Capture, Optimize, and Secure your Organization's Content

Content
Enterprise
ECM
by Image One
Management

Image One

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 soultion 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

Enterprise Content Management...Made Easy

professional services

conversion services

imaging hardware

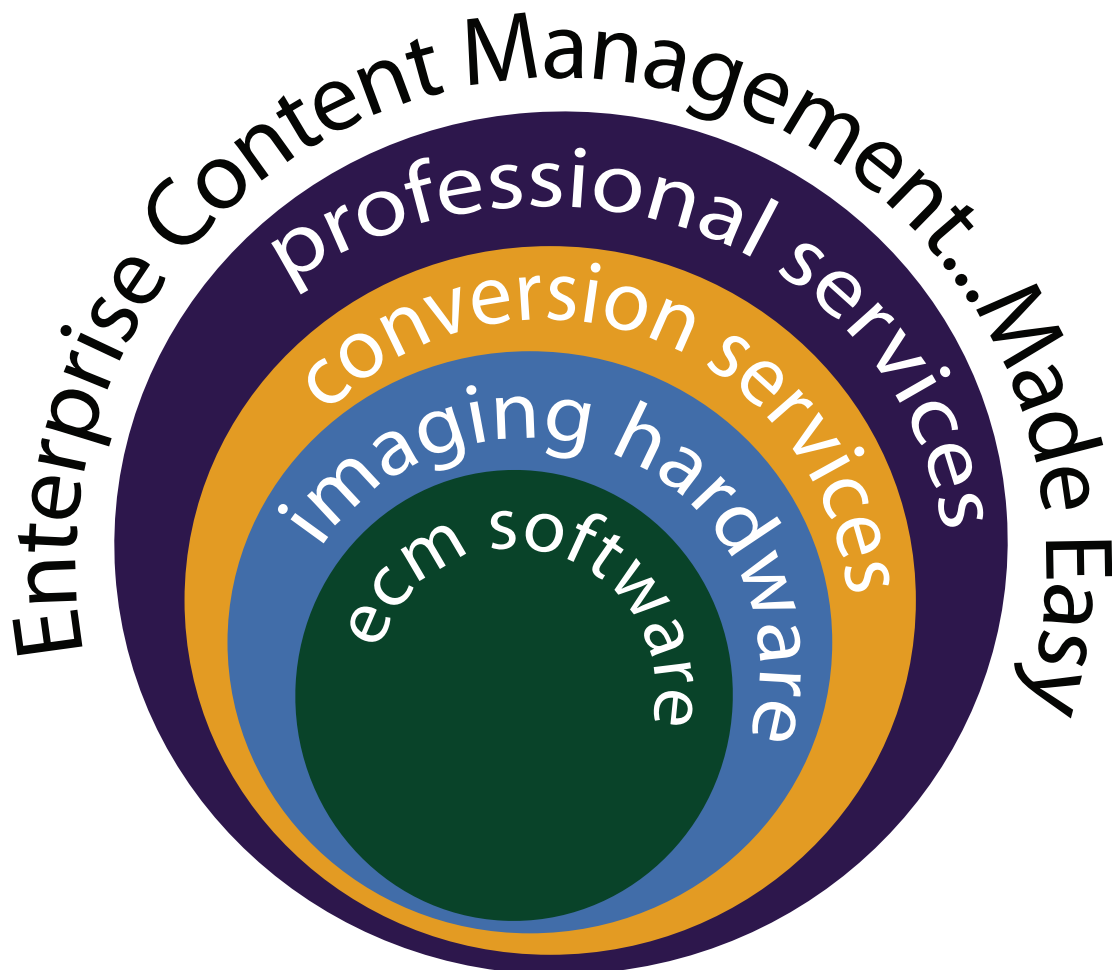ecm software

Image One 800.956.9000   www.image-1.com

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 it's 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 taylored editions of the ECM solution to accommodate business, education and government needs.
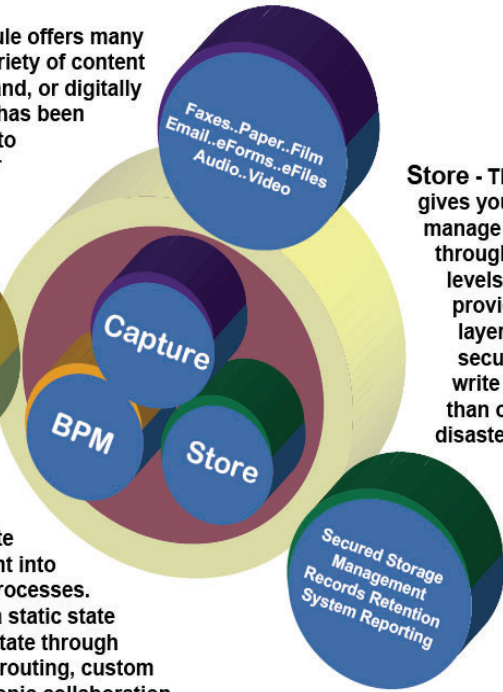
Capture - This module offers many methods to allow a variety of content types to be captured and, or digitally imaged. Once the file has been digitally formatted, auto indexing is applied for quick retrieval and archiving.

Faxes..Paper..Film Email..eForms..eFiles Audio..Video

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.

Remote Retrieval Document Routing Custom Workflows eCollaboration

Capture

BPM

Store

Secured Storage Management Records Retention System Reporting

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.

gov
ECM

biz
ECM

edu
ECM

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.

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