

Imaging Made Simple

Since 1994



Protecting Your Documents & Critical Information Just Got Easier!



IMS is an intelligent and sophisticated database that offers “real time” information to unlimited users and creates a powerful tool within your organization in which communication barriers are destroyed. Since 1994, IMS has enabled thousands of users across the globe to access endless information!

What Is IMS?

Document Management Storage & Retrieval is a complex software database that manages unlimited amounts of images, data, voice, video, and many other digital formats. To properly manage documents, there must be multiple index fields for related data so that documents may be cross-referenced for searches at a later time. This database also operates in real time in order to access documents and files simultaneously by multiple users.

IMS has many features and is extremely robust in handling small, medium, and large-sized companies' applications. There are a lot of core benefits about IMS that supersede conventional filing cabinets and servers, and many different types of businesses find particular features very beneficial.

IMS is a software solution that allows a small office or even an enterprise-level company to have documents imaged and managed; it is simple to use and very affordable. IMS truly lives up to its name due to its simplicity. From the beginning, the design of IMS was to remain simplistic and scaleable. Since IMS is scaleable, the software can begin in a stand alone PC and then be upgraded to fit an enterprise-level network! There is no longer a need to purchase options that are not needed from the beginning. As the organization grows, IMS can grow with the organization. IMS software consists of scanning, indexing, retrieving, and archiving as its main functions.

Over a decade ago, IMS was originally written for the Army—the Department of Logistics at Fort Hood, Texas. Many changes were made during that process, and the IMS “niche” was founded. Imaging Made Simple software is very unique in that the profiles and index fields are totally blank and can be configured “on-the-fly”. Any office setting can customize IMS to compliment its current document managing style. Every application is very different than the last, because no one company handles documents the same way.



There is tremendous value in distributing documents electronically. Once paper documents are converted into electronic files and properly indexed, losing a document is virtually impossible.



Value In Going Paperless

Most organizations & government entities have retention requirements on paper, both self imposed and regulated from other agencies. Have you ever asked yourself what the retention requirements of your information currently in your computer or databases might be? What does it matter, digital data is much easier to manage and much less expensive than paper. We can help you prevent wasted time and costly print expenses caused by printing faxes, green-bar, blue-bar, emails, reports, proposals, and much more.

- 90% of corporate information exists on paper.
- Of all the documents that get handled each day, 90% are merely shuffled.
- The average document gets copied 19 times.
- Companies spend \$20 in labor to file a document, \$120 in labor to locate a misfiled document, and \$220 in labor to reproduce a lost document*.
- 7.5% of all documents get lost, 3% of the remainder get misfiled*
- Professionals spend 5-15% of their time reading information, but up to 50% looking for it.
- Over 4 trillion paper documents in the U.S. alone are in use - growing at a rate of 22% per year*.

*Source: Coopers & Lybrand

Most Compelling Attributes

- Increased accessibility
- Open platform architecture
- Long-term document preservation
- Printing & Copy costs dramatically reduced
- Intelligent, fast document search & retrieval
- Compatible integration with existing applications
- Scalable, network-friendly technical architecture
- Universal document access via standard web browser
- Loss prevention due to fire, water, hurricane, or terrorist act
- Customer service response time and billing turn-around increased
- Reducing overhead costs, including physical storage space and supplies
- Portability using CD or hard drive space within a laptop or access via web
- Protection from unauthorized access and alterations, securing document integrity
- Annotations, notes, and security features enhance customer service and shared document environments
- Increase productivity; reduce redundancies and workload, while increasing employee satisfaction and morale



Features

These are among a few features offered by IMS and it's Partners..



Audit In organizations that require extra levels of security for confidential documents that are potentially viewable by many different users, Audit allows for the *who, what, and when*. Audit tracks every user's actions, the actions being performed on the documents, and when these actions are being performed. Audit keeps total control and accountability within a user group and organization, and provides authentication of all information stored within IMS for internal and legal matters.

Import Large and small amounts of digital files or images may be imported. This feature becomes most helpful when large amounts of digital files have been accumulating on the server or have become an overwhelming web of information. Automated processes can allow for thousands of files to instantly be indexed to save hundreds of hours of manual input and potential error. Another value to the import feature is that information can be automated using Zone OCR (3rd Party Application), Bar Codes, and other data extracted from data streams (metadata, print streams, or phone line). Information at any time, without the need of human intervention, can be automatically imported into IMS, and the index fields can be automatically populated.

Archive Disasters can strike at any time and damage or destroy an organization's documents. To help recover from a disaster; it may be worth keeping secure backups of documents with the aid of a document imaging system. The archive feature allows for a complete database or sections to be backed up to multiple forms of media, including CD, DVD, TAPE or WORM, and hard drive.

Batch Scanning To productively scan large amounts of paper during a day or week, they may be scanned all together at one time, rather than individually during the day, while experiencing interruptions and the potential for mistakes. Once all the documents have been scanned, they may be easily grouped appropriately before assigning index fields and moving them to their appropriate profile locations. Pages can be removed or added to a document to correct any mistakes that may have occurred in the organization of a file, before creating the final document.

Bar Code Recognition Search multiple locations within a document(s) to extract information in the form of Bar Codes for automatically placing text within its index fields, reducing manual input/time, and risk of human error.

Print - Email - FAX

Save As PDF, JPEG, or Tiff

OCR Search Search key word(s) throughout one or multiple documents using 3rd Party applications.

Annotations Text, redactions, bitmap, and highlight.

Why use IMS versus conventional methods?

When considering a software program for your office, the biggest confusion is seeing the difference between scanning to a PC or server and using a document management software solution.

Many small offices today are not embracing technology, but fighting it every step of the way. 90% of the world is still dependent upon paper. Most offices do not consider a document management system until they have come to their wits end, and demands for change and improvement can wait no longer. The main reason offices' prolong the inevitable is not as much about the initial expense, but the complete change of how documents are handled. People like how things are, even though they could always be better. Who wants to learn something new?! But most offices that finally make this change NEVER look back. It's usually an easy adjustment and a learning curve. The benefits are so great and numerous, that an ROI on average is usually realized within the first year. IMS can be delivered, installed, and trained all within a few hours of a purchase order.

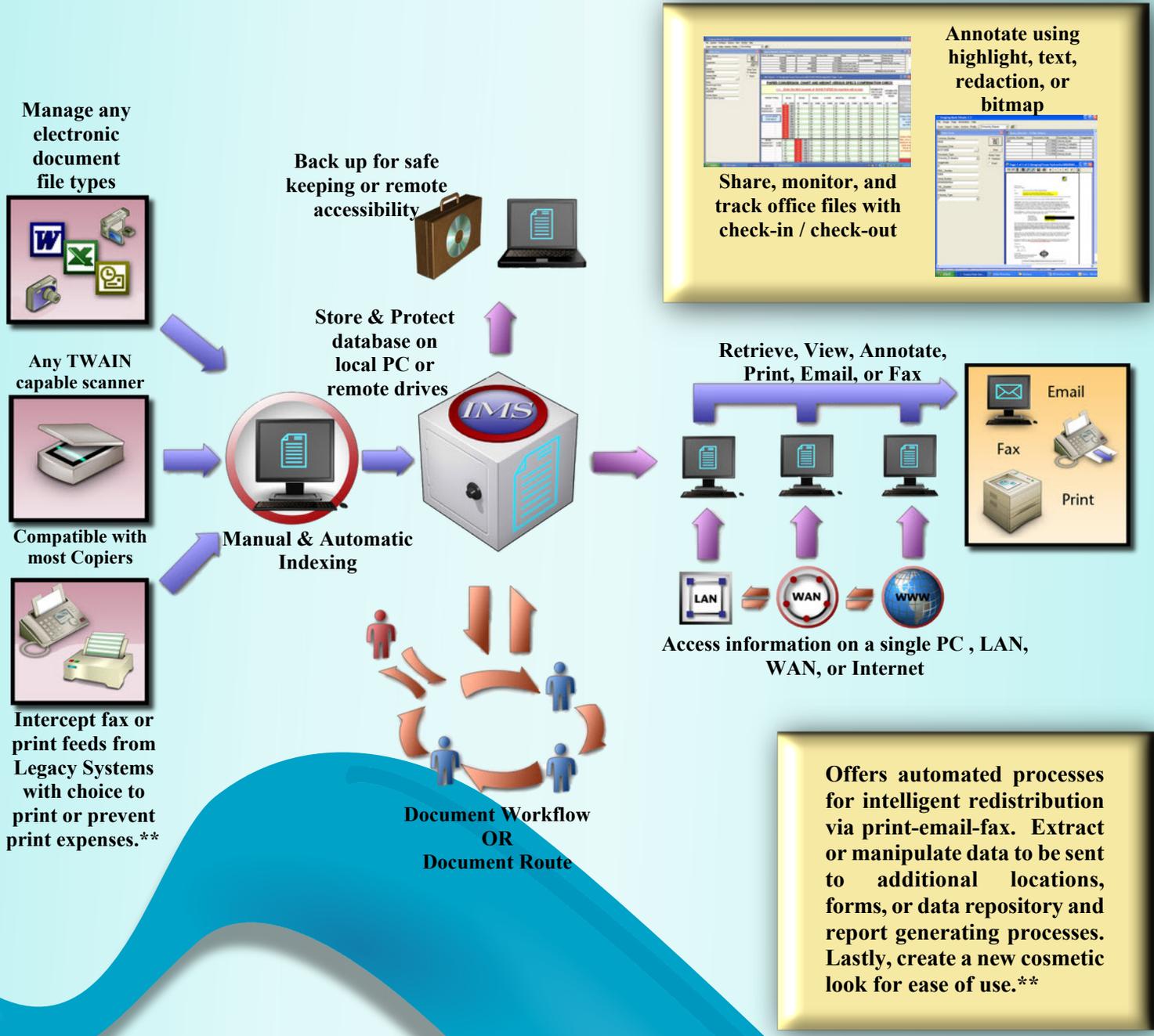
A small office using only PC's without a server is an easy target for improving document handling and file sharing, whether upgrading to a shared server or using a document management system. It may look somewhat challenging for most people at first glance to see the difference between using a server versus a document

management software database, but there are great and unlimited benefits. Even when information is shared on a server, there is much information still residing on each employees PC, including emails that may be pertinent at different times and are inaccessible due to someone being on vacation or sick, or they were terminated. An office that shares a common file server, where folder and associated folders within associated folders provide the only structure for managing information, has many limitations and future consequences or inefficiencies. You may be thinking, "I scan documents and have a great system for saving information with a detailed naming convention to quickly find what I'm looking for." It may not take too much time to retrieve information, but this is the only task a file server is equipped to do. What if you are not sure where to look for a particular file, or it was misplaced to begin with. Using a file server can become a confusing and tangled up web of directories and subdirectories, and documents can be tedious or nearly an impossible especially when years of continuous information. Maybe you need to find a section or just a page within thousands of pages within one file. Many improvements and features with a document management system could greatly enhance an office's server to manage information.

- **Controlling & monitoring changes in documents**
- **Manage templates to ensure use of latest versions**
- **Find information quickly (never losing information)**
- **Batch scanning thousands of documents with automated processes using Bar Code & Zone OCR**
- **Increase search criteria using multiple fields of relative information per document or digital file for quick, precise, and intelligent searches**
- **Run queries for reports or gathering information never before attainable within seconds rather than days.**

looking for
t a s k ,
is being stored.
page of a document
Many improvements
management system
needs when using a file

IMS Illustrated



A document or file usually has multiple, defining characteristics that distinguish what this document is and where or how it will be filed. In addition to scanning in paper documents, information may be in the form of an image, graphic, raw data, text file, PDF, Tiff, CAD, WORD, EXCEL, POWERPOINT, video, voice, or virtually any other file type. Once a document or digital file has been either scanned or electronically imported, it must be placed into a customized pre-defined profile for your unique office needs.

Information is vital to your organization's success, and must be managed, protected, and quickly retrieved at all times.

Specifications:

Platforms: WIN 2000, XP, Vista, WIN 7
Processor: Pentium 4 or better
Memory: 2GB (XP or earlier)
4GB (Vista or WIN 7)
Disk Space: 10 GB minimum workstation
Archive: DVD, CD, Optical, JAZZ, Zip
Scanner: TWAIN

Enterprise ONLY

Database: ODBC Compliant / DBMS

****Note:** This brochure reflects many aspects common with all IMS Suite of products. Some aspects or features may require additional 3rd party components and programs. Please contact your Authorized IMS Reseller for complete details.

When solving problems within your organization, reducing print and labor costs, increasing productivity, and expanding access to crucial and endless information across the globe are the keys to survival and advancement.

