

- ❖ Are you looking to organize documents efficiently for easy retrieval?
- ❖ Would you like to be able to search and retrieve documents quickly based on content?
- ❖ Would you like to selectively provide controlled access to secure documents?
- ❖ Would you like a simple document management system that provides document versioning?
- ❖ Would you like to automate the storage of indexed documents?

STSafelyVault >

A Safe and Secure Archival Solution

STSafelyVault provides a simple and cost efficient secure archival solution for your documents. It provides a repository to securely store files and document metadata.



HOUSING
PROJECTS



LEGAL
DOCUMENTS



INVOICE
PROCESSING



Access to these documents is controlled by assigning rights to Windows users/groups.

It provides role-based permissions to access, modify or delete files.

Any data content along with searchable attributes are stored along with the files for easy retrieval.

STSafelyVault can be used in any Line of Business to store documents securely for search as well as retrieval.

STSafeInfoVault

FINANCIAL
INSTITUTION



LOCKER #1

LOCKER #2

LOCKERS



RECORDS



A single **Entity** represents a logical unit in an Organization.

A **Locker** is created for each user in the Entity; Lockers have attributes.

Multiple **Records** can be stored in each locker; Records have attributes and an associated file.

Search functionality available on Locker or on Record Attributes information.

Licensing is based on number of entities and lockers.

Development and Customization

STSafeInfoVault is tightly integrated with STDocCapture to automatically extract and index information before being archived in STSafeInfoVault.

STDocCapture leverages the power of OCR to automatically capture and correct index information on documents.

It seamlessly deposits documents into STSafeInfoVault lockers. STSafeInfoVault includes a utility to ingest single documents into a locker. One can also bulk import an entire set of documents along with metadata into STSafeInfoVault.

STSafelInfoVault

Security

All images and data are stored in a **Share**. Access to the share is controlled by Windows User rights. All files used by STSafelInfoVault are saved and stored in an encrypted format. **Role based rights** are assigned within the STSafelInfoVault which in turn controls access to the documents.

The activities performed on a document by various users are tracked closely and logged for review. This helps with **auditing** and troubleshooting. STSafelInfoVault also allows for **versioning** of documents and manages the changes made by various users.

Use Cases

Case Study 1: HOUSING PROJECTS

Real-estate companies can use STSafelInfoVault to securely store documents related to customers in every construction project that they undertake.

Each project will represent an entity and each customer's locker will contain documents related to the sale of the property.



Case Study 2: LEGAL DOCUMENTS

Legal firms can use STSafelInfoVault to set up entities to represent categories of cases that they handle.

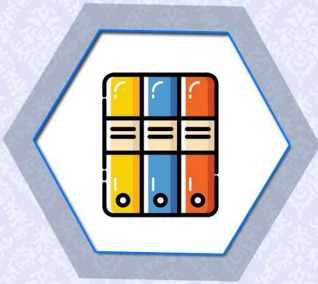
Documents related to each case will then be stored in a separate locker.

Case Study 3: INVOICE PROCESSING

Once STDocCapture has captured the metadata like Invoice details, Line item details, Payment details, the images as well as the captured data can be securely stored in STSafelInfoVault.



Essentials



A simple Archival solution



Coupled with STDocCapture,
provides a secure environment
for capture and storage



Can be installed
on a stand-alone
computer or network



Provides controlled access
to documents



Allows storage of multiple
versions of documents



Provides audit trail of
documents modified & accessed

About Stellaris

Stellaris Technologies provides software solutions, consultancy, development & professional services in Document Capture and Forms Processing solutions.

We have served as an offshore development partner and have extensive experience working with customers in the United States, Brazil, Europe, Australia, New Zealand and Asia.

With years of expertise in document capture, we focus on maximizing accuracy and thus getting our customers maximum return on their investment.

We have also performed significant on-site work involving requirements gathering, implementation, and assisting our customers with production roll-out.