



ImageTool for Projects

Document Management Professional Series

From planning to completion, managing project documentation is a critical component to the success of any project.

Any project, regardless of size and scope has associated documentation that needs to be referenced, reviewed, approved, tracked and archived. ImageTool for Projects is specifically designed for A/E/C companies to help them manage project documentation and maintain compliance with industry requirements. ImageTool Projects will significantly increase the productivity of any project environment.

With ImageTool Projects, scanned and electronic documents can be accessed across the project team or an entire organization. Users can search and retrieve documents and emails by entering any combination of attributes or performing a keyword search for words contained within the document or email.

In order to expedite project documents throughout the organization, ImageTool statuses documents for data required and ball-in-court approvals, and utilizes your email for task notification. ImageTool provides event logging, tracing all actions by event or user.

The Professional user has the capability to scan, index, search, OCR, and modify documents as well as add comments and notes on the documents. ImageTool Professional Series provides 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.

Most project management applications do not offer scanning and archiving capabilities. By implementing ImageTool with your project management software, you will have a complete solution to manage all of your project documentation.

ImageTool Projects will directly integrate with Primavera software, Microsoft Office/Outlook, and other leading project management software.

Benefits

- Immediately access critical information
- Secure project documentation
- Eliminate redundant copies
- Share information with project members in seconds
- Increase productivity
- Reduce expenses

Features

- Mobile File Cabinet
- Enhance claims avoidance procedures
- Permanently store and archive project documents on CD with Project Closeout Wizard
- Capture any document through scanning, fax, remote office, digital camera or Windows application - including email
- Built in Contact Manager
- Full text search of documents & emails
- Sortable search results
- Statures documents for data required and ball-in-court approvals
- Email notification for ball-in-court contact
- Document indexing template designed for project teams
- Create Commonly Used Document/Form Templates
- Automatically Populate Templates
- Security Event Logging
- Powerful OCR text engine for optional keyword searching across documents
- Automation makes indexing documents fast & easy
- Robust document scanning environment
- Industry standard data and image formats

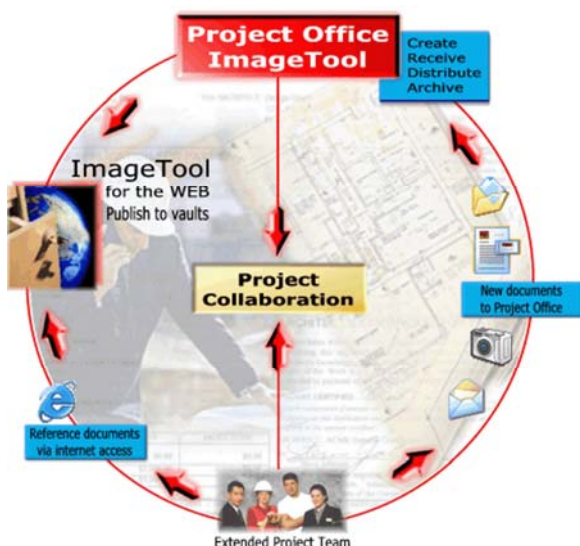


IMAGE TOOL
DOCUMENT MANAGEMENT

770.751.9950
www.imagetool.com

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 (formerly Professional) Powerful document management tool, MS SQL Server / Oracle back end compliant	☑	☑	☑	☑	☑	☑	☑
ImageTool Projects (Project Documentation System) 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						☑	☑



1335 Northmeadow Parkway, Suite 110, Roswell, Georgia 30076
770.751.9950 www.imagetool.com