



## PRODUCT DATA SHEET

### OVERVIEW

V1A (View Images Anywhere) is a web based software solution that provides document access to the imaging system through the use of today's standard browsers. V1A allows users to securely inquire, index locally, circulate and initiate workflows.

#### **Inquiry**

V1A allows users multiple ways to search for documents; inquiry methods range from very broad results to a specific file with a specific word within the document.

**Narrow Search:** Users have the option to select a specific document type(s) and enter at least one index key value to execute a search. If 1SEARCH is enabled, users may search on content within the document, as well.

**Broad Search:** Users can search by an index key, regardless of their document type. So if an image has a shared index key amongst multiple document types, any image where the entered value matches that index key, all permitted images will be displayed in a matrix.

**Very Broad Search:** Users can enter an index key value in the 'Search All' field and any image where that value is associated to any index key value, then all permitted images will be displayed in a matrix.

#### **Cross Reference Tables**

Utilizing the cross referencing feature allows users to ensure accuracy and increase efficiency when both inquiring and indexing. By either

creating or linking to a database, users can select one of the accepted values for that field by entering a '?' in the cross referenced field.

V1A allows users the ability to view images in their original format or convert them into PDF's on the fly (file type dependant). If selecting multiple convertible documents, users can combine the selection and view them in a single PDF document to be emailed or printed with ease. V1A supports converting and combining of tif, pcl, jpeg, pdf and even rpt txt into either individual PDFs or all into a single combined PDF file. This PDF is a copy of those images, as the stored file still remains in its original format.

#### **Indexing**

Users with indexing privledges can upload and index documents in their native file extension (.pdf, .docx, .xlsx, etc) from your PC to the 1MAGE server.

#### **Circulation**

Circulation allows users to send documents to other V1A logins for their viewing or perhaps for additional action.

The circulate feature allows users to send document(s) to other V1A logins with authorized rights. The sending user has the choice to include a message as well as a notifying email to the recipient. The recipient can then review the sent item(s) and either continue to circulate them to another user, make additional notes or simply view and close out the item.

## Workflow

Workflow allows users to drop documents into predefined routes for approval or other purposeful objectives. \*See **Workflow Toolkit** for more information

## V1AMOBILE

The V1A application is available on mobile devices through the use of our V1AMOBILE app. Circulation and workflow are not available today on the app. Available for both Android and iOS; simply download from either Play Store or App Store.

## FEATURES

- Inquire and index the 1MAGE DMS from anywhere you have internet access
- No software on local PCs needed
- Secure and easy to use



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