purposes of validation? _____

Note: Validation is the function of entering data (manually or automatically via OCR or bar code, etc) and performing a "lookup" to ensure the data entered is correct. If the answer to this question is NO, skip this section.

- * What is the form of the data? Database, Spreadsheet, Text file, etc _____

- * If a database, what is the database engine? (ex: Access, MSDE, DB2, SQL, DBIV, Paradox, etc)

- * Do you have access to, or knowledge of, the database structure (data dictionary)?

- * Does the database have an ODBC driver available? _____

- * Can you "export" the data into Microsoft Office software; such as, Excel, Access, Text? _____

Note: ODBC (Open Data Base Connectivity) is a "standard", structured database interfacing technology.

Retrieval Questions:

- * What criteria will be used to retrieve your documents? Circle all that apply.

Windows (explorer type) navigation Y N

Database (backend) inquiry	Y	N
Full Content (every word)	Y	N
Search by indexing data only	Y	N
Restricted by security levels	Y	N

Briefly describe security requirements:

of users requiring retrieval _____

Functional requirements questions:

Do you require “Version Control” (ability to finalize documents)? Y N

Do you require workflow (routing of documents to individuals or groups)? Y N

Do you require document annotations, redaction, stamps, etc? Y N

Do you require voice over image technology? Y N

Do you require a document/user audit log of viewing, saving, printing, faxing, emailing, etc? Y N

Do you require “zone” or full page OCR (selected areas converted to text)? Y N

Do you require “batch” processing of documents? Y N

Do you require document conversion from existing files/documents? Y N

Do you intend to scan historic documents (back filing)? (or start with new documents only) Y N

Do you require consulting services to assist in the design and implementation of your document management system? Y N

Do you prefer a “client/server” or “web based” document management solution? C W

Do you have a “server” based platform/repository or a workgroup (peer to peer)? S W

Do you prefer “windows” login security or a proprietary login? W P

Do you intend to scan from a “central” location or “desktops” or both? C D B

Do you currently own the required scanning equipment? Y N

Budget:

Which number best describes the budget allocated for the document management project?

<\$1,000.00 <\$5,000.00 <\$10,000.00 <\$25,000.00 <\$50,000.00

What type of scanner will I need?

Scanners are a lot like copiers. You will need to ask the following questions to be able to determine what scanner should be recommended. Remember the Konica products are batch scanners.

What is the largest physical paper size to be scanned?

Are the originals singled sided or duplex?

What are the physical conditions of the originals?

Are the originals bound, odd sized or need special care?

Is color required?

Is batch scanning required?

Is a blank separator page required?

Will they encounter peak scanning periods?

What will be the minimum and maximum resolution for scanning?

You will need to be able to calculate minimum scanner speed by using the following formula:

$$\frac{\text{Total number of documents}}{\text{Total number of hours scanning per day}} = A$$

A _____ = Total number of documents per minute X .70 (30% of the time is spent loading the scanner) 60 minutes

How would you like to design up your database? (See sample below)

SAMPLE DESIGN CHECKLIST:

Purpose of database:	<i>To keep track of invoices.</i>
Profile fields needed for documents/folders:	<i>Order date, Customer name, Account rep, Customer ID, Order ID, Price, Quantity, Special notes, Shipping method, Payment method</i>
Which profile field will be document title?	<i>Customer Name</i>
Will any profile fields use drop- down lists?	<i>Payment method, shipping method</i>
Special search needs:	<i>Range search on date and quantity</i>
Types of Documents:	<i>Mostly Tiffs, perhaps some MS Word</i>
Folder structure needed:	<i>Current year, a folder for each account rep within each year, and eventually a folder for each customer within the account rep's folder. For example: 📁 2000 📁 2001 📁 Bob Smith 📁 Judy Anderson 📁 Marvin Hernandez 📁 ACME Auto Parts 📁 Parts R Us</i>
Type of security needed:	<i>Folder level security</i>