

OLITOUCH

OLITOUCH, DEMATERIALISATION OF HARD-COPY DOCUMENTS FOR PAPERLESS PROCESS MANAGEMENT

OLITOUCH is the digital filing cabinet for your company's documents, to help you simplify and speed up work processes without changing user routines.

The OLITOUCH document dematerialisation solution consists of:

- an all-in-one computer from the OLIVETTI EXPLOR@ series, with a touch screen display
- the Olivetti OLITOUCH 2.0 software package for document dematerialisation and management
- network services to generate your documents and insert them into company processes.



OLITOUCH takes delivery of the document images captured by the multifunctional device (or scanner). It provides simple document management (for example filing it in the correct folder, as you would with a physical filing cabinet).

The OLITOUCH digital cabinet can be accessed from all office workstations, in a LAN environment. Once a document has been filed, it can be retrieved and managed by all authorised personnel, directly from their PCs.

But OLITOUCH is not just a filing cabinet for storing documents. Documents filed in OLITOUCH are dynamic objects that can be introduced into company processes.

FILING

Two filing procedures are available: you can either file documents from your company offices, in the OLITOUCH system, or you can file them in a more secure protected environment, such as a Telecom Italia Internet Data Centre. And you can always change your original choice.

INDEXING

To retrieve and manage filed documents, you have to associate the scanned electronic image with the document's significant data or "indices".

Documents have to be indexed so they can be retrieved easily from your electronic filing cabinet. But indexing should be a simple process users can complete quickly, without the risk of making mistakes.

OLITOUCH helps you, by automatically inserting a series of indices it is programmed to recognise and enabling you to key in the remaining information in seconds, simply by touching them on the screen with your finger.

YOUR OWN POST OFFICE

All the workplace needs is an OLITOUCH to turn every workstation in the office into a Post Office. No more trips to the Post Office, now you can mail documents directly from your PC. The OLITOUCH system will print them, put them in an envelope, frank them and give them to the postal clerk for transmission to the recipient.

OLITOUCH THE DEMATERIALISER

OLITOUCH can also be used as a document dematerialisation terminal, integrated with today's most advanced document platforms. If you already use a document system, but your office workers' desks are still piled high with paper, then you need OLITOUCH!

WHEN THE COMPANY'S REQUIREMENTS GROW

OLITOUCH is a component of the Olivetti Document Hub system (HDO), the market-leading dematerialisation system. OLITOUCH gives corporate users access to the HDO world where they can use all the services made available by the platform, on a scalable and flexible basis:

- ELECTRONIC STORAGE
- WORKFLOW
- MULTICHANNEL DISTRIBUTION
- PAPER FILE MANAGEMENT

For all your dematerialisation needs, HDO has the answer