

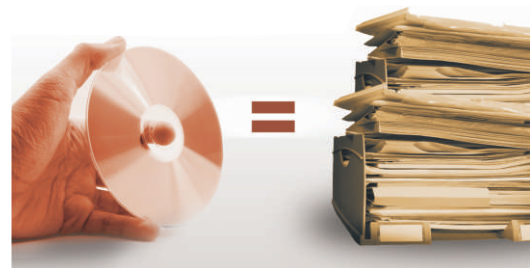
Nowadays the document management is not optional anymore...



According to certain studies a 70% of the global information available is print, 20% are electronic documents and the 10% remaining are databases, so in total 90% is not structured information and only a 10% is structured information. The real problem then is how to get the classification of the contents not structured in a fast, efficient and economically convenient way, allowing the recovery of the documents based on their contents. Our solutions convert the existing documents in powerful information tools and decision making processes, facilitating the access and usage.

¿Is there a tool in your organization that give you access to the information according to the profiles and instantly and simultaneously allowing to share the documents with other people around the world?

Aplika Group is a company dedicated to solve this problematic sharing services of document digitalization, content management and electronic invoices.

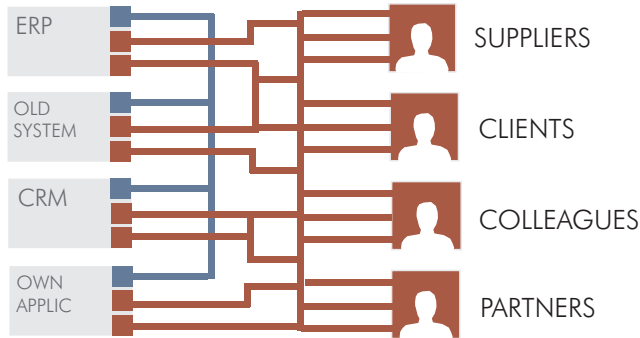


Aplika Group: Experts in digitalization.

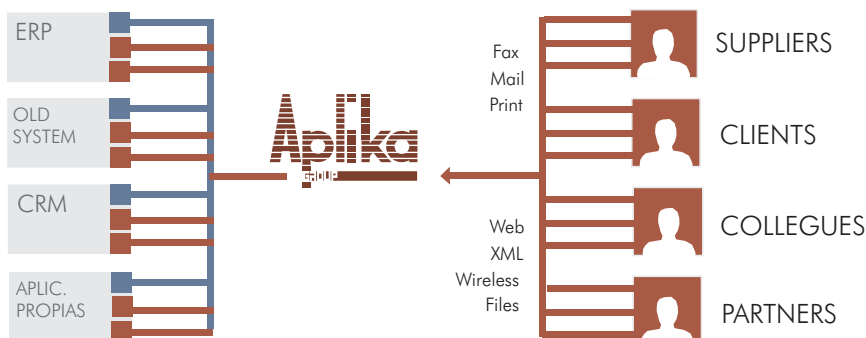
We all know that the information is one of the most important assets but many times the management of this is underestimated, causing invaluable lost of opportunities, at the same time the organizations continue to be affected with more documents than the ones they can process efficiently: faxes, brochures, e-mails, invoices (bills), reports, manuals, purchase orders, orders, among other things, generated during the daily operative.

There is no doubt that the management of this huge quantity of information has become one of the biggest challenges that exist in a company.

The documents digitalization is fundamental to manage all this type of information on paper that other wise will be impossible to do it. It is the process which a document is transformed into a digital image, allowing the access from multiples locations without the need to go to the physical document. Our services of content management allows to convert the paper documents in an identical digital image of this. Leaving aside the tedious search and the documentation move. The information is stored in a database to allow the access to the different authorized sectors of the organizations, as also the customers and suppliers, via Intranet or Internet using a web navigator or from a CD/DVD-ROM where the digital documents, the database and the search software exist.



**Simplifying
process, solving
problems...**



The 6 steps of the digitalization

Our solution is based on what we call "the 6 steps of the digitalization":

Step 1

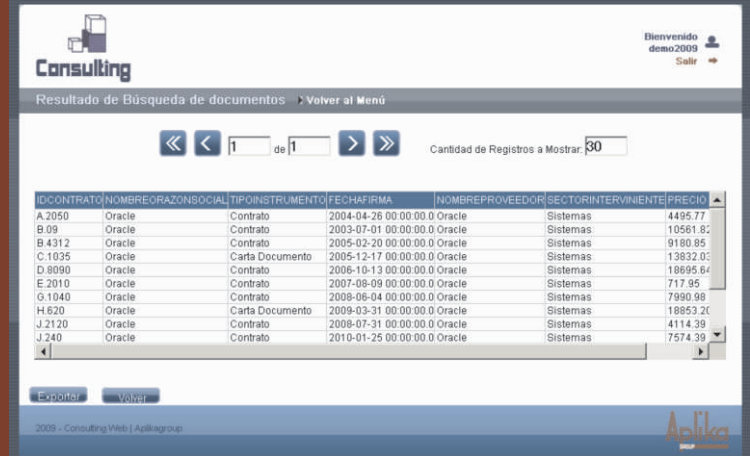
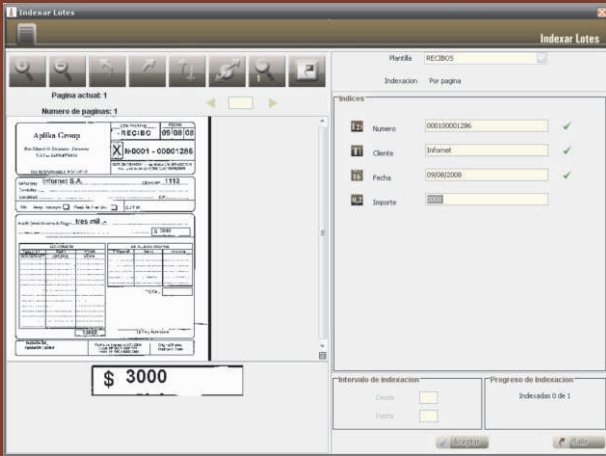
- ≡ Document analysis.
- ≡ There is an analysis of how the documents are classified nowadays and which is the mechanics to access them.
- ≡ The quantity and the field names are established.
- ≡ There is an agreement about the scan parameters that define the quality of the images.
- ≡ The selection of documents to digitalize is defined.
- ≡ Establishing the electronic medium over which the formal handing over of the service, will be done (CD/DVD or Server where the information will be saved).

Step 2

- ≡ Document preparation.
- ≡ Are prepare the documents to be introduced in a scanner (the staples are removed, hooks, clips, among other things).

Step 3

- ≡ Documents digitalization.
- ≡ The scanners installation and configuration are carried out
- ≡ Quality tests are carried out. Conditions and rules for a fast digitalization are established.



Step 4

- ≡ Documents indexing.
 - ≡ The fills of the documents are filled.
- Our application works in parallel, allowing the information indexing from different computers at the same time.

Step 5

- ≡ Documents integration.
- ≡ After the documents are digitalized (scan an index), we proceed to leave them on their original condition.

Step 6

- ≡ Formal delivery of the service.
- ≡ Quality controls are carried out.
- ≡ The delivery of the information is carried out, on the medium, through:
 - * The application Aplika- Consulting Desktop, allowing the access and the search of documents from a CD/DVD-ROM.
 - * The application Aplika-Consulting Web, that allows the access and search of the documents from the different authorized sectors of the organization via Intranet or Internet, sharing the possibilities of export, print or send by e-mail the found documents. This application can be installed in any server.



The application **Aplika-Indexing** allows the scanning and indexation of documents data in a fast and simple way. The documents are stored through the filling of fields previously defined. Then there may be access via Intranet, Internet, or generate a CD/DVD-ROM, to print or send by e-mail.



The application **Aplika-Consulting** allows the access and search of information from a CD/DVD-ROM, or via Intranet or Internet under any standard web navigator, offering, for example, the possibilities to export, print or send by e-mail the found documents.

Main Functions:

- ≡ Easy customization, allowing the creation of an environment according to the corporative image of the organization. Multilanguage.
- ≡ Web version and Desktop version.
- ≡ Possibility of indexing TIF files.
- ≡ Management of documents states (OK, to re-scann).
- ≡ Image storage of documents in a standard format (PDF).
- ≡ Possibility of connectivity with others DataBases to validate or obtain indexing information.
- ≡ Automatic recognition of characters (OCR).
- ≡ Possibility of saving encrypted data (3DES algorithm).
- ≡ Rotation functions, zoom, among other things, on the images to index.
- ≡ Security of access to documents and functions by user groups.
- ≡ Register of Audit Control.
- ≡ Indexing statistics.
- ≡ Possibility of signing digitally documents.

Benefits:

- ≡ Decrease of the costs in the search, storage and re-printing of the documents.
- ≡ Decentralization of the information.
- ≡ Availability of the documentation to consult, visualization and re-print from any part of the world through Internet (service 7X24X365)
- ≡ Availability of the documentation to send by e-mail and fax.
- ≡ Reduction of the physical space destined to the file and storage of the documents paper.
- ≡ Preservation of the documentation from pass of time.
- ≡ Backup of the information, in case of lost or destruction of the documentation.
- ≡ Security and file audit.
- ≡ Better services to clients, giving them a faster answer.
- ≡ Decrease of the usage of photocopiers.
- ≡ Decrease of the cost destined to file and search information.
- ≡ Decrease of the maintenance of physical files.
- ≡ Low cost on the storage.

Functionalities on developing:

- ≡ Possibility of indexing files PDF, JPG, DOC, XLS.
- ≡ Addition of electronic notes to the documents.
- ≡ Automatic indexing of PDF, JPG, BMP, DOC, XLS format files.



Architecture.

To achieve our objectives, our application has been designed with an architecture on three layers developing three independent modules between them, but totally integrated.:

- 1 | Presentation Layer: components for the user-application interaction.
- 2 | Bussines Layer: objects for the logic presentation of the application.
- 3 | Layer of data access: components to the information management of the application. Our applications are developed based on an open technology (java) that also allows to work with the most important databases (hibernate framework): MS SQL Server, Oracle, IBM Db2.

High technology.

Our applications are a complete system of content management, capable of integrating in a transparent way with any business system, database or platform. The search is available to Windows and Web environments, both with intuitive interfaces that allows a fast usage.

Digital Signature.

It gives legal validity to the scanned documents.



With the technology of the digital signature it is possible to give to the electronic documents the same legal validity that a paper document has. Our solution has already incorporated the technology of digital signature!

The Argentine Legislation uses the term "Digital Signature" in equivalence to the term "Advanced Electronic Signature" used by the European community or "Electronic Signature" used in other countries as Brazil or Chile and it incorporates the principles of:

Integrity: it means that the information doesn't lack any of its parts, that is hasn't been modified. The integrity is one of the essential qualities to grant legal validity to the information. The signature detects the integrity of the information which was signed, independently the medium of its storage.

No repudiation: the person who signed can't deny that has been done.

Confidentiality: the information has been encrypted and the will of the sender only allows the receptor that he determines, can decrypt it.

Incorruptibility: it means that the information can't change. Since, in reality, the information can always be altered, this concept doesn't refer to the information itself, but its storage medium.

Perdurability: it means that the information is never lost and this is a characteristic of the storage medium. The information that must survive through the time must be filed in a special medium, like CD or DVD ROM. The incorruptibility of the storage medium doesn't have relation with the perdurability of the information for example, in the old informatics, the "perforated card" of cardboard paper is an unalterable medium because is not re-pierceable, but it doesn't show good characteristics of perdurability well is sensitive to the moisture and the rodents. On the other hand, the hard disk in a computer is not an unalterable medium of storage but, it proves excellent characteristics of perdurability when it operates as part of a bank of disks, if the information is stored with enough redundancy (that is to say, if several copies are done) and if we considered that the disks have an average time of failure of about 350.000 hours (40 years).

The Digital Signature doesn't prevent the alteration of the information, but it detects if the information was altered. We remember that the regulation dispose that the "Digital or Electronic Signature" must be susceptible of verification by third parts, so that this verification simultaneously allows to identify the person who signed and to detect any alteration of the digital document posterior to his signature.

¿Does your company count with the necessary tools to face The changing world of the information?

Electronic Invoicing.

It meets the needs of broadcast and distribution of its tax legal documents in an electronic way.




Solution that enables to make electronic invoices connecting with the Tax Government Agency, allowing the electronic delivery of invoices to clients, suppliers or employees.

The electronic invoice is the commercial document in digital form that replaces the physical document, in paper, preserving an identical legal value. Recently in Argentina and Chile it is mandatory for companies from different services to make electronic invoices, according to the government regulations. Our solution allows to connect to the ERP systems to obtain the Electronic Authorization Codes and do the registration of them in a database. This enables the digital tax documents to be consulted and therefore visualized for its posterior printing or sending by e-mail.


The search of the invoices can be performed from our servers or in case that the volume of the operation justifies it, the system can be installed in the servers of your enterprise. The most important of the process is that the paper is not necessary anymore but only the data, generating an important save of money for the sender, saving paper, process of printing and sending by traditional mail; while for the receiver it makes it easier the process of data entry, typing of invoices, elimination of errors and speed of process by the automatization.





Invoices For example in Argentina, it obtains the CAE through the use of webservices, according the AFIP regulation.



Consulting Allows the location of invoices instantly and in a simultaneous way for various sectors (Call Centers, Bills, Clients, Suppliers, etc.) with access availability 7 X 24 X 365.



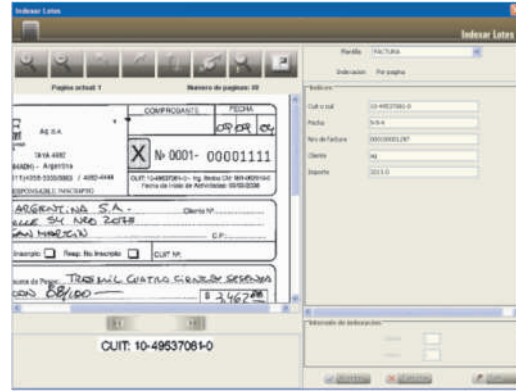
Indexing By law, the invoices in paper should be kept for years. With Aplika-Indexing is possible digitalize them, generating a back up and leaving them online to be consulted.



Through this process, it is open the possibility of generate an important save of money for the sender, saving paper, process of printing and sending by traditional mail. For the receiver it makes it easier the process of data entry, avoids had to type the invoices...

Benefits.

- ≡ To be authorized senders and receivers of electronic tax documents, so they can give and receive invoices, credit and debit notes.
- ≡ Bigger versatility: the invoices are created, signed, sent, validated and electronically stored. The printing is on demand only when it is required.
- ≡ Low costs: the savings are much significant, because there are not generation costs, printing and distribution (mail) associated.
- ≡ Saving on paper consumption.
- ≡ Environmental saving.
- ≡ Speed on the location of the information, with access availability 7X24 X365.
- ≡ Instant and simultaneous access from various sectors (call centers, invoicing, among other things).
- ≡ Elimination of warehouses to store historic documents.
- ≡ Biggest security on the saving of the documents.
- ≡ Facility on the audit process.
- ≡ Elimination of the commercial information in hand of all the people that are involved on the logistic process (operators, carriers, security, etc.).
- ≡ Reduction on working time and elimination of errors during the manual data introduction, allowing to export the information in a txt or xml format.
- ≡ Reduction of the time between sender and receiver of the invoice. Increase of productivity.
- ≡ Improvement of bills.
- ≡ Management and automatic generation of the book of purchases and sales, with all the information of your purchases and sales, manual and electronics.
- ≡ Integration with the web site of the company. Integration also with the ERP applications of the company.



The electronic invoice is used from many years for many enterprises.

Cheap and Quality Solutions:

Different from other international systems, the family of Aplika solutions was developed entirely in Argentina, with local intelligence but global vision.

The applications are updated by a staff of computer specialists, accompanying the requested changes for clients, and constantly enriching them with new functionalities.

A mission guide us from the beginning: providing the best software solutions, based on quality and professional ethic.



54-011-5353-9832 (Buenos Aires)

54-0381-4218675 (Tucumán)

info@aplikagroup.com

www.aplikagroup.com

Buenos Aires - S. M. de Tucumán
Argentina