Why Document Management

Business Partner

hp invent ®

Premier Solution Business Partner

Worldwide Excellence in

Content Capture - 2006

QLS SOLUTIONS GROUP

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Informa Partner Alliances

Business Partner

hp invent

Captaris RightFax

Platinum Elite Partner

CARDIFF TELEFORM

Global Top 20 Partner

Microsoft GOLD CERTIFIED Partner

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The president of AIIM says…

"Organizations are looking for an entry point to begin to manage their documents. Theirs is a world in which internal IT resources are limited. In which solutions need to prove themselves quickly. And where simple solutions that can grow over time are preferred over comprehensive solutions that never get airborne."
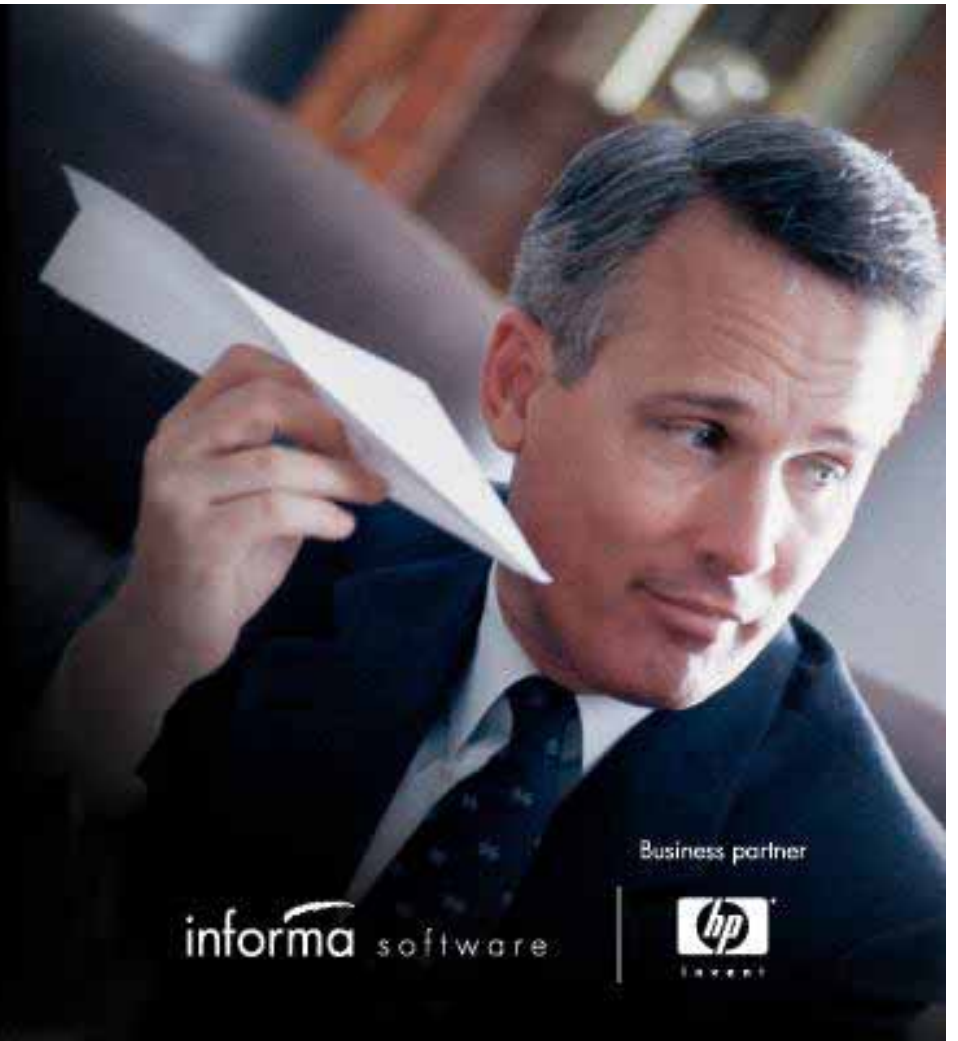
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Document Management *vs* "The Paper Chase"

Ease of use: indexed files for faster access than paper or microfilm; central location	Manually searching through file cabinets is time consuming and frustrating. (On average, 2-4% of documents are misfiled at any given time)
Convenient multiple-user access	Single copies of documents demand file-sharing; multiple copies increase cost
Cost savings: reduced administrative expenses, optimized office space as cumbersome file cabinets are eliminated.	Approximately 40-50% of office time is spent on document storage and retrieval; As document volume increases it demands more and more valuable office space for storage.
Immediate availability of documents enhances customer service	Customers must wait as files are found and contents examined; files are easily misplaced.
Document integrity is maintained	Paper is susceptible to wear-and-tear, loss, fire, etc.
Security measures, such as data encryption and restricted access, can be employed.	Files are typically available to all; it can be difficult to ensure security even if files are in locked storage.
Easy remote access to documents	Cumbersome to travel with many files; impossible to access filed documents from a remote location

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The Solution…Scan, Store & Retrieve

"**ImageQuest mfp is an electronic filing solution that eliminates the dependence on paper and makes you more efficient and more profitable.**"

A <u>Complete</u> Solution

Capture

Route

Index

Print, email, or fax

IQmfp

Archive, backup, secure

Retrieve

Store

Web or Desktop LAN, WAN, Internet

Compatible HP hardware platforms

The IQ*mfp* electronic filing system is integrated with HP LaserJet MFPs and scanners, including:

- LaserJet 3035mfp series
- LaserJet 5035mfp series
- ScanJet 7800 and 8300
- LaserJet 4345mfp series
- Color LaserJet 4730mfp series
- LaserJet 9040/9050mfp
- Color LaserJet 9500mfp
- 9200C Digital Sender

7800

3035

5035

4345

4730

9200c

9500

9040/9050

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What types of content?

Blueprints & Photos

Paper Documents & Files

Mail

Enterprise Applications

Graphics, Video, & Audio

Electronic Documents

- Growing every year

- Includes structured, semi-structured, and unstructured data

- Over 80% of enterprise information is unstructured

Fax

(Fulcrum Research)

Email

Print Output

Reports

Forms

XML & Meta Data

Web Pages

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Capture documents from the MFP front panel

1. Place pages in the ADF

2. Press the IQmfp icon

3. Select your user name

4. Scan the pages

Quick and easy use of the MFP – no awkward entry of information at the device

Adding index values
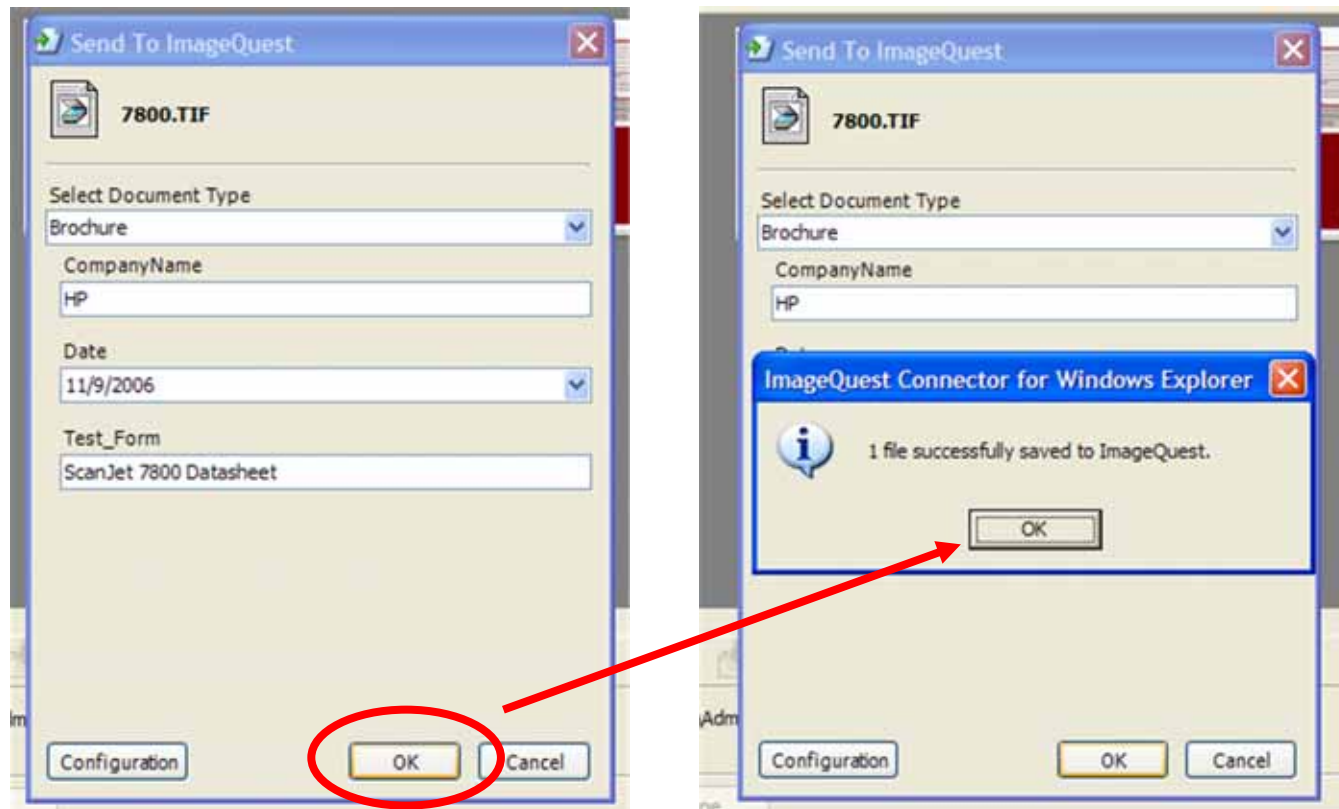
Enter values in the index fields and add the document to the database.

Capture documents from the HP ScanJet

Insert pages in the feeder
and press the scan button
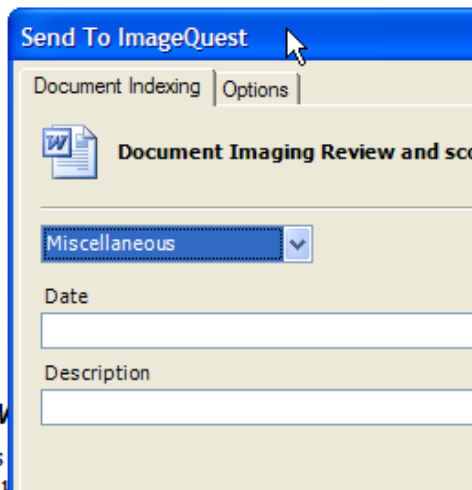
Add index information to identify your documents

Select the document type and add the index information that you will use to identify the documents and facilitate search and retrieval.
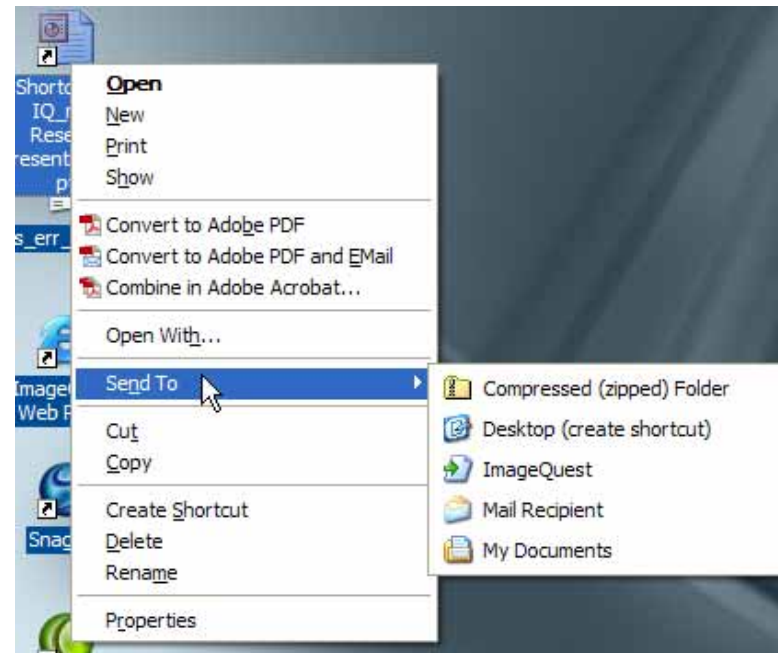
Capture Electronic Documents

You can index and store documents from within MS Word, Excel and Outlook applications.
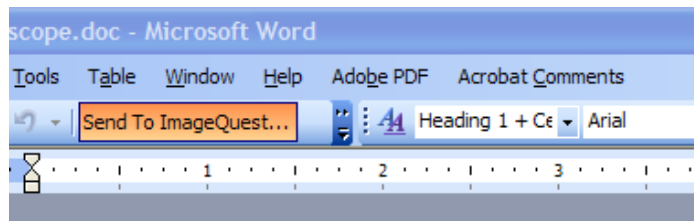
Documents can also be added to the archive by using the familiar Windows Explorer.

Retrieve a document

Select the document type and search criteria to retrieve your document
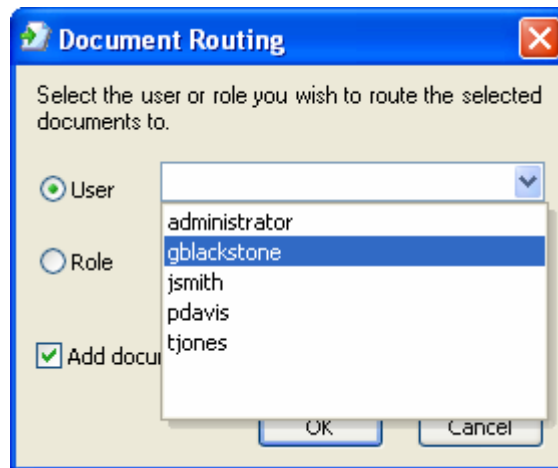
Document view

The retrieved document is displayed as a PDF allowing use of standard controls to email, print or save

Thumbnail views for rapid scrolling
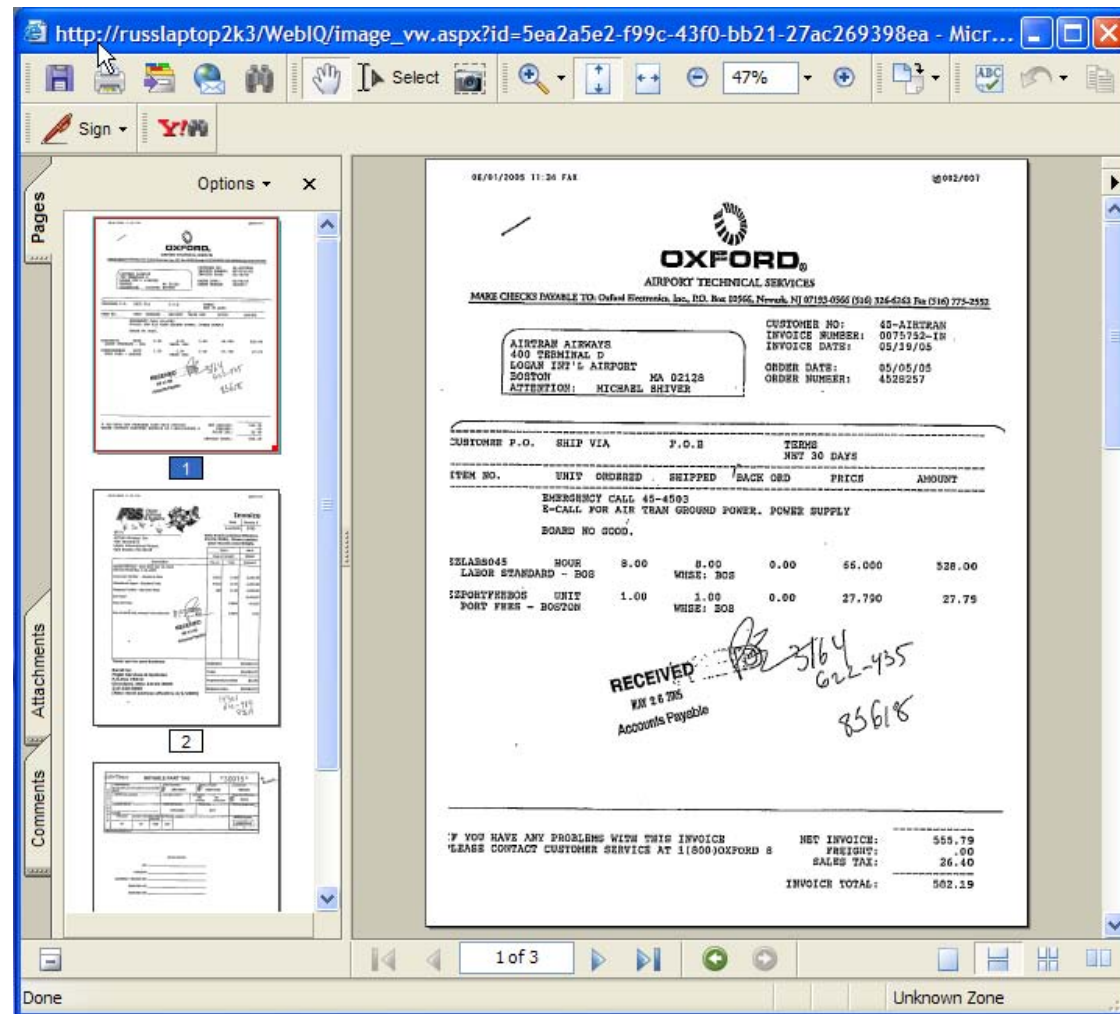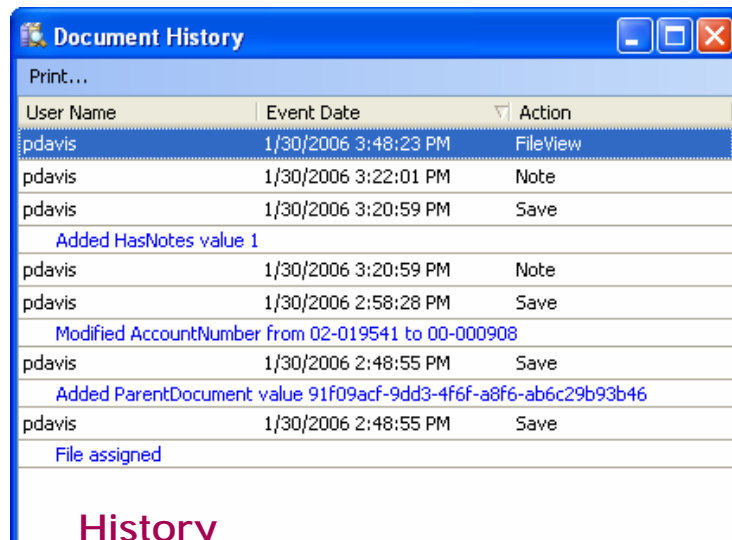
Expanded Capabilities with DocCenter

Ad-Hoc Routing

Adding Notes

History

Total Document Solution

HP LaserJet 4345xs mfp
HP ML 310 G3 Server
ImageQuest*mfp*
3-years Maintenance & Support

36 month lease - $399/mo
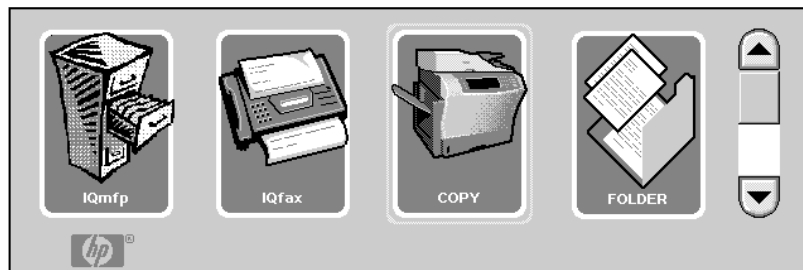
Print • Copy • Fax
AND
Scan • Store • Retrieve

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Return on Investment (ROI)

		Paper	IQmfp
Number of documents handled per day			25
Hourly wage (fully burdened)			$15
Minutes to file or retrieve a document		6	2
Hours per Year		625	208
Labor Cost		$9,375	$3,125
Annual Cost Savings			$6,250
Monthly Cost Savings			$520

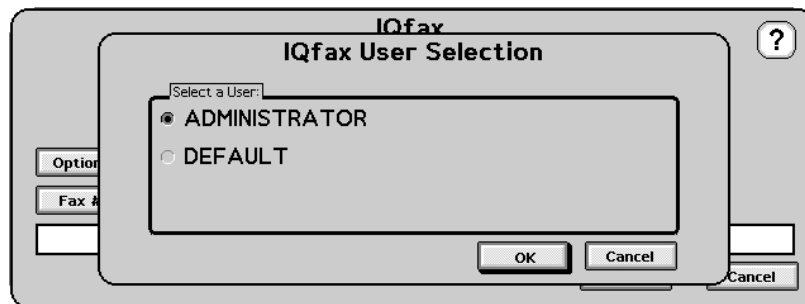# Simple faxing from an HP MFP using IQfax

Press the IQfax icon on the MFP front panel
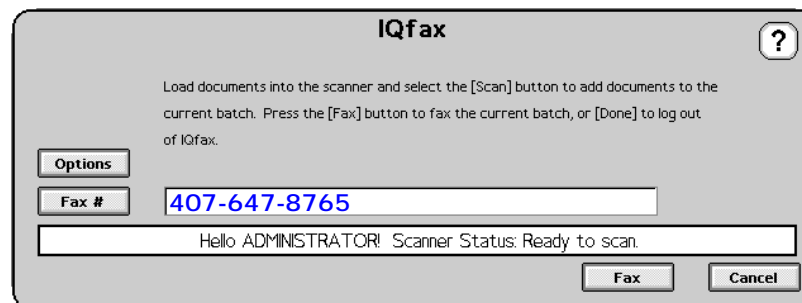
25 users

Two channels of Captaris RightFax

Brooktrout TruFax 200

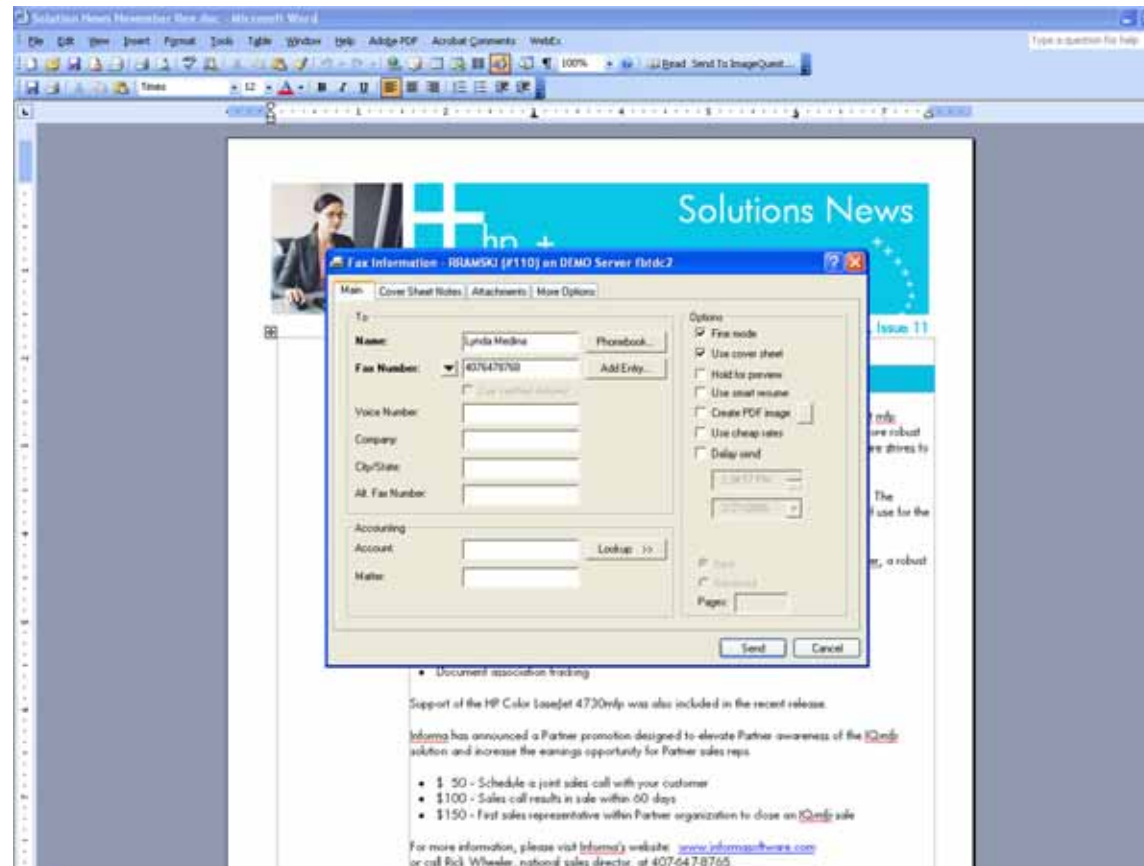*Select the IQfax user*

Enter the recipient fax number and press fax

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Desktop client

IQ*fax* will create and send documents directly from from any Windows desktop application, complete with cover page... no need to print and walk to the fax machine.

Total Fax Solution

HP LaserJet 4345xs mfp
HP ML 310 G3 Server
IQfax
3-years Maintenance & Support

36 month lease - $369/mo

Print • Copy • Fax
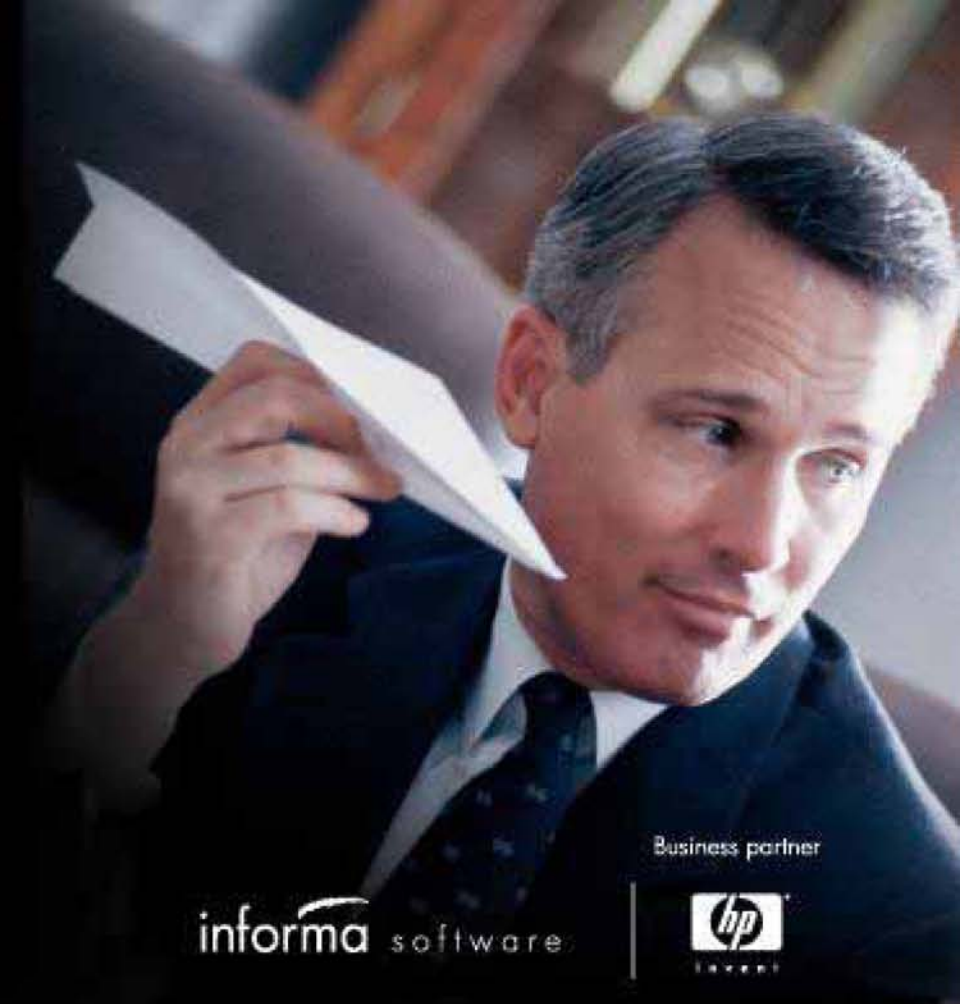AND
Scan • Store • Retrieve

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IQ*fax* ROI

Number of documents faxed per day		12 @ 2 pages
Hourly wage (fully burdened)		$15
	Manual	**IQ*fax***
Minutes for each fax	8	1
Hours per Year	400	50
Labor Cost	$6,000	$750
Annual Cost Savings		$5,250
Monthly Cost Savings		$438

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Document Management doesn't have to be

ROCKET SCIENCE.

Thank you!

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...Click Here to Learn More about IQmfp!