1ACCESS

OVERVIEW

1ACCESS is a software application that manages documents for 1MAGE on Windows, Macintosh, or Linux clients.
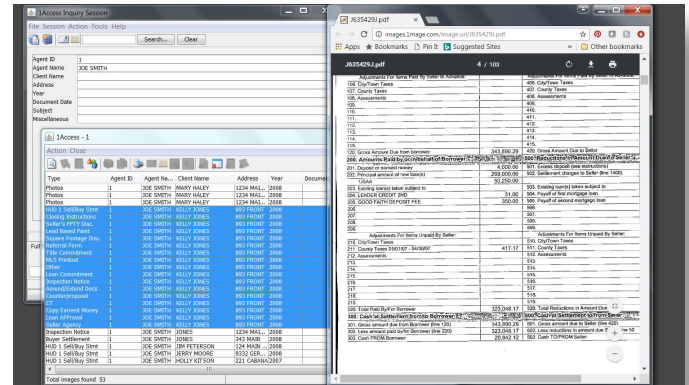
1ACCESS is a comprehensive application; users can both index and inquire on images, text documents, and content files from the desktop and then view, print, fax, or email the documents without leaving the application.

1ACCESS is easy to install, simple to navigate, and a snap to learn. If users are familiar with graphical user interface (GUI) standards, they can easily navigate the client using point and click, mnemonic, and keyboard controls. In support of 1ACCESS, the viewers let users rotate or magnify document images for optimal inspection during inquiry or indexing.

1ACCESS utilizes the cross-referencing capabilities of the 1MAGE relational database management system (RDBMS). This cross-referencing functionality means that if a user doesn't remember a name, its spelling, or its associated code, they can easily call up a lookup table to find the reference they're looking for.

When users are in a 1ACCESS inquiry session, they can gather any number or type of images into a virtual folder that you create "on the fly" specifically for their inquiry. If a user needs to visually compare several images side by side, they can open multiple inquiry and viewing windows that can be moved or resized independently. In addition, users can convert images to PDF and utilize all the power that the PDF viewer offers. Any changes to the image will

need to be re-indexed back into the 1MAGE system.

Inquiry and Retrieval

When a user is in a 1ACCESS indexing session, they'll find secure unindexed images — whether they originated from scanners, fax, computer output or external sources — in a list of named batches or queues. Users can index these images as single or multi-page documents and they can locate a previously indexed image and add a page to it without leaving the indexing session.

If a user would like to save a local file to the imaging system, they can browse their local PC to locate the image and index it from there.

A user can also append a note to an image during indexing or during retrieval using 1NOTES.

FEATURES

- Provides indexing and inquiry capabilities from the PC desktop for images, text data, and digital content files
- Permits the user to inquire using a range of key data or several data elements at the same time
- Enable 1SEARCH to execute a search using content within a document
- View, print, fax, or email indexed images
- Authorized users can modify index key data, delete images and rearrange pages
- Rearrange inquiry results data by sorting columns or individually moving a line item
- Select and convert (.tif, .pcl, .txt, .jpeg) to .pdf
- Combine multiple documents (.tif, .pcl, .txt, .jpeg) into a single PDF
- Acrobat Comment and Markup
- Export hitlist data into Excel Spreadsheet for further data analysis

TECHNICALS

- Runs on Windows, Macintosh OSX, and Linux
- Device connectivity to 1MAGE server using TCP/IP communications protocol with Web Services
- Open Systems compliant
- Compatible with 1MAGE 9.1 or above

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ALL APPLICATIONS. ALL DOCUMENTS. ALL TOGETHER.