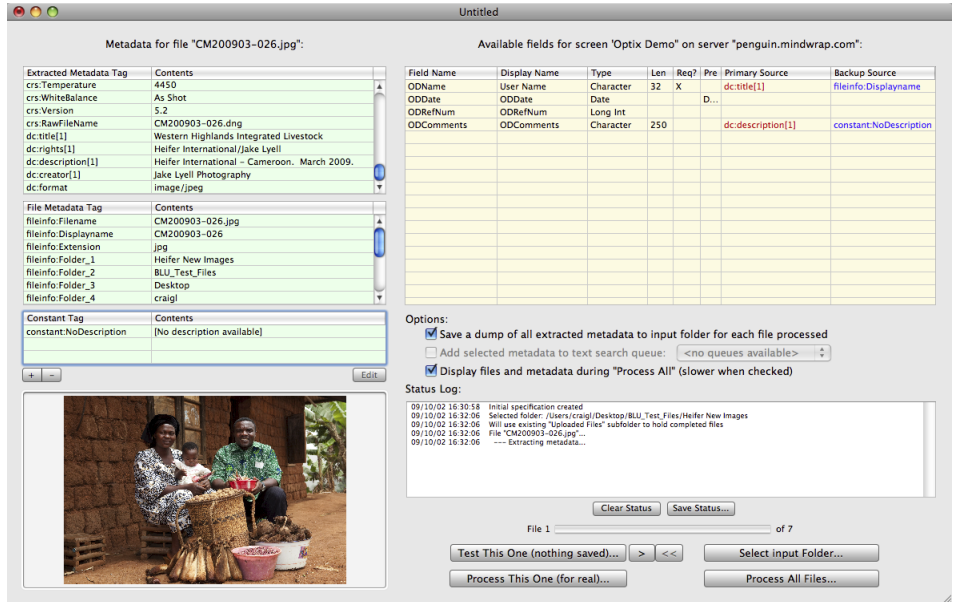


You have selected Optix to handle your document management and workflow needs, but have a large backlog of electronic documents that must be quickly archived and indexed. What is the best way to get the job done?

The Optix Bulk Load Utility (OptixBLU) supports bulk loading and autoindexing of electronic files that meet either of the following criteria:

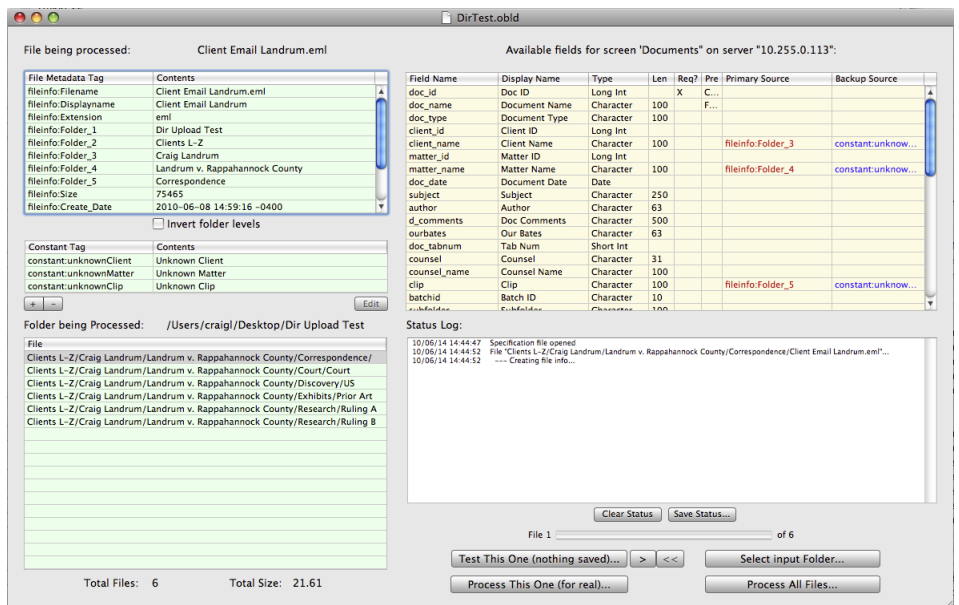
1. Have accessible embedded metadata. Files that can contain metadata include TIFF, PDF, EPS, JPEG, Illustrator, Outlook, Photoshop, MP3, MP4, WMV, and many others. Digital cameras often add their own metadata detailing the date, time and location where the picture was taken, along with other custom fields. OptixBLU incorporates Adobe's XMP metadata library, allowing it to find and extract metadata from virtually any file (Note: MS Office files use a proprietary format). The extracted metadata can be filtered or combined and assigned to target fields in any Optix indexing screen, creating a unique record which is automatically associated with the file when uploaded to the Optix Server. Administrators can specify as many templates for extraction and data mapping as needed to get your backlog of files uploaded and indexed.



Metadata Extraction, Indexing and Upload Job screen

2. Be organized into a sensible hierarchial folder structure. You may not have files enhanced with embedded metadata, but you have carefully organized your files in some meaningful way - perhaps by client, invoice number, project name, or other multi-level folder naming scheme. If so, OptixBLU can use the named folders and filenames as data to populate fields in a target indexing screen. The records are automatically associated with the uploaded files, saving you countless hours of data entry time and speeding the backlog input task.

OptixBLU creates a detailed log of every action it performs, and includes color-highlighted error lines so that you can quickly review the log after a run and spot problems that require attention.



Folder-Filename Extraction, Indexing and Upload Job screen

The rollout of your new Optix Document Management and Workflow System should be as painless as possible, and OptixBLU has been carefully engineered to help make the transition quick and easy, by allowing you to rapidly migrate your most important digital assets into your new Optix environment.



## Bulk Load Utility - Technotes

OptixBLU incorporates the following features:

- Metadata Extraction using Adobe's XMP metadata library
- Detection of all folders and filenames in a file hierarchy
- The ability to save a job template for later reuse
- The ability to filter and assign extracted data to fields in any selected Optix indexing screen
- Supports the creation and assignment of custom constants to DB fields
- Files are automatically uploaded to the Optix Server and indexed using the created record.
- The ability to specify a backup data source when the primary source is blank or non-existent
- Extracted metadata may also be queued for Text Search indexing and linked to original file
- All data assignments and upload actions are recorded in a textual log for easy review
- Uploading and autoindexing operate unattended.



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