

Capture, Optimize, and Secure your Organization's Content



**image one**

**PAPERLESS TECHNOLOGIES**

# Enterprise Content Management

In today's growing information and content society, organizations are faced with new challenges of managing both structured and non-structured content. Our solution applies multiple layers of security while incorporating usable content into daily processes.

Image One excels in addressing these critical information and content challenges. Our ECM platform allows organizations to optimize the use of their content with the following powerful benefits:

**Instant Remote and Local Document Access** - Password protection allows secured users to access any document in the system from a browser, full client workstation, or almost any external front-line business application. Multiple users can access the same document at the same time making collaborative decisions easier and faster.

**Security & Disaster Recovery** - Image One's content management system provides a means to efficiently create electronic or microfilm duplicates of originals, making a permanent archival copy of these files which can be safely stored off site. In the event of a disaster, these duplicate records will enable easy reconstruction of important transactions and other company documents. In addition, content can be written simultaneously to multiple locations, allowing for instant disaster recovery. Back up and day forward content security rights can be applied to the group, user, action, and document levels.

**Business Process Automation** - Content management and workflow systems can help automate an entire transaction or work process. The system will allow you to create rules, attaching your content to your everyday business processes, thus creating a managed integration between content and business processes.

**Cost Savings** - Recovery of all wasted space and materials used to store paper documents. In addition, file integrity is ensured; lost and misfiled documents are eliminated.

**Improved Customer Service** - Solve customer problems and answer questions quickly and accurately through instant access to content. Document images and electronic files can be delivered in real time, giving your customer service, sales, and support personnel a quick picture of all account activity.

## Professional Services

Designing and implementing the right Enterprise Content Management solution requires careful planning and analysis by Certified Document Imaging Architects. Image One's professional services include:

- Integration with Legacy Systems
- Document Workflow Analysis
- Microsoft .NET migration
- Business Process Review
- System Implementation
- Software Development
- Technical Support
- Solution Design

## Imaging Hardware

Selecting the right equipment to support your document management solution is one of the keys to success. Image One sells and services a wide array of [Imaging Hardware](#) to keep your system functioning efficiently.

- Document Scanners
- Wide Format Scanners
- Microfilm Scanners
- Microfilm Reader-Printers
- Storage Devices
- Imaging Servers

## ECM Software

Image One combines Content Management and Imaging software from companies such as EMC, Kofax, and Microsoft, with our own leading .NET software development solutions. We are committed to providing the right solution for the long term management of your document based business processes.

- eForms
- WorkFlows
- eCollaboration
- Capture Methods
- Storage Solutions
- Email Management
- Cold / ERM Solutions
- Document Management

## Conversion Services

Ramping up your Content Management System to its full potential means getting paper documents converted to electronic format as quickly as possible. Using high speed scanners and character recognition systems, Image One's **Conversion Services** can make short work of even the largest file conversion or data entry projects.

- Imaging System Migration
- Document Scanning
- Microfilm Scanning
- Data Entry

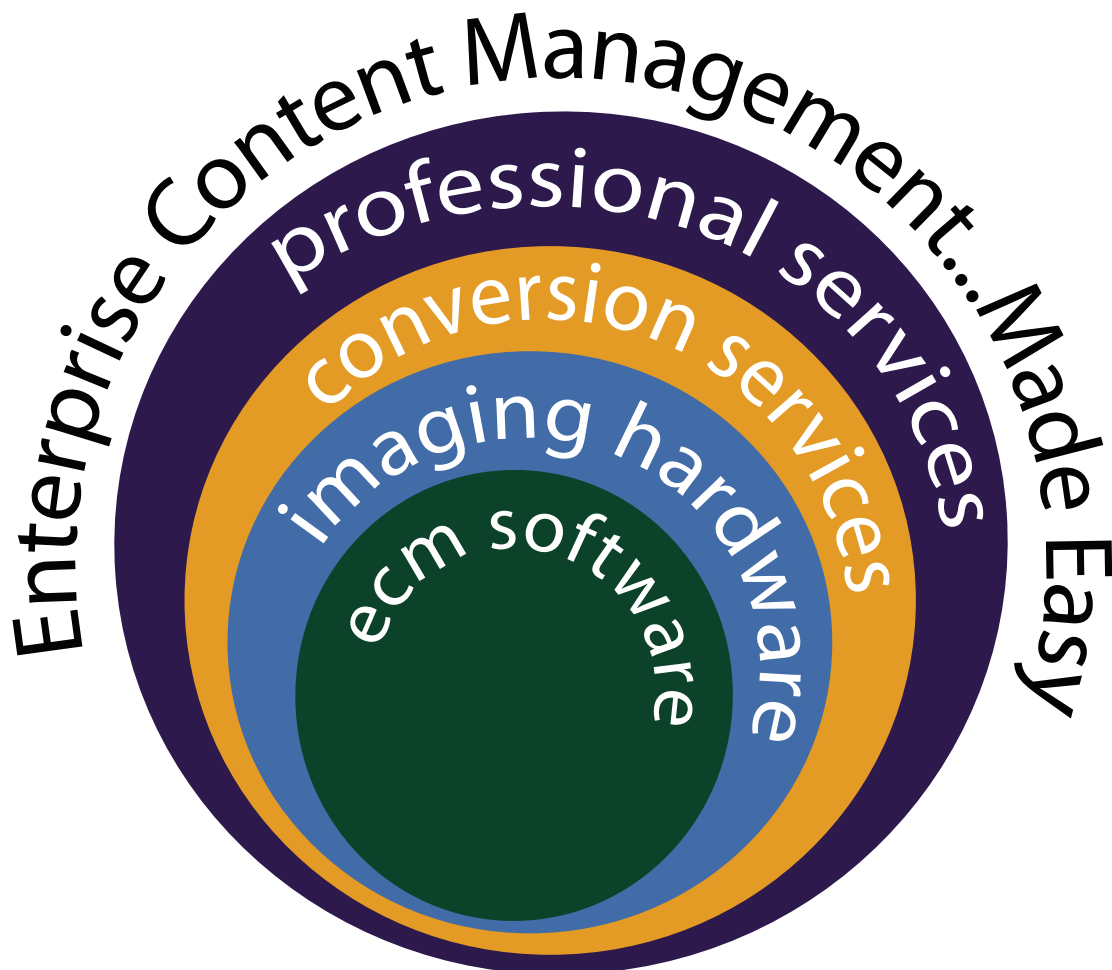
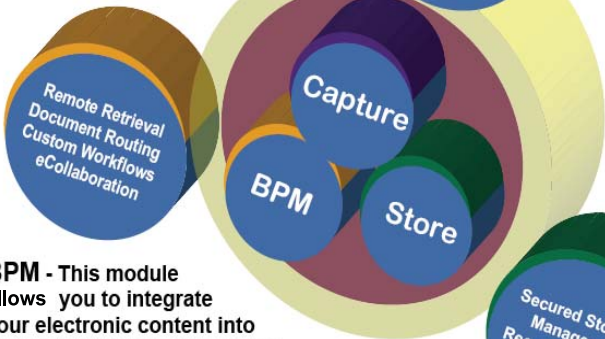


Image One's ECM solution is a combined content management and imaging system that is designed to accommodate today's complex business needs. The system allows your organization to capture important documents and files while storing them in one central repository. Once captured, your content becomes second nature to manage through Collaboration, Workflows, Retention Schedules, Reporting, and more. In addition to the management of your content, the system provides you with peace of mind through its multi-layers of security and disaster recovery features. As function rich as the ECM solution is, the ease of use architecture allows the end user to effortlessly incorporate the system into their everyday business processes. Image One offers tailored editions of the ECM solution to accommodate business, education and government needs.

**Capture** - This module offers many methods to allow a variety of content types to be captured and, or digitally imaged. Once the file has been digitally formatted, auto indexing is applied for quick retrieval and archiving.



**Store** - This module gives you the power to manage data storage through different levels of devices, providing an extra layer of network security. Automatically write your data to more than one location for disaster recovery options.



**BPM** - This module allows you to integrate your electronic content into your daily business processes. Content moves from a static state to a usable dynamic state through automated document routing, custom workflows, and electronic collaboration.



## Services

Image One offers a wide range of Imaging and Content Management services.

### Conversion Services

Image One will create a digital image from paper, microfilm or fiche. If you have a backlog of documents and files that you would like to have a digital image of, our conversion services can digitize, index, and if desired, destroy the original copies. Image One makes the conversion of your documents easy by providing both a pick up and delivery service and digital image export options on disk, your content management system, or desired databases.

### Professional Services

Image One provides full on-site implementation and installation of imaging and content management systems and hardware. Our professional services will also provide custom on-site training and mentoring. In addition to on-site services, we offer a state of the art training center, located in our Tampa office, to accommodate your continuing education needs. Image One also provides hardware services along with an in-house software support help desk that will help you with system questions, both through phone and web support.

### Software Development Services

Image One allows you to have at your finger tips, access to a .NET software development shop. We will build you custom content management software applications, systems integration software, and data extraction software.

Image One 800.956.9000

[www.image-1.com](http://www.image-1.com)

6206 Benjamin Road Suite 301 Tampa, Florida 33634