

ImageSite®

Key Features:

- » Totally web (browser) based
- » Installs on your company network
- » Store and manage any file type
- » Complete version control and history
- » Multiple levels of document security
- » Powerful document markup capabilities
- » Automatic notification and subscriptions
- » Interactive collaboration tools
- » Easy electronic document distribution

Key Benefits:

- » Collaborate in real time
- » No client software to install & maintain
- » Quickly find information that you need
- » Eliminate errors by using current versions
- » Reduce distribution & reprographics costs

ImageSite® provides immediate, global access to business information, scanned files, and office documents for departmental or corporate wide implementations.

ImageSite's broad range of features gives companies quick, easy online access to virtually any document type while ImageSite's add-on modules offer advanced features such as:

- ✓ Workflow
- ✓ Full Text Search
- ✓ Domain Security
- ✓ Digital Signatures

ImageSite is a web-based solution that installs on your corporate network. Your important intellectual property always remains under your secure control. Users need only a web browser to access all of ImageSite's features.

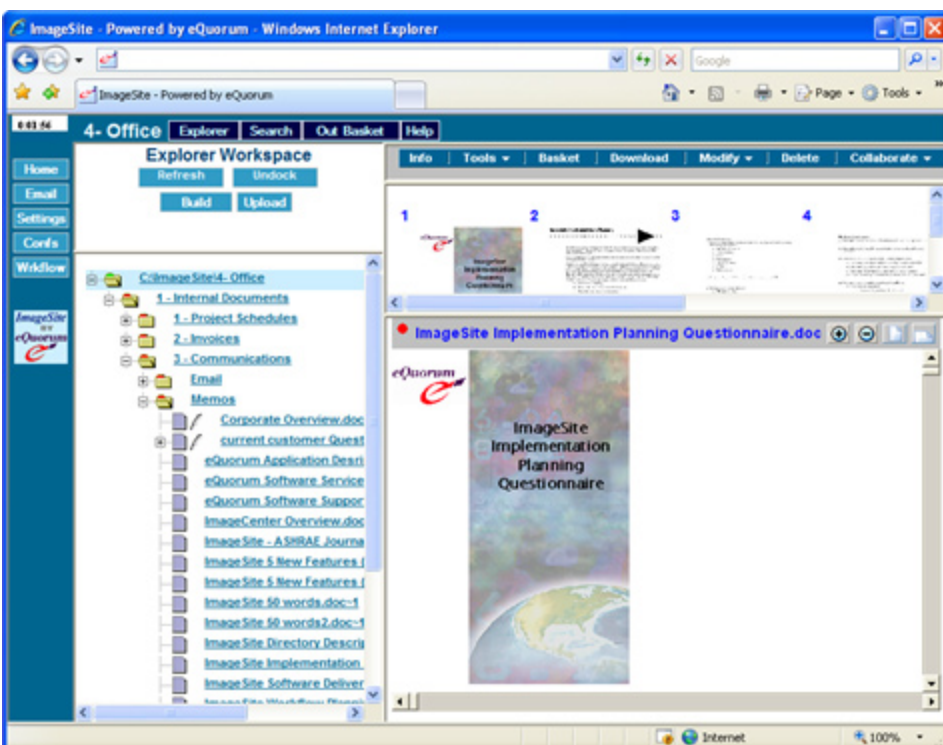
ImageSite provides secure access to virtually any electronic data and provides integrated web-based viewing for scanned files, Microsoft Office documents, and PDF files. As a web-based solution, users throughout your company or around the world can access your most important business documents with nothing more than a web browser on their desktops.

Use ImageSite to provide a secure environment to organize, store, version control your documents. As new versions of documents are checked into the system, the previous version is automatically archived with any notes, comments or markups that were made earlier.

While ImageSite is affordable it is also very comprehensive and can be fully implemented in just a matter of days. Each ImageSite system is configured to meet your unique company or department requirements.

- ImageSite securely stores large volumes of corporate records. Restrict access to your ImageSite repository so that content is controlled by authorized document control specialists while still enabling widespread viewing and collaboration throughout your enterprise.

- Use ImageSite as a "collaboration workspace" where users go to find current project, product, or customer related information. Authorize users to collaborate in specified folders and hold highly productive web-based conversations about their work activities.

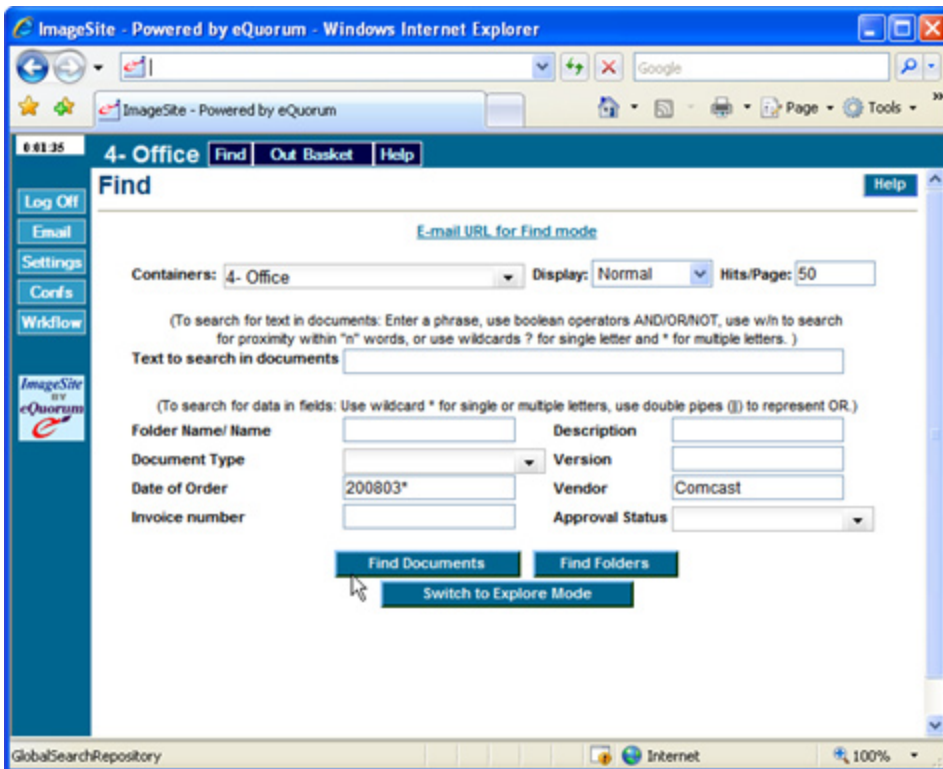


ImageSite offers convenient "Explore" and "Search" interfaces to find the documents. An integrated web-browser viewer provides instant access to content.

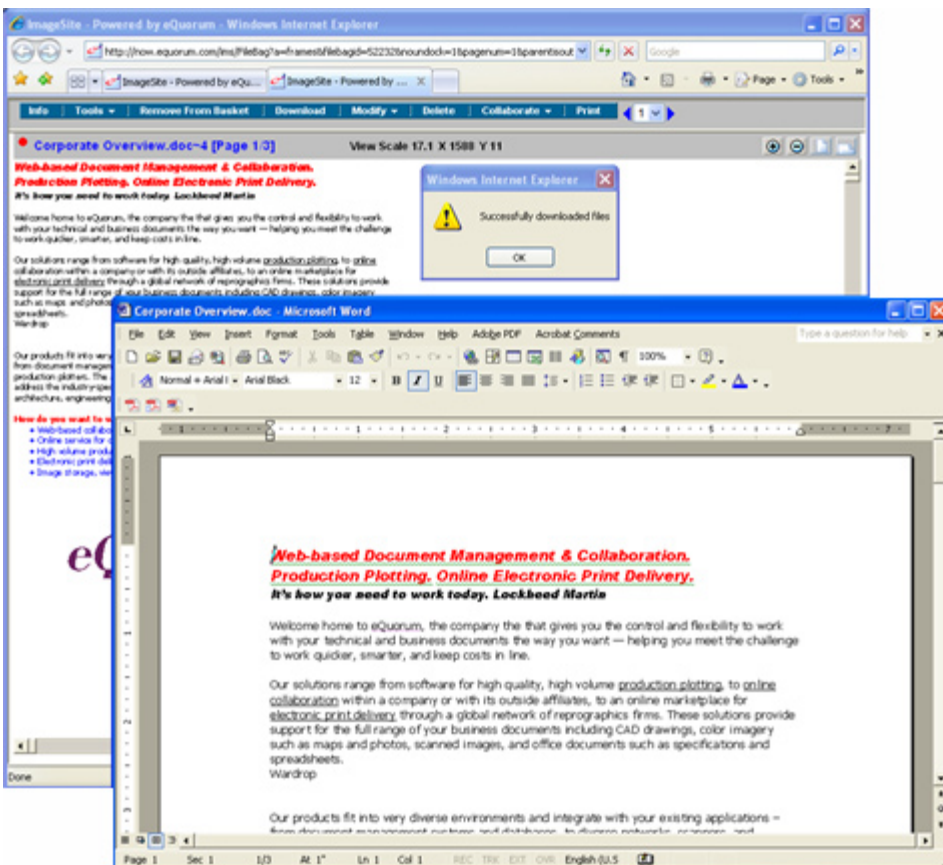
Document Management

Manage any kind of document with ImageSite. You have full control over who has access to what document as well as what they can do with it.

- Check documents in or out and download documents with ease while synchronizing local documents to the secure ImageSite repository.
- Organize company information in windows-like folders and subfolders for convenient user navigation.
- Configure document and folder attributes uniquely in multiple ImageSite containers, including pre-defined pick lists and default values.
- Rapid Index ImageSite documents to with attributes (meta-data); batch edit attributes by folder.
- Selectively control access to documents by users or groups and enable
 - ✓ View (only) rights
 - ✓ Collaboration rights
 - ✓ Download rights
 - ✓ Full access (upload/revise new)
- Configure the ImageSite features that each user or group of users sees. Ideal for organizations where user levels span from novice to advanced.
- Use ImageSite's powerful search engine to quickly find the documents that you need. You can even search for back revisions of documents.
- Automatically upload documents including e-mail into ImageSite with the acquisition subsystem from a variety of data sources such as scanners, or currently installed software applications.
- Comprehensive revision control system automatically increments new document revision values and archives a complete record of prior revisions.
- Create dynamic document sets for access by specific users, groups, or team members.



“Search” for documents with configurable search attributes (index data). Find documents based on words or phrases in the body of documents using the Full Text Search option.



Checking-out a document locks it on the ImageSite server (so others know it is being revised) downloads it to your local computer, and automatically launches its native application for editing.

Advanced Modules

Full Text Search

The optional module provides full text searching for words or phrases within Microsoft Office, PDF and text-based files stored in ImageSite. Simply type the word or phrase from any stored document (including e-mail) and Search.

Workflow

ImageSite Workflow lets you create schedule driven, multi-step flowchart driven workflows to automate your most important business processes. ImageSite Workflow ensures timely document review and approval by routing documents automatically to users.

Domain Security

The Domain Security module automatically creates (and deletes) user and group assignments based on Windows network security settings. Users are automatically logged into ImageSite based on their network security credentials.

Digital Signature

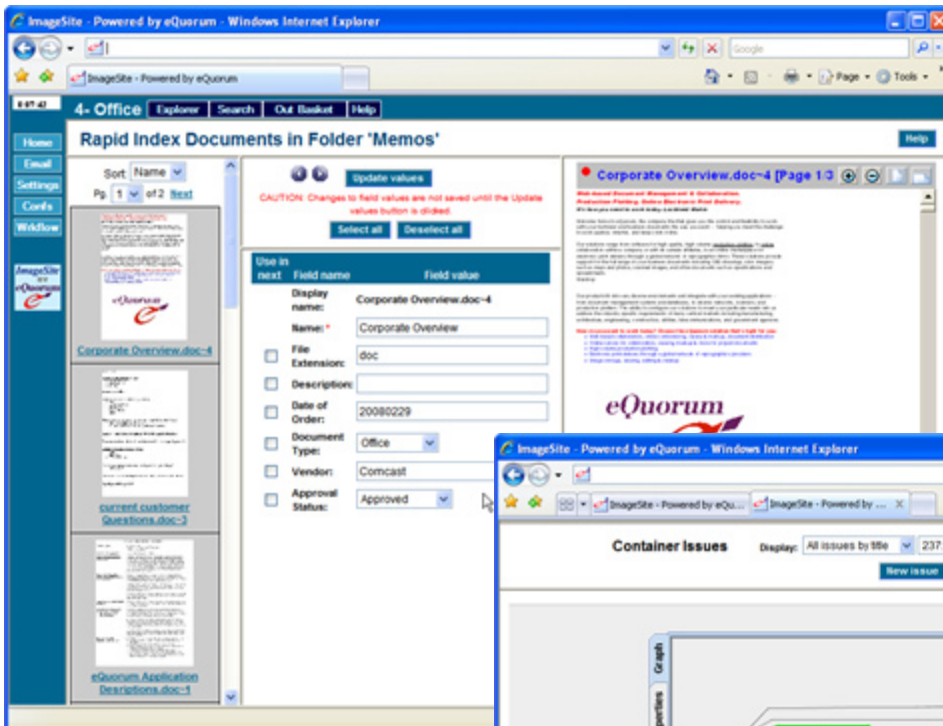
ImageSite Digital Signature module digitally encrypts documents in ImageSite as a guarantee to other ImageSite users that a document has not changed since it was digitally signed.

License Information

ImageSite is a server-based solution with no client software to install. ImageSite is licensed by the number of concurrent users in blocks of 5, 10-50 and 100. ImageSite stores documents up to 10,000 times the number of concurrent users licensed.

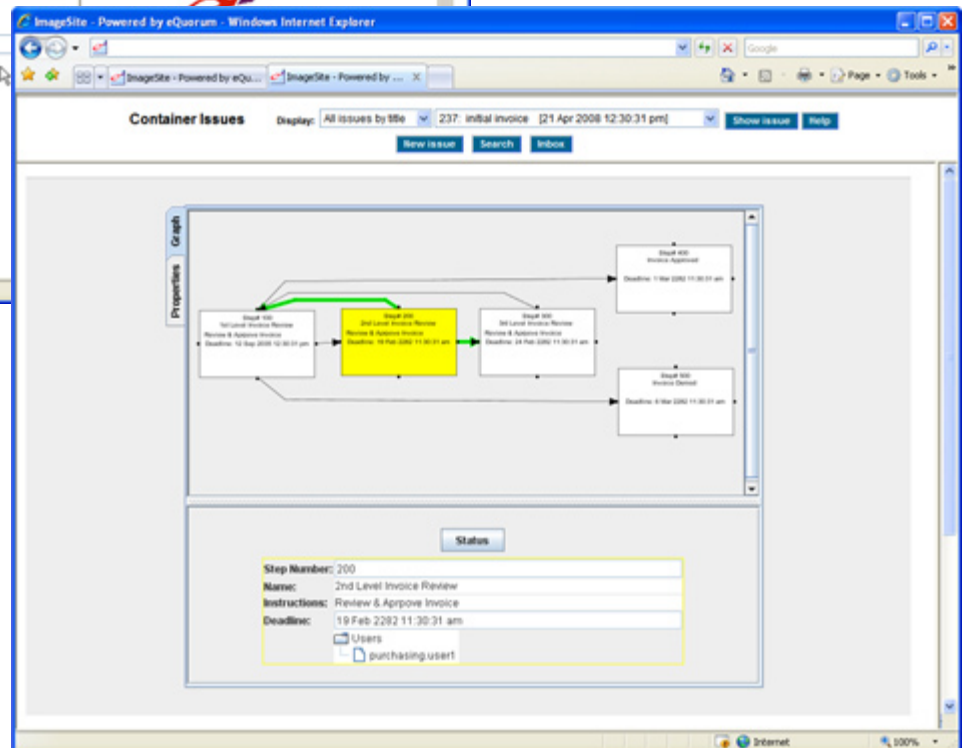
System Requirements

- Client software
 - ✓ Internet Explorer 6.x +
 - ✓ Sun Java (JVM) 6.x +
- Server software
 - ✓ Windows® 2003 Server
 - ✓ Apache Tomcat or Microsoft IIS Web Server
- Database software
 - ✓ Microsoft SQL Server Express, SQL Server or Oracle database.



ImageSite's "Rapid Index" user-interface makes it easy to assign search attributes to individual documents, zooming to documents to confirm values and carrying forward group assignments.

ImageSite Workflow automatically routes documents using schedule-driven flowcharts and notifies users by e-mail when they have action items for completion.



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