ImageWorks is state-of-the-art software for integrated document management. ImageWorks can scan paper documents, import electronic files, and store all of your information in electronic format. Retrieval of your information is easy through our enhanced search tools. You can then print, fax, email or export the information you were looking for in just a matter of clicks. ImageWorks is an easy-to-use, incredibly fast document management system that can streamline your business processes. Our software delivers multiple advantages for improved productivity, efficiency and savings.

**KEY PROGRAM FEATURES**

- Easily scan, index and retrieve paper documents
- Import other images or files (Word docs, Excel spreadsheets, etc.) to be stored and retrieved alongside your scanned documents
- Instantly access any file or document
- Quickly print, fax, export or email any document in the system
- Use annotation toolkits to highlight, add notes, rubber stamp, or mark-up documents
- Easily control document archival as well as retention lifecycles
- Allow multiple users to access documents simultaneously
- Eliminate lost or misfiled documents

Powerful imaging software available as a stand-alone, networked and/or web-based system.

Integrated IMAGING
The Document Management Specialists

540.342.3669
888.922.3669
www.integratedimaging.com
ADMINISTRATIVE & ADVANCED BUILT-IN FEATURES

- Create customizable index structures for different departments and document types
- Indexing can be performed through manual entry, date choice, or pre-defined lists
- Link to existing databases to automatically pull indexes, saving time on manually entered indexes
- Directly interface with most Copier/Scanner MFP’s to index and scan documents directly from the MFP Copier/Scanner into ImageWorks
- Secure documents from unauthorized access
- Employ Quality Control tools to track scanning productivity and verify accuracy
- Create activity logs and audit trails of everyone who accesses particular documents

PERFORMANCE MODULES

- **WEB INTERFACE**
  With the Web Interface Module, you can expand the flexibility and productivity of the ImageWorks software to incorporate secure web access to your documents. Access your critical data and images when and where you need it through a standard web browser.

- **BARCODING**
  Use the Barcoding Add-on Module to automate your scanning and indexing processes. Generate barcoded cover sheets or use barcodes on your documents to eliminate manual indexing and speed-up scanning production.

- **OCR CAPABILITY**
  Use Zonal Character Recognition to automatically index scanned documents, or use full text searchability to find exactly what documents you are looking for.

- **CD/DVD ARCHIVAL**
  Create CD and DVD archives of your mission critical files for total disaster recovery. With this module, users can effortlessly transport any portion of their images and data to searchable archive CD’s or DVD’s.
Customized Imaging solutions to meet your companies’ distinct document management needs

No two businesses operate exactly alike. Your business has its own set of unique processes, software systems and document management challenges. When a company tries to implement a canned, out-of-the-box imaging package to tackle their distinct needs, it usually results in the client trying to fit a square peg into a round hole. With the Custom version of ImageWorks, our developers will take the base ImageWorks solution and customize whatever features are necessary to adapt it to fit your distinct needs.

CUSTOMIZABLE FEATURES

- Complete Office Workflow Systems
- Direct interfaces with the legacy applications, systems and databases that your business currently runs
- COLD data conversion and automatic report grab capabilities
- HIPAA and Check 21 Compliance Solutions
- Cradle-to-Grave File Management Systems
- Electronic Ordering, Proof of Delivery and Purchasing Systems
- Customized LAN, WAN and Web Interfaces
- Customized Business Process Management Systems
- Automatic Forms Generation and Processing
- Completely customizable scanning, importing and viewing functionality
- Facilities Management Systems
- Customizable Archival, Disaster Recovery and Retention Systems

Design your document management system to improve and complement your unique business processes.
Scan, store and retrieve your documents all from one secure web-based system

ImageWorks Web is a complete document management system, offered as a web-based service instead of the complex and expensive in-house systems of the past. Large capital expenditures for scanners, servers, software licenses and IT support can now be replaced with the ImageWorks Web “pay per scan” model. This document management system can be brought online in less than an hour and at a fraction of the cost that it takes to build and support an in-house system. A company can scan, store and retrieve it’s files and documents via secure internet access from anywhere in the world, at any time. www.accessimageworks.com.

**KEY SYSTEM FEATURES**

- No Software or Hardware to Purchase or Maintain
- Eliminate costly overhead with this ASP - pay as you go system
- Multiple Users can access files simultaneously from anywhere
- Multiple levels of HIPAA Compliant and Tier One Data Center Security, or host your system in-house
- Create customizable indexing structures for different departments and document types
- Secure your documents from unauthorized access with our on-line set of security, audit trail and permissions tools
- Unlimited Scanning and Viewing Stations
- Enable OCR tools for full text searchability of your documents or zonal text capture of indexes while scanning
- Use the Barcoding tools to create index cover sheets and automatically index scanned files
- Import other files (Word Docs, Excel Spreadsheets, etc.) to be stored alongside your scanned documents

Eliminate the costs and support of in-house scanning systems with this secure and affordable web-based solution.
Accurate Document and Data Conversion is the most important step in any document management system

Our service bureau division has converted Tens of Millions of documents and data to electronic format. We are ready to provide the absolute highest quality document scanning and indexing services at competitive market rates. In most cases you receive a better end product and it is more cost-effective for our experienced operators to handle your scanning projects for you. Scanning can be performed at our facilities or we can place a conversion team at your office to complete a project. No two scanning jobs are the same, we bring the expertise and state-of-the-art equipment necessary to tackle the most complicated of projects at the highest accuracy rates possible.

KEY SYSTEM FEATURES

- Scanning Services - both archived files and day-forward projects
- Document Preparation and Indexing Services
- Microfilm and Microfiche Conversion and Creation
- HIPAA and CDIA Compliant Facility
- Digital Warehousing and CD/DVD Creation and Replication
- Accuracy Verification & Double-Blind Indexing Methods
- Database tie-ins to eliminate manual index entry
- COLD Data Conversions
- Scanning for a multitude of different Imaging Systems and Platforms, to include PDF, Docu-Lex, Docuware, ImageNow, etc...
- OCR, OMR and ICR Conversions
- X-Ray, Blueprint and Oversize Document Scanning
- On-Site and Off-Site Conversion Services

Let us affordably tackle your scanning projects for you - with best-of-class equipment and experienced operators.
Since its formation in 1998, Integrated Imaging has been developing and implementing customizable document management software solutions and services for multiple industries and business models. Our clients range throughout the construction, financial, fulfillment, medical and service industries. Our business divisions are split into our Software Development and Technology division and our Document Scanning and Conversion division. We are nationally CDIA and HIPAA certified.

Our IT Software Development division specializes in offering customized scanning and document management solutions that seamlessly tie into our client’s established legacy systems and procedures. We have developed and own exclusive rights to all of our own software, outside of developers toolkits. We have become specialists in all areas of imaging and document management technology, to include:

- Customizable Imaging/Scanning Systems Design from Concept to Completion
- Turnkey Document Management Software
- Complete Office Workflow Systems and Retention Systems with Legacy System Interfaces
- Secure Tier One Digital Warehousing of Images and Data
- Cradle to Grave Document Management Systems & Business Process Systems
- PDF, OCR, ICR, Barcoding & OMR Scanning Solutions
- LAN, WAN & Web Retrieval Interfaces
- Complete web-based Application Service Provider (ASP) Imaging Solutions

Our Document Scanning and Conversion Division offers paper scanning and electronic conversion services for our client’s critical files and documents. To date, we have scanned or converted approximately 40 Million documents to electronic format and our scanning division is converting documents at a going rate of 500,000 to 750,000 pages per month. Our scanning and conversion services include:

- All types of document scanning services - both on-site and at our facilities - for all types of documents from sticky notes to newspaper pages and the largest size blueprints
- Data-entry Indexing Services as well as Existing Database Indexing tie-ins and COLD Data Conversions
- Microfilm, Microfiche & X-Ray Scanning and conversion
- Digital and Physical Document Storage and Warehousing
- Fully HIPAA Certified and Compliant Services
Company History and Approach to Document Management

Integrated Imaging was founded in 1998 to offer a web-based document management service, called BidOnline, to the construction industry in the Commonwealth of Virginia. Since that start-up project we have grown to develop and host construction web services for nine additional states and are in the midst of a national roll-out, with 5 more states slated to come online in the next 6 to 8 months. From this original construction-based project, Integrated has also branched out to offer thousands of document management solutions across multiple industries. Our client base has grown from 80 contractors at the end of 2000, to include over 6,000 end-users today in the banking, legal, higher education, auto parts distribution, medical, fulfillment & logistics, state and local government, real estate, and service industries. Our clientele footprint has grown from covering Virginia, to servicing multiple clients in every state on the East Coast and in states as far away as California, Arkansas and Washington. Our clients have grown from strictly construction companies in the first year to include Norfolk Southern, Parts Depot Inc., Wachovia National Bank, The Library of Virginia, Lawrence Transportation, Roanoke College, American Electric Power and Carilion Health Services, to name a few.

When Integrated first decided to get involved in imaging and document management software, we did what all of our competitors have done, began repping a national “canned” software package. We very quickly scrapped this approach because we realized we could not only develop better software, but we didn’t want to be answering to a “parent company” in the areas of pricing, marketing, and product development. Simply put, we knew we could build a better mouse trap. Our competitors all re-sell one of many national software packages that, while they get the basics of the job done, are inflexible to an individual client’s unique needs. Integrated specializes in taking our base imaging software and adapting and developing it to the exact client specifications. We offer our clients the unique ability to be involved in the planning process of their software, after all they know their business better than we do. We mold our software to work seamlessly with their current legacy systems and databases, and as a client’s processes and procedures change, we can adapt our software to change with them.

Since our decision in the early life of the company, to not represent a “canned” software package, innovation and cutting-edge technology have been at the heart of everything the company has accomplished professionally. The niche that we have dominated in our industry is one of constantly evolving our products and services to meet the need of our clients. We present innovative solutions for our clients that fit their exact needs and our solutions are designed to solve a client’s unique problems and to evolve and change as the client needs them to.