

Intellivue Express

document management software and services package

Intellivue Express is a document imaging and content management solution that offers document control, auditing capabilities and strong security features integrated with your existing multifunction devices.

Intellivue Express: your foundation for successful document management

Intellivue Express is an advanced document management platform based on a simple, yet powerful, three-tier document management model: capture, manage and deliver.

Capture

Using your existing networked multifunction device (MFD), your documents can be captured rapidly—and relevant fields can be checked for accuracy before they are committed into the system. Electronic documents (Word, Excel, PDFs, images, sound files, etc.) can be imported as well.

Manage

With features like security, categorization, indexing and auditing, Intellivue manages documents to mirror your workflow. What's more, your documents can be integrated with existing business systems—leveraging investments you already have in place.

Deliver

Intellivue Express can deliver the right document to the right person—whether it's a customer, a co-worker, or an external partner—in the right format. Documents can be faxed, published, sent over the network or pushed to a website.

Benefits of installing Intellivue Express

Installing Intellivue Express adds a basic level of document management intelligence that can be used as foundation to begin streamlining and optimizing your business. The ability to bookmark, annotate, distribute, secure, audit, categorize, track, re-purpose and personalize documents around your company's unique workflow can increase productivity and boost profitability. Integrating Intellivue Express with your company's workflow will enable the following benefits:

- Increase organizational productivity
- Reduce file retrieval time by up to 70%
- Enhance client service levels
- Enable simultaneous access to corporate knowledge
- Eliminate lost or misfiled documents
- Reduce cost of document processing, storage, and dissemination
- Increase informational and operational visibility throughout your organization
- Increase information security levels
- Reduce the risk of litigation for noncompliance with regulatory requirements
- Enhance your ability to comply with current and future regulatory mandates
- Establish new business models by leveraging the benefits of instant access to your information

Intellivue Express is a perfect fit for growing businesses:

- *Improve customer service levels*
- *Eliminate wasted time and money lost tracking down misfiled documents*
- *Provide document security*
- *No need for dedicated IT staff*
- *Streamlined implementation*
- *No costs for internal hardware infrastructure*

What does my company get with Intellivue Express?

Our jump-start approach to system deployment ensures Intellivue Express can be up and running in as little as one business day. Services include training for your network administrator, as well as end user training for a core set of users.

Hands-on training for your company's network administrator

- Identify one key document type for imaging
- Learn how to create search fields for the document group
- Learn how to define security roles and manage users
- Install Intellivue on 5 client workstations
- Configure Intellivue Express for use with one existing MFD

Classroom training for ten users on Intellivue Express' scan, index and search functionality

- Learn how to scan documents into Intellivue Express from your MFD
- Learn how to index (classify) documents
- Learn how to search for documents without a trip to the file cabinet
- Learn how to print or email images from your desktop
- Learn how to add electronic files such as PDFs or digital pictures to Intellivue Express

System architecture requirements

Server

- Microsoft Windows 2000/03 server
- SQL Server 2000 or higher
- 128 MB ram
- 40 MB free hard disk space

Backup server recommendation

- Microsoft Windows 2000

Client

- Runs on Windows 2000, NT, XP
- 128 MB ram
- 40 MB free hard disk space
- Network connectivity

Optional Services

Intellinetics can work with your company to enhance the functionality of Intellivue Express by adding document workflow, creating additional document intelligence, create additional applications, create retention and disaster recover plans, and create an enterprise level document management solution to span all departments within your organization. Ask your Intellivue Account Representative for more information.

Learn more today

If your company manages large volumes of documents that we would like to turn into a tool to enhance service levels, increase productivity and allow your team to focus on your business—not the quest for lost paper documents, contact Intellinetics today to learn more about the power of Intellivue Express.

smarter documents. smarter business.

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