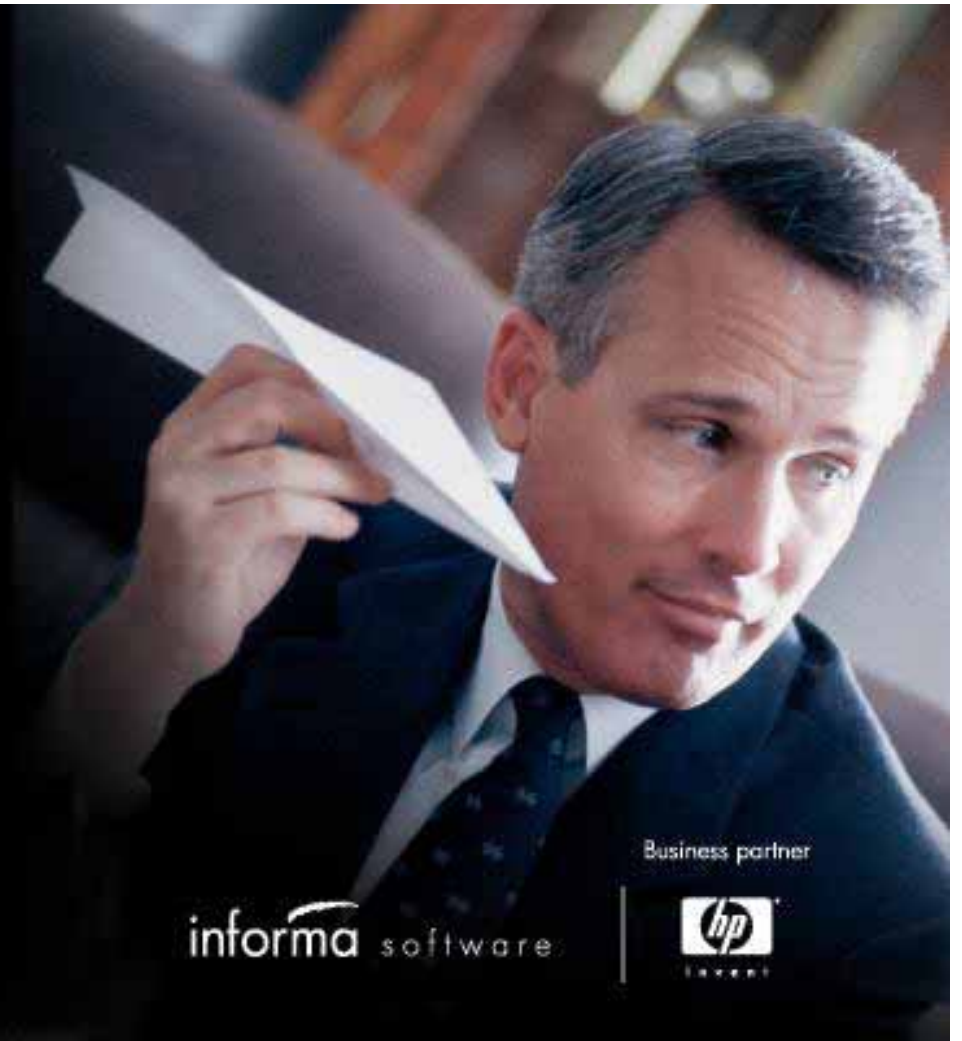


Document Management
doesn't have to be

**ROCKET
SCIENCE.**



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Why Document Management

Business Partner



Premier Solution Business Partner

Worldwide Excellence in
Content Capture - 2006



Informa Partner Alliances

Business Partner



Global Top 20 Partner



The president of AIIM says...

“Organizations are looking for an entry point to begin to manage their documents. There 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.”

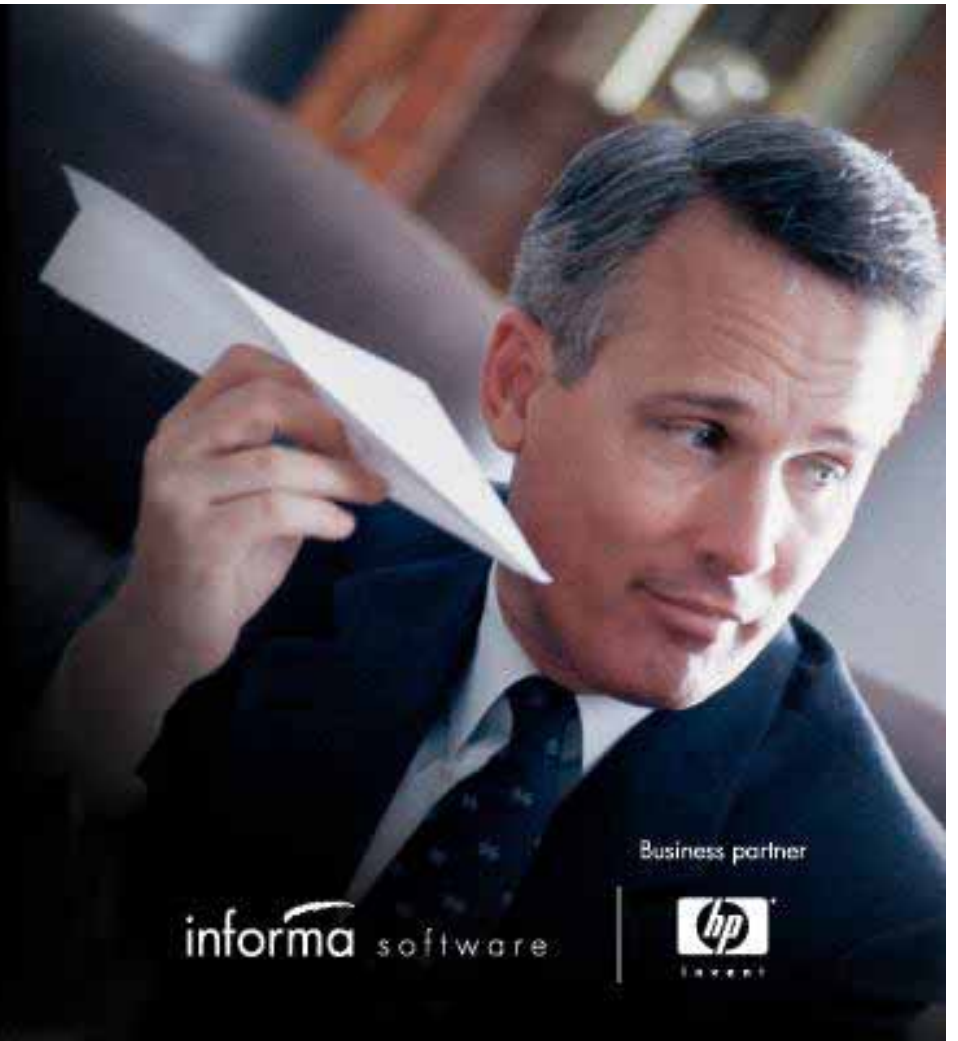
John F. Mancini, AIIM president
Edoc magazine, May/June 2005

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 Complete Solution

Capture



Route



Index



Print, email, or fax



IQmfp

Archive, backup,
secure



Retrieve



Web or Desktop
LAN, WAN, Internet

Store



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software

Compatible HP hardware platforms

The IQmfp 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



Email



Print Output



Reports



Forms



XML & Meta Data



Web Pages



Fax

- Growing every year
- Includes structured, semi-structured, and unstructured data
- Over 80% of enterprise information is unstructured

(Fulcrum Research)

Capture documents from the MFP front panel

The first screenshot shows the 'Processing Digital Send Job' screen with the HP logo and a 'Black Copies' counter set to 1. It features four main options: 'IQmfp' (Send to IQmfp document management system), 'Copy' (Make copies from an original document), 'E-mail' (Send your document as an attachment to an e-mail), and 'Job Storage' (Scan and store a job). A status bar at the bottom shows the date '2006-Oct-19 10:45 AM' and a 'Network Address' field.

The second screenshot shows the 'Start Scan' screen. It includes a 'Scan Options' button and a 'Start Scan' button with a note '(touch User: box to select another user)'. Below this is a 'User:' label and a text input field containing 'sbraswell'.

The third screenshot shows the 'Select your scan options' screen. It has 'Previous' and 'Finish' buttons. The main area contains four radio button options: 'Color Scan' (selected), 'Duplex Scan', 'Color Duplex', and 'Large Batch Scan'.

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.

The screenshot shows the Indexer software interface. On the left, a list of pages shows '1 - AirTran Invoice' selected. The 'Document Type' is set to 'AirTran Invoice'. The 'Date' field is populated with '7/18/2005', the 'Invoice#' is '75752-1N', and the 'Vendor' is 'Oxford'. A 'Commit' button is at the bottom of the form. The main area displays a scanned image of an Oxford Airport Technical Services invoice. The invoice includes a header with the Oxford logo and contact information. A 'RECEIVED' stamp from 'MT 2638 Accounts Payable' is visible, along with handwritten numbers '3164', '622-455', and '85618'. The invoice details include a table with columns for 'ITEM NO.', 'UNIT', 'ORDERED', 'SHIPPED', 'BACK ORD', 'PRICE', and 'AMOUNT'. The total amount is \$55.79.

ITEM NO.	UNIT	ORDERED	SHIPPED	BACK ORD	PRICE	AMOUNT
2548845	HOOR	8.00	8.00	0.00	66.000	528.00
2548845	LARGE STANDARD - BOB		WHSE: BOB			
2548845	UNIT	1.00	1.00	0.00	27.790	27.79
2548845	POST FERR - BOSTON		WHSE: BOB			

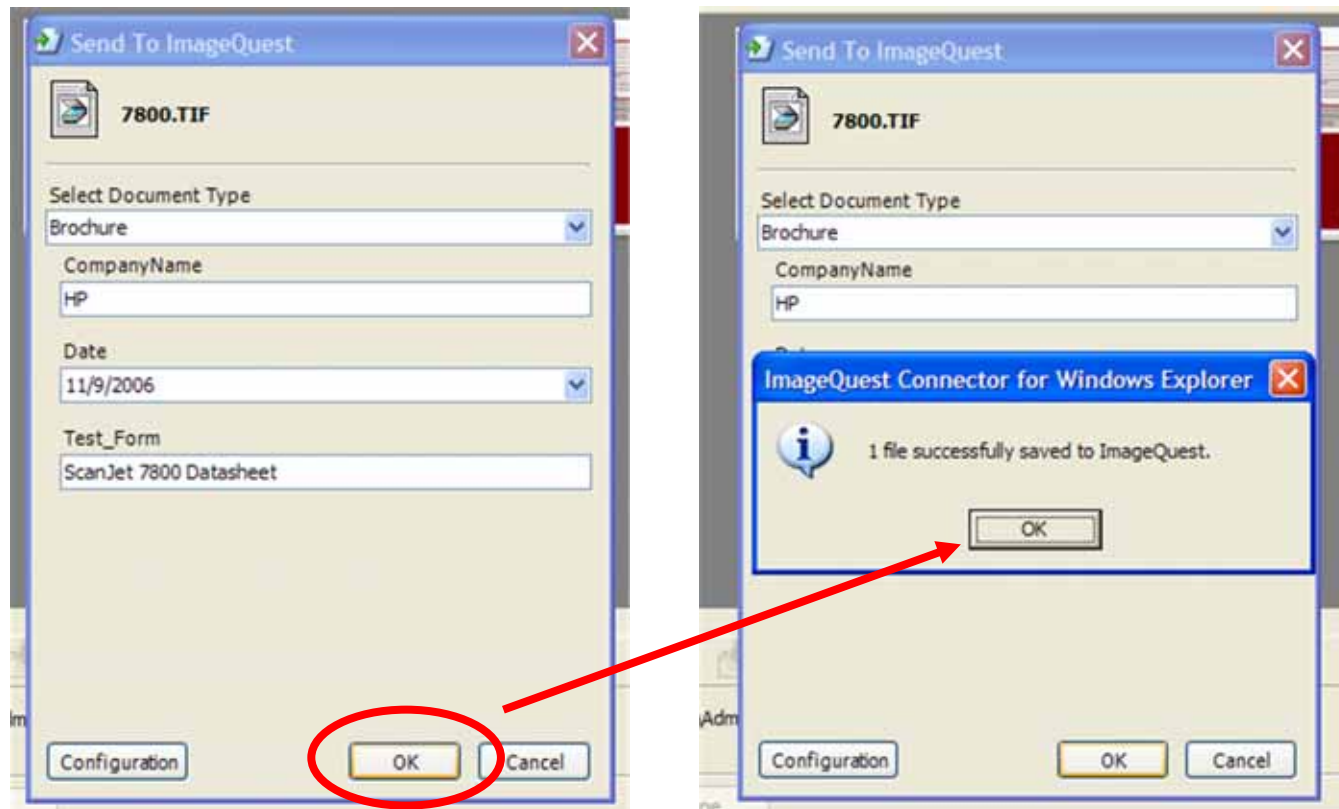
INVOICE TOTAL: 555.79

Capture documents from the HP ScanJet

Insert pages in the feeder
and press the scan button



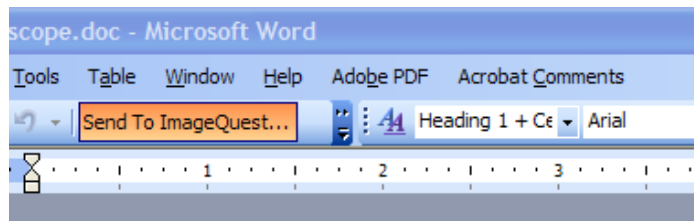
Add index information to identify your documents



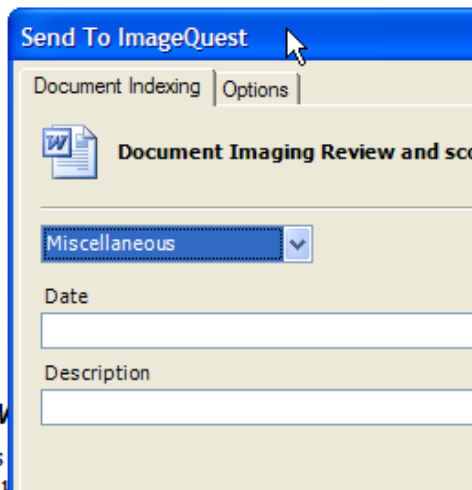
Select the document type and add the index information that you will use to identify the documents and facilitate search and retrieval.

Capture Electronic Documents

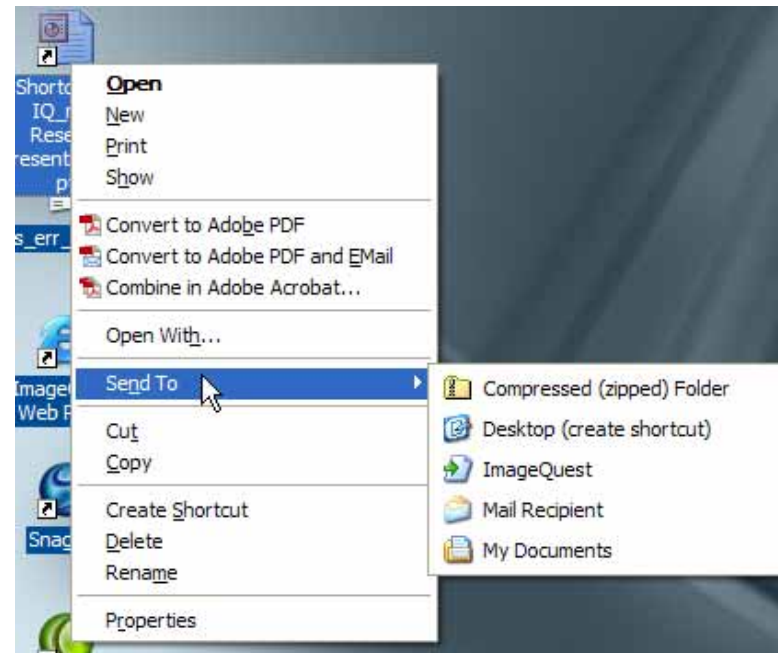
You can index and store documents from within MS Word, Excel and Outlook applications.



an.
AIRWAYS



AirTran Airways
AirTran Airways
will use existing



Documents can also be added to the archive by using the familiar Windows Explorer.

Retrieve a document

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Complete the search form below to retrieve your documents. Selecting different document types will refresh the attribute list available for searching.

Document Type: **AirTran Invoice**

Attribute: Date, Invoice#, Vendor, PageCount, CreateDateTime

Criteria: TO, OR, TO, TO

Select the document type and search criteria to retrieve your document

informa software Web IQ

Show / Hide Columns: ☒ Date, ☒ Invoice#, ☒ Vendor, ☒ DocumentType, ☒ PageCount

Apply

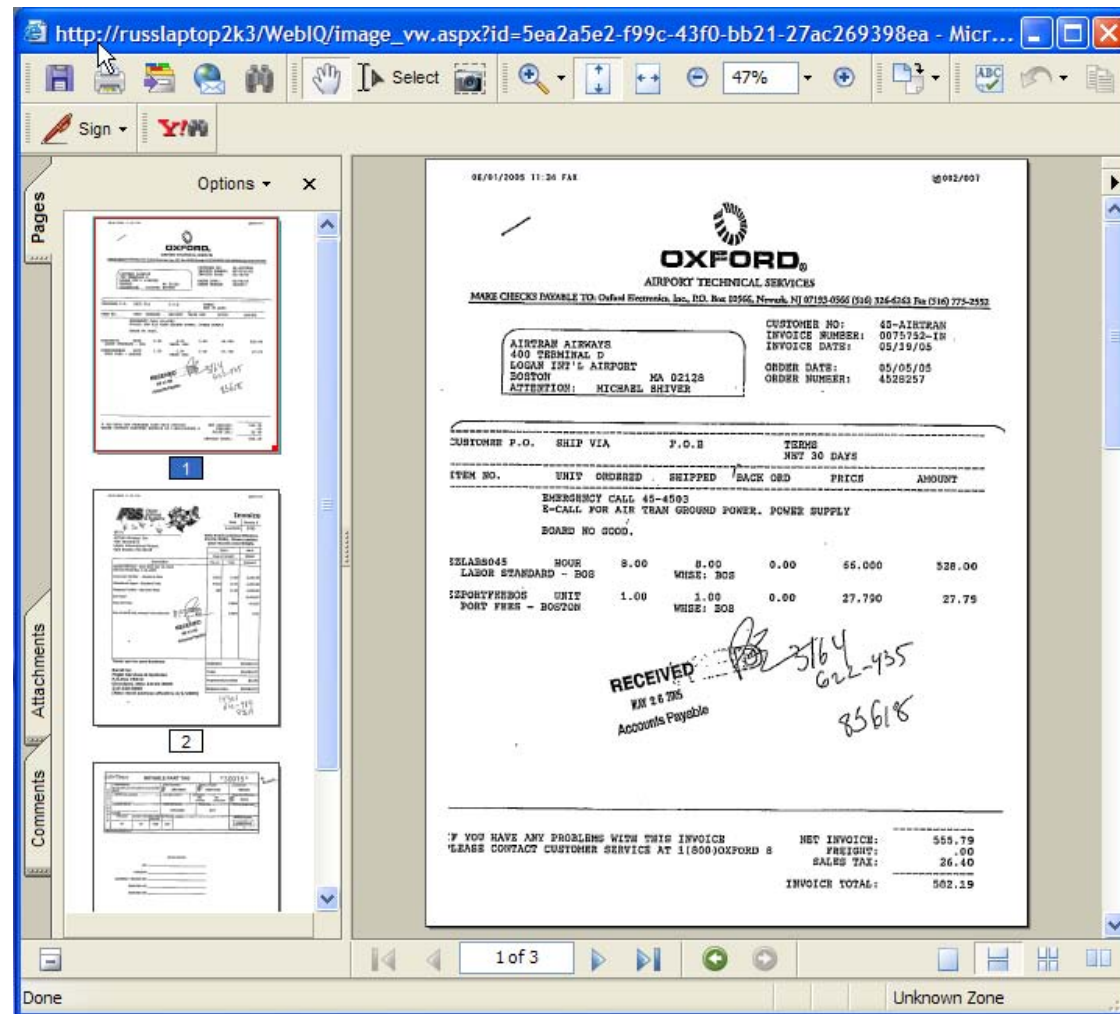
Drag a column header here to group by that column

	Date	Invoice#	Vendor	DocumentType	PageCount	FileType	CreateDate
▶	8/23/2005	75752-1N	Oxford	AirTran Invoice	3	TIF	8/23/2005 12:...
▶	8/5/2005	0075752-1N	Oxford	AirTran Invoice	1	TIF	8/22/2005 3:0...

Document view

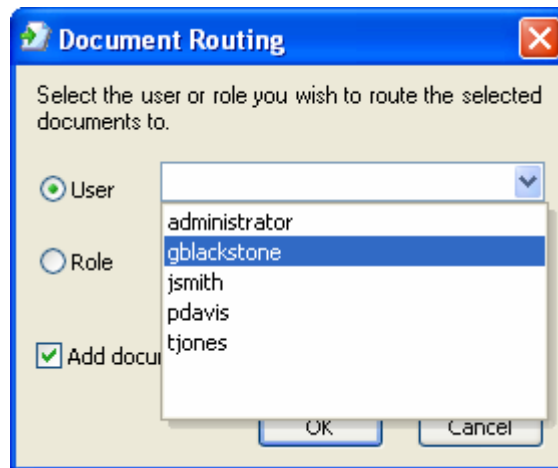
The retrieved document is displayed as a PDF allowing use of standard controls to email, print or save

Thumbnail views for rapid scrolling



Expanded Capabilities with DocCenter

Ad-Hoc
Routing



Document Routing

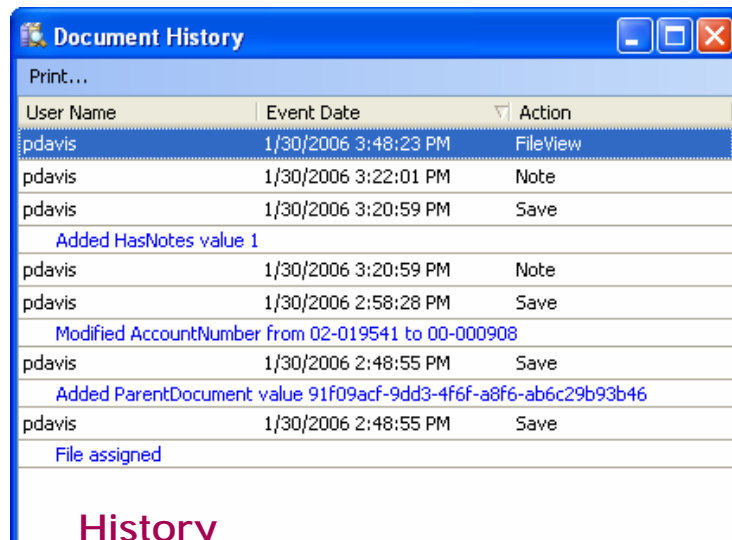
Select the user or role you wish to route the selected documents to.

☒ User ☐ Role

☒ Add documents

administrator
gblackstone
jsmith
pdavis
tjones

OK Cancel

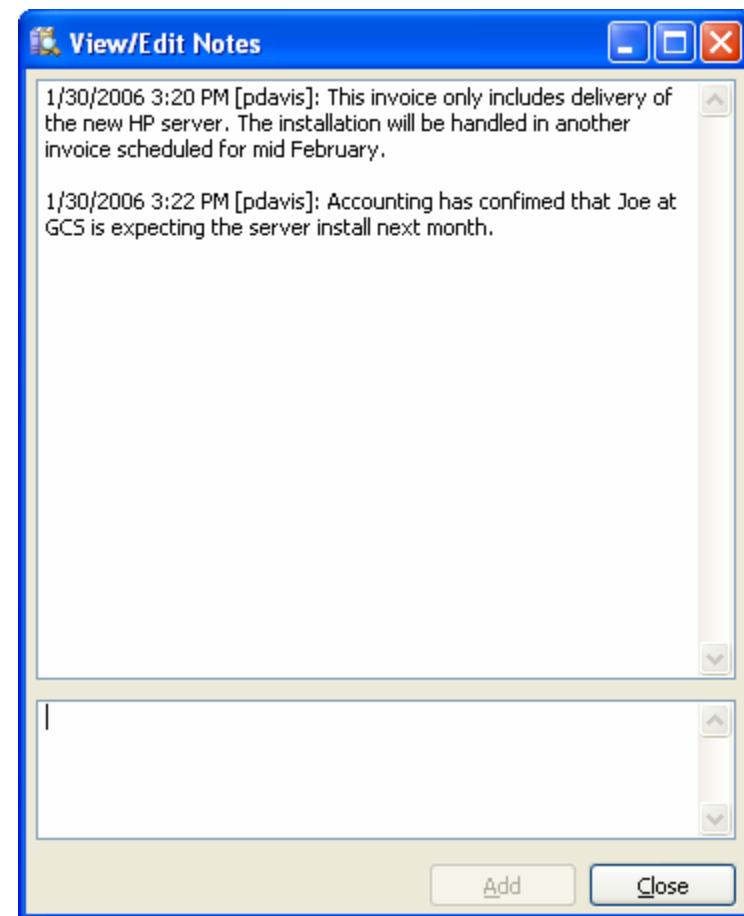


Document History

Print...

User Name	Event Date	Action
pdavis	1/30/2006 3:48:23 PM	FileView
pdavis	1/30/2006 3:22:01 PM	Note
pdavis	1/30/2006 3:20:59 PM	Save
Added HasNotes value 1		
pdavis	1/30/2006 3:20:59 PM	Note
pdavis	1/30/2006 2:58:28 PM	Save
Modified AccountNumber from 02-019541 to 00-000908		
pdavis	1/30/2006 2:48:55 PM	Save
Added ParentDocument value 91f09acf-9dd3-4f6f-a8f6-ab6c29b93b46		
pdavis	1/30/2006 2:48:55 PM	Save
File assigned		

History



View/Edit Notes

1/30/2006 3:20 PM [pdavis]: This invoice only includes delivery of the new HP server. The installation will be handled in another invoice scheduled for mid February.

1/30/2006 3:22 PM [pdavis]: Accounting has confirmed that Joe at GCS is expecting the server install next month.

Add Close

Adding Notes

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



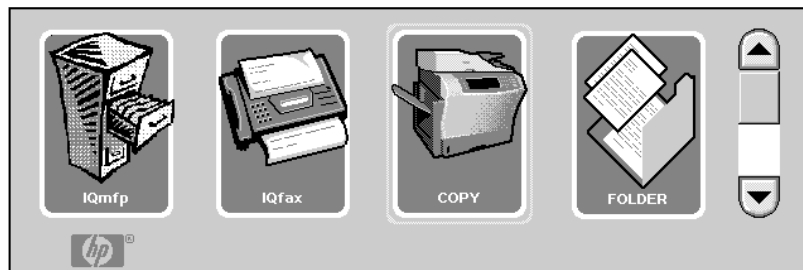
informa
software

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software

IQmfp Return on Investment (ROI)

Number of documents handled per day			25
Hourly wage (fully burdened)			\$15
	Paper	IQmfp	
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**

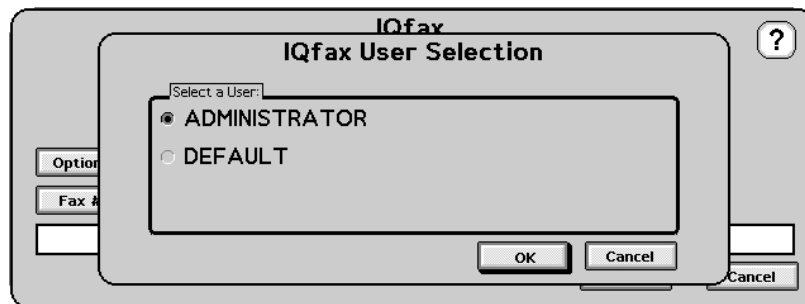


Press the IQfax icon on the MFP front panel

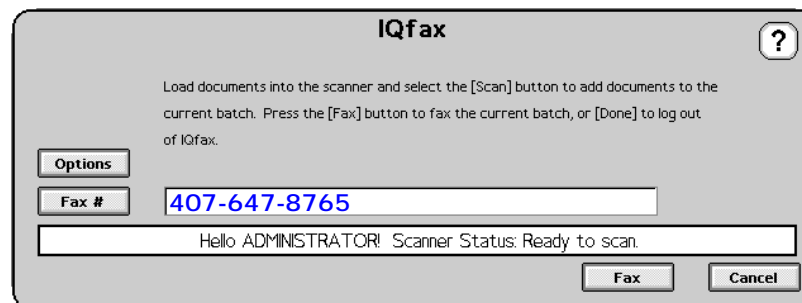
25 users

Two channels of Captaris RightFax

Brooktrout TruFax 200

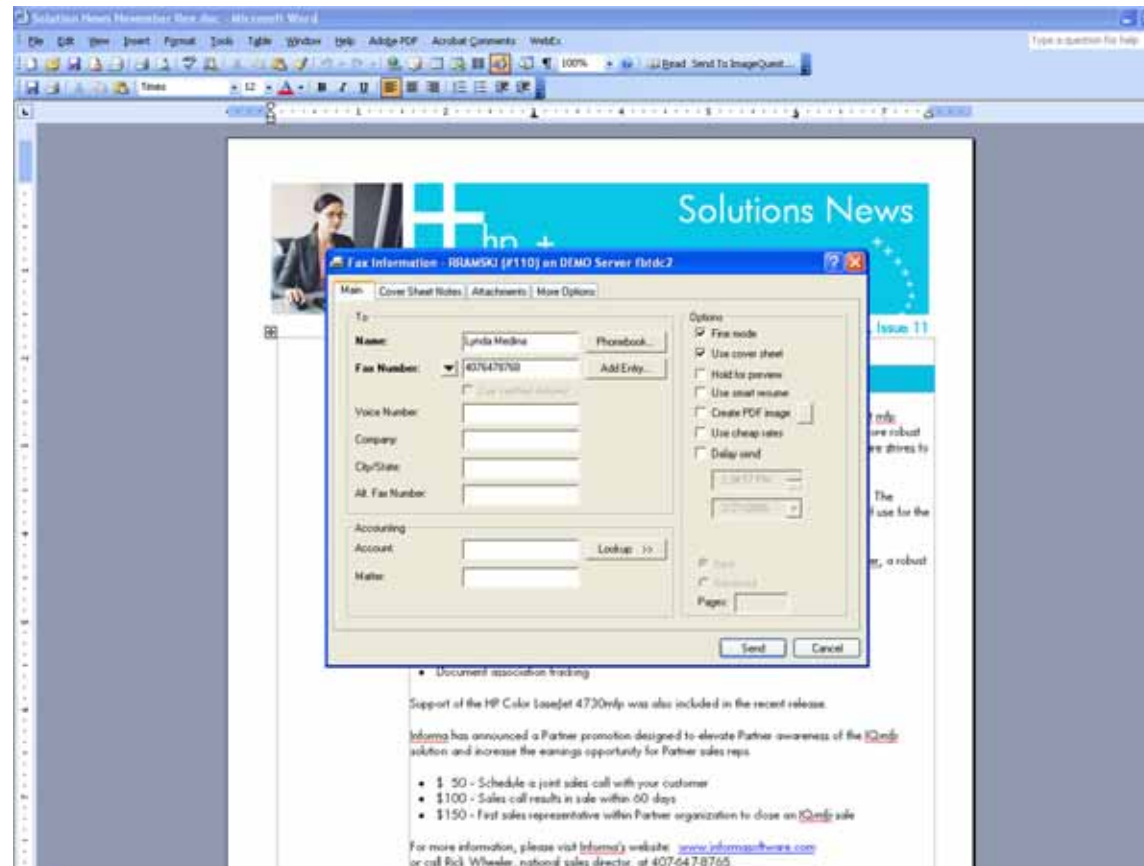


Select the IQfax user



Enter the recipient fax number and press fax

Desktop client



IQfax 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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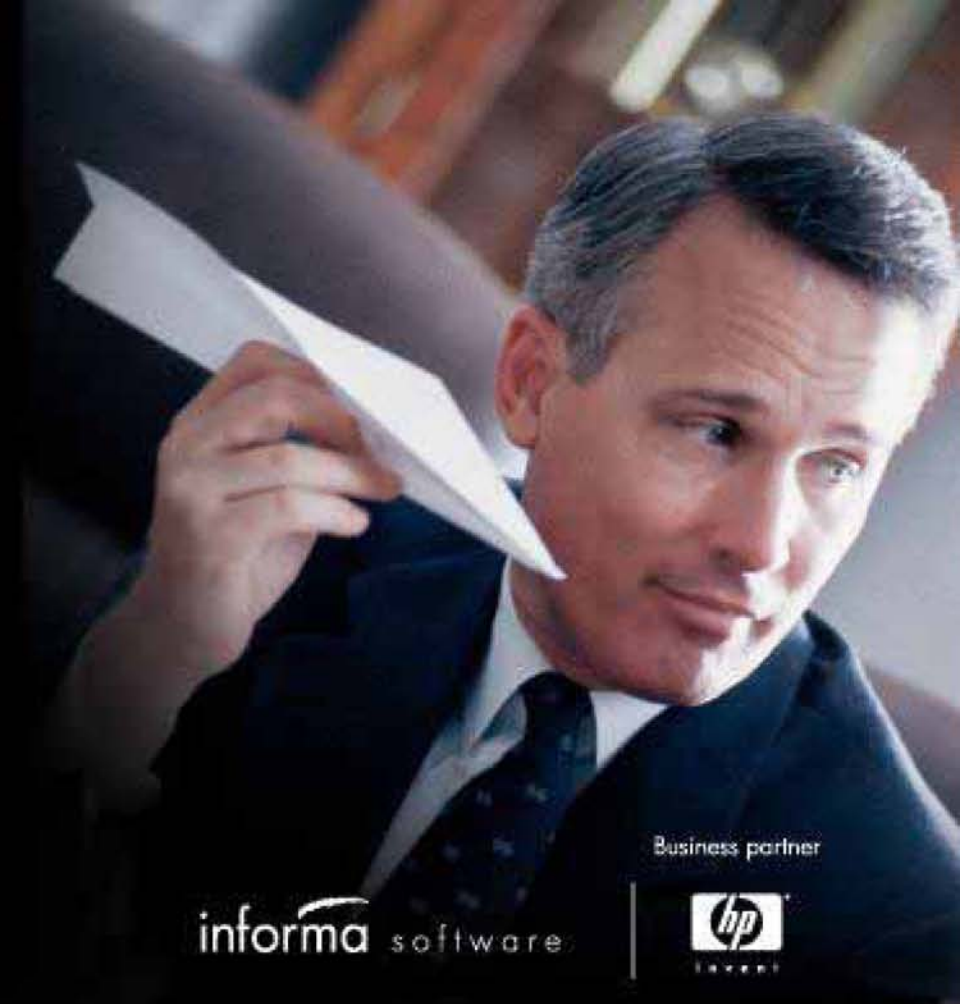
***IQ*fax** ROI

Number of documents faxed per day			12 @ 2 pages		
Hourly wage (fully burdened)			\$15		
			Manual	<i>IQfax</i>	
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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Thank you!



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[...Click Here to Learn More about IQmfp!](#)



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