

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF PUBLIC WELFARE

INFORMATION TECHNOLOGY STANDARD

Name Of Standard: Fileclerk	Number: STD-EKMS014
Domain: Knowledge Management	Category: Enterprise Content Mgt. / Imaging
Date Issued: 04/08/2009	Issued By Direction Of:
Date Reviewed: 11/15/2013	 Shirley Monroe, Dir of Div of Tech Engineering

Abstract:

Fileclerk is a desktop document scanning, image manipulation, and metadata collection software tool. Currently used by the DPW, Office of Income Maintenance for image processing and submission to Electronic Client Information System (eCIS). The application code is owned by DPW and change requests can be submitted to the Enterprise Content Management team (ECM).

General:

The purpose of this standard is to establish Fileclerk as the application to be utilized throughout DPW to maintain consistency when working with images.

Standard:

Fileclerk is a MS.NET Windows application that has the ability to display and manipulate image files as well as save metadata referring to an image set. The current feature set includes the following:

- Open a folder of .tif files from a local or shared resource with metadata based on a .xst file with a specific format
- Deliver a folder of .tif files to a local or shared resource with metadata saved in a .xml file
- Initiate a twain driven, attached scanner for bi-tonal or grayscale scanning
- Image enhancements include de-speckle, de-skew, rotate, crop, slice and dice, zoom
- Construct and de-construct multi page tiff files
- Undo, redo manipulations
- Delete files and or folders

- Enter and save metadata including County, District, Case #, Application #, Social Security #, First Name, Last Name, Comments, Date submitted, and submitters Username

The DPW owns the current build of Fileclerk and has the ability to fill change requests based on standards in scanning and imaging.

Exemptions from this Standard:

Any exemptions must be approved by the ECM team.

Refresh Schedule:

All standards and referenced documentation identified in this standard will be subject to review and possible revision annually or upon request by the DPW Information Technology Standards Team.

Standard Revision Log:

Change Date	Version	Change Description	Author and Organization
04/08/2009	1.0	Initial Creation	ECM team
09/20/2010	1.0	Reviewed	ECM team
11/15/2013	1.0	Reviewed	ECM Team