



# Imaging101

Paperless Office Solutions



*It's not just about paper any more.*

Capture documents, files and media electronically as soon as they arrive into the company.

Think of **Imaging101** as an amazing electronic filing cabinet on steroids.

**Imaging101** is a state of the art, best-of-breed paperless office, document imaging and content management solution. It is extremely adaptable and enables you and your staff to work faster and make business decisions with greater confidence.

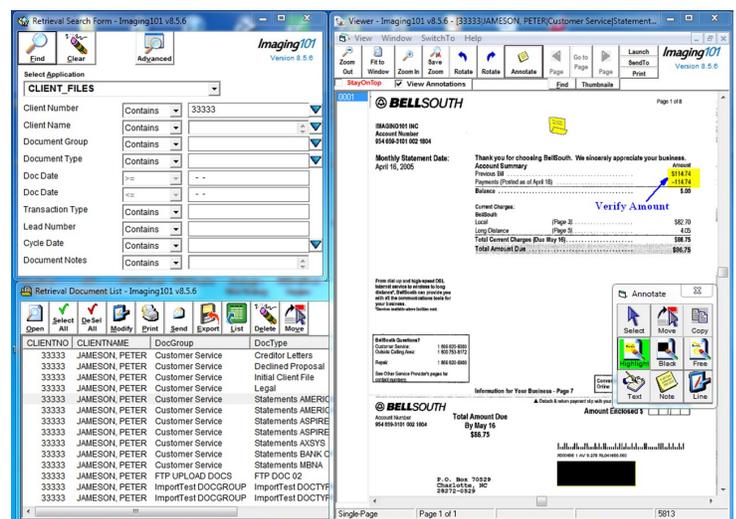
Get your team up and running quickly and focus on what is most important. Because **Imaging101** is based on Microsoft technologies such as Visual Studio, it works seamlessly and easily with the systems that your company already uses.

Automate the flow and storage of paper and electronic documents and streamline financial, customer relationship, and supply chain processes. **Imaging101** brings together people, processes, and technologies, increasing the productivity and effectiveness of your business, and helping you drive business success.

**Imaging101** enables your company to control access to documents and to automate more of its document workflows. This provides a critical need for speedier processing while at the same time providing a means for improved profitability and regulatory compliance.

Capture documents and files electronically as soon as they arrive. Then quickly and easily retrieve, display, add notes, process, route, distribute to other users, email, fax electronically, print or export them. Right from your desktops, smart phones or tablets. On premises or in the Cloud.

Handle data entry from the electronic images instead of from paper... and watch your business processes become faster, more accurate and more profitable.





*“Our counselors rave constantly about this enhancement. We knew it was a step in the right direction, but not until we implemented Imaging101, did we fully understand how much difference imaging makes .”*

Ann Estes  
Clearpoint Financial Solutions.

*“Our staff is handling their work in 1 to 2 days ... this used to take 7 to 9 days before Imaging101.”*

Brenda Horner,  
Consolidated Credit Counseling Services

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## Key Features and Benefits

### Multi-User

Supports hundreds of users to concurrently scan, route, store, find, display and collaborate on documents, files, images, data streams, audio and video. On premises, remotely or in the Cloud. Working from desktops, smart-phones or tablets.

### Fast, Efficient and Scalable

Provides blazing fast speed, with no degradation in speed as your archive grows from one to over a Billion items and from a few to hundreds of users.

### User Definable

The solution is very dynamic and extremely adaptable. It allows users with proper administrative rights to quickly and easily create and modify Applications (virtual file cabinets).

### Integration

Can integrate with virtually any third party applications software and databases on file servers, mini-computers, mainframes or in the Cloud.

### Secure

Prevents users from deleting or modifying the stored documents or their indexes. Users can add notes to documents, if they are granted the proper rights. But the original documents can never be altered. The legal integrity of original documents is maintained.

### Powerful and Flexible

Allows storing and viewing hundreds of the most popular file formats WITHOUT the specific application in which they were created having to be installed on the users' desktop.

### Open Industry Standards

Documents are stored in open, industry-standard formats and provides total yet secured control over the index content in a standard, non-proprietary SQL Database.

### Keeps Documents Organized

Allows searching by any combination of user-defined search terms such as account, client, vendor or employee numbers, date ranges, document types, document descriptions, notes, etc.

*“It’s just great to be able to walk down the aisles without tripping over people, boxes and folders. Looking for files was a full-time job for some of our people.”*

Howard Dvorkin,  
Consolidated Credit Counseling Services

