1MAGE DMS

OVERVIEW

The 1MAGE Document Management System (DMS) is a powerful "digital content" management system which provides a comprehensive solution for the scanning, indexing, storing, and retrieving of document images. It is designed to file, route, track, archive, and manage an organization's incoming and outgoing documents and digital content.

Because 1MAGE DMS adheres to client/server standards, existing hardware and/or software does not have to be abandoned when 1MAGE DMS is deployed. 1MAGE can operate as either a stand-alone or tightly integrated enterprise-wide solution.

As a stand-alone solution, 1MAGE DMS is a very powerful and easy-to-use repository for content management requirements. From scanning to archiving 1MAGE provides a secure environment for the ordinary and very important information. 1MAGE manages most file types (tif, docx, xlsx, or pdf) in a single repository and can build "virtual file folders" on demand by any of our browser or client software solutions. (See V1A and 1ACCESS).

As an integrated solution 1MAGE DMS can blend into virtually any business application using a powerful suite of application programming interfaces (API's). In this environment the 1MAGE user interface disappears and the business application seamlessly drives 1MAGE DMS by automatically displaying the needed electronic documents to the desktop through the business application—as needed.

FEATURES

- Captures documents and content from a variety of sources, i.e. scanned, email, spreadsheets, word processing, web pages, graphics, computer reports or other data media sources.
- Permits users to define the kind and quantity of descriptive indexing data they wish to associate with any file stored in 1MAGE DMS.
- Permits both manual and automated indexing and cross reference integration to business databases.
- Retrieves content files for viewing, workflows, faxing, printing and emailing.
- Associates a user login for the content the user is permitted to see.
- Creates "Virtual File Folders" on the fly by relating database information with content files, either displaying them in their original format and/or into pdf format.
- Can convert selected file types to pdf or at the user request combine multiple content files into a single pdf and output them to Adobe for distribution or annotation and/or markup.
- Provides for document life cycle management by using defined parameters to automatically support grooming from the digital repository.
- Maintains and stores a complete audit trail of document and user activity.

1MAGE DMS MODULES:

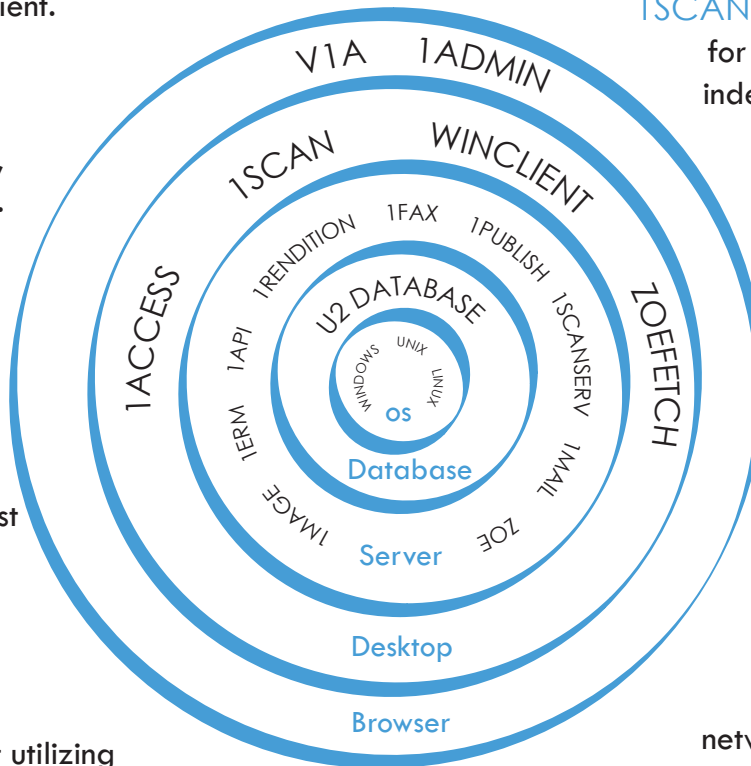**V1A**, (View Images Anywhere) a web based retrieval and indexing client.

1ACCESS, a J2EE client application for Windows, MAC, and Linux desktops.

1FAX, send or recieve documents through faxing or emailing.

1API library of integration tools for most operating system platforms to support business application integration.

1MAIL, send content utilizing our email component.

ZOE, for easy integration into business applications utilizing simplified APIs or XML services.

1ADMIN, web-based administration tool.

1SCAN for scanning documents and for manual or automated batch indexing based on user defined criteria.

1ERM (Electronic Report Management) for capturing computer reports directly from the business application. In conjuction with 1ERM, **1RENDITION** merges spooled data with images and outputs the results in a multimedia presentation; email, print, or fax.

1SCANSERV, utilizes network scanners and MFPs for digital input into 1MAGE.

ZOE FETCH, for document retrieval using desktop integration.

1PUBLISH, easily export content to a searchable folder.

Diagram labels

V1A 1ADMIN
1SCAN WINCLIENT
1ACCESS ZOEFETCH
1RENDITION 1FAX 1PUBLISH 1SCANSERV
U2 DATABASE
1API 1ERM 1MAGE ZOE 1MAIL
WINDOWS UNIX LINUX
os
Database
Server
Desktop
Browser

1mage Software Inc. assists organizations to become more efficient and profitable by revolutionizing the way they store and retrieve their ordinary, their important, and even their most essential content information. Whether on the Internet or Intranet, 1mage puts the resources of Knowledge Management at the "click" of a mouse.

1mage

SOFTWARE INC

800.844.1468 | 1mage.com

ALL APPLICATIONS. ALL DOCUMENTS. ALL TOGETHER.