

## Intellivue v.6 platform overview

Intellivue is an advanced document management platform for your enterprise, enabling you to easily manage millions of documents in a single, centralized secure repository.

### Let your documents empower your organization—not encumber it.

Companies that manage large volumes of documentation know that information can sometimes be a two-edged sword. Lost, misfiled and mismanaged records across different business units in different locations can be a management nightmare. More than just an inconvenience, mismanaged documents are costly, time-consuming and can open your organization to significant legal risk.

But the right information in the right hands at the right time empowers your most valuable asset: your people. Easily accessible information means your people can make smarter, more profitable decisions in the face of increasing demands from your customers and partners.

### Get the power of instant information in your hands—now.

Intellivue is an advanced document management platform for your enterprise. Based on a simple, yet powerful, three-tier document management model, Intellivue empowers government agencies and companies of all sizes to easily manage thousands to millions of documents in a single, centralized secure repository. What's more, Intellivue's powerful document distribution features can be extended to your clients, business partners and others who frequently request information from you.

### Smarter documents mean smarter business.

Intellivue adds a level of intelligence to your documents that can streamline and optimize your organization. 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 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 the cost of document processing, storage and dissemination
- Increase informational and operational visibility throughout your organization
- Facilitate easier, more robust reporting
- 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 is a perfect fit for organizations that:

- Manage a high volume of documents
- Do business in a compliance or regulatory driven environment
- Want to improve customer service levels
- Waste time and money attempting to track down lost or misfiled documents
- Have a need for document security on a "need-to know, right-to-know" basis
- Need to locate information in multiple locations
- Are unable to easily find paper documents
- Manage mission-critical documents for clients or projects
- Frequently access records in an off-site storage facility
- Handle public or private requests for records from other business partners or Clients

## **Intellivue: your foundation for successful document management**

The Intellivue document management platform is built on an easy-to-understand three tier document management model: capture, manage and deliver.

### **Capture**

Using high-volume scanning and imaging equipment, 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 current business workflow. What's more, your documents can be integrated with existing business systems—leveraging investments you already have in place.

### **Deliver**

Intellivue 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 Web site.

### **Learn more today**

If your company manages large volumes of documentation that you'd like to turn into a tool to enhance service levels, increase productivity and boost profitability, contact us today to learn more about the power of Intellivue.

*"Intellivue has made a huge improvement in our ability to process, store and retrieve records."*

*Jeff Maute  
Ohio Public Safety  
Highway Patrol Division*

**smarter documents. smarter business.**

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