



Secure your document

“Then I saw the 20 or so cabinets, I immediately thought about what would happen if a fire broke out. A match, a lightning strike or a short in wiring could cause us to lose all of our records”

-Edward Theiss, the President and CEO of The Mississippi Children's Home

Mississippi Children's Home was established in 1843. When Edward Theiss arrived for his first day of work in October 1994, he became the first lay leader in the home's long history. With more than 100 years of establishment, paper records were piled up and stored in metal, four-drawer, legal-size file cabinets. The records are crucial for those who spend time during their youth in the Children's Home as well as children currently under care. Therefore, these records must be handled safely and securely.

The Children's Home first investigated obtaining fireproof filing cabinets, but this solution was ruled out when Theiss determined he wanted to be able to retrieve records more quickly.

Finally Mr. Theiss selected a state-of-the-art electronic document management system, The FileMagic! Plus systems which allows The Children's Home to quickly and easily store and retrieve records on line. Also, as paper records are entered into the system, they no longer can be lost, misplaced or mutilated. In addition, it provides powerful permissions-based controls, which augment your existing network security system. Each system user is assigned a user name and password to ensure that unauthorized persons cannot access the system. Since the system houses exact digital duplicates, fire is no longer a threat to records stored on the system. That's because The children's Home stores off-site on optical disks a backup version of the records on the system.



What is Fortis?

Developed by Westbrook Technologies Inc., (Branford, U.S.A.), FORTIS is a client/server based ODBC-compliant document management software suite. It worked with powerful industrial database platform - Oracle, MS SQL server, Informix and Centura SQLBase. FORTIS allows user to capture information from any number of derivatives, including paper, facsimile, email, software applications and even handwritten notes. The captured documents are then stored digitally on a computer system, reducing storage costs and eliminating retrieval headaches. Users also can file, store, copy, retrieve and integrate documents into their business applications.

Whether for a single desktop or a multi-user environment, FORTIS improves control over business documents, helping users organize work and facilitating the sharing of information.



Fortis's family



**Freedom to choose,
power to share**



**When documents are
essential to the task**



**Recording a CD-ROM was
never be easier**



**The Electronic Report
Management**



**Access your document,
anytime, anywhere.**



**Put your Microsoft Office
documents to work!**

TOPPAN FORMS

Established in 1988, Toppan Forms Computer Systems Ltd. builds up its leadership in systems integration, e-commerce solution, business application, IT training and professional services.

Today, we bring you a state-of-the-art document solution, FORTIS, together with our total documentation service that open a new window for your business in document management.



Founded in 1989, Westbrook Technologies Inc. is one of the pioneering companies in the document management industry. Westbrook introduced its award-winning File Magic series in 1990, drawing on its experience and expertise in scanning and imaging technology. It was followed with the debut of Fortis, a client/server document management software suite in April 1997. Today, its software suites are in use at more than 13,000 customer sites in 36 countries.

Toppan Forms Computer Systems Ltd.

Unit 1075A, HK Int'l Trade & Exhibition Centre, 1 Trademart Drive, Kowloon Bay, Kowloon

Tel : 852-2513 2152

Fax : 852-2567 8718

Website : www.toppanforms.com email : enquiry@toppanforms.com