ImageTool Office
Document Management Software
Professional Series

Capture | Manage | Share | Archive

ImageTool Office is a Microsoft Office based, user-friendly, feature rich software application for production document management. ImageTool allows you to capture, collaborate and archive the documents, information and emails that are critical to your operations. Documentation and information is readily available in a secure, yet easy to access, searchable format.

Communication between departments and outside resources will drastically improve. And the amount of time and money spent copying and distributing paper will be almost non existent.

With ImageTool, scanned and electronic documents can be accessed across the department or an entire organization. Users can search and retrieve documents by entering any combination of document attributes or performing a keyword search for words contained within the document. ImageTool also statuses documents for data required and utilizes your email for task notification.

Getting paper in an electronic format fast is key to the productivity of a document management system. The conversion of paper documents to make storage and retrieval of the information they hold more efficient and timely begins with the scanning process. The capture of documents is accomplished from the built in scanning environment, or scanned documents from other devices. Scanned, Microsoft Office and other electronic documents are placed in in-baskets that are stored on the network or local drive of the scanning station computer. Once the documents are captured in digital form, they can be further processed to enhance the appearance, extract the important data, and stored in readily accessible formats. ImageTool is loaded with productivity shortcuts and automation.

The Professional user has the capability to scan documents, index documents, search documents, OCR documents, modify documents and add comments and notes on the documents. ImageTool Professional Series include wizards to send documents to a CD for distribution, and publishing documents to the WEB. The Professional user has the ability to maintain system users and document vaults with the appropriate security rights.

ImageTool products are designed to cohesively interoperate with the Microsoft family of products. Our products are easy to learn and easy to use. ImageTool has perfected the core functionality of document management; capture, index, retrieval and archive.

Benefits
- Secure your documents
- Immediately access critical information
- Share information in seconds
- Improved communication
- Make documents available via the web
- Increase productivity
- Reduce expenses
- Ease of use
- Increased document security and recovery in the event of disaster
- Minimize wasted storage space and storage fees
- Review hundreds of scanned-in documents in minutes…not hours
- Capture any document through scanning, fax, remote office, digital camera or Windows application - including email

Features
- Advanced searching, filtering and sorting of documents
- Full text OCR for keyword searches
- Integration with Microsoft Office Outlook
- Document routing for approval
- Search across multiple document categories
- Web Publishing Wizard
- CD Archive Wizard
- Document cleanup
- Barcode recognition
- On the fly OCR
- Bates stamping
- Batch indexing
- Multiple levels of security
- Unlimited user defined stamps
- Support for Microsoft Office 2000-2003
- Database support—SQL Server, Oracle, & Access

IMAGETOOL
DOCUMENT MANAGEMENT

770.751.9950
www.imagetool.com

Secure Your Documents

Immediately Access Critical Information

Share Information in Seconds

Increase Productivity

Reduce Expenses

Scan and Store Documents

- Save documents as pdf or tif
- Eliminate paper filing of letters, invoices, faxes, RFI's, change orders, drawings, digital photos, etc.
- Populate and index database fields via Optical Character Recognition (OCR) or Barcode Recognition
- Save images as a single page or in batches, with automatic file numbering and storage
- Preview documents before you file them
- Capture any document through scanning, fax, modem, digital camera, Windows application or other electronic documents (CAD, spreadsheets, word processing, etc.)

Access and View Documents

- Browse hundreds of documents in minutes
- Integrates images to your Windows applications
- View documents from your office or a remote location
- Zoom in on important information
- View three pages at a time
- Fax, print or e-mail right from your desktop or laptop computer

Document Routing

- Quick document routing via ImageTool Contact Manager
- Utilizes MAPI compliant email systems

Document Collaboration

- Use annotation tools
- Attach graphics and company logos to the scanned documents
- Print or fax with or without annotations
- Personalize your document

Archive Documents

- Project Closeout Wizard
- ImageTool Archive Wizard
- Mobile File Cabinet

Additional Functionality

- Research mode
- Append documents from scanner
- Insert, remove and move pages
- Create and save regions

Annotation Tools

- StickyNotes & QuickNotes
- Stamps – Customized & Preset
- Transparent and opaque annotations
- Highlight or hide areas
- Freehand sketch
- Insert custom bitmaps
- Annotation sensor indicator
- Print or fax saved regions

Document Cleanup

- Despeckle and deskew

Integrated Digital Photo Support

Integrated Scanner Interface

- QuickScan
- TurboScan – increase scanner speed 2x
- Intellidoc™
- Document collation
- Page separation
- File overwrite protection
- Single or multipage scanning
- User defined paper profiles
- Interactive zoom while scanning
- Scan preview, rescan and append
- Scanner support via ISIS and TWAIN

Certifications

- MS Office, Access, SQL Server, Exchange, Oracle, Primavera Systems

System Requirements

- Microsoft Windows 9x, Windows NT, Windows 2000, 2003 or XP
- 256MB RAM

Product	ISIS Scanner Support	Zone OCR / Bar Code Recognition	OCR Engine	Publish Documents to Web	CD Archive	Annotate Documents	Search, View, Print & Email
ImageTool Office Powerful document management tool, MS SQL Server / Oracle back end compliant	☑	☑	☑	☑	☑	☑	☑
ImageTool Projects Specifically designed for A/E/C, MS SQL Server / Oracle back end compliant; direct integration with Primavera software	☑	☑	☑	☑	☑	☑	☑
ImageTool for the Web Licensed per web server; provides end user access to documents published via ImageTool Professional Series; document upload capabilities							☑
ImageTool Client All functionality except scanning, MS SQL Server / Oracle back end compliant		☑	☑	☑	☑	☑	☑
ImageTool View/Notes View, search and retrieval capabilities						☑	☑

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