

OPTIONAL MODULES:

WORKFLOW

- Route documents through a process for signature and review
- Electronically annotate and redline documents for improved communication
- Automate the document flow using business rules, reducing cycle times

RECORDS RETENTION

- Maintain retention and disposition schedules
- Ensure compliance with industry and regulatory bodies
- Automate review, release, or destruction of records
- Email notification with options to purge, archive, or place documents on legal hold

REVISION CONTROL

- Avoid costly mistakes by using the correct revision
- Archive a complete history of document changes
- Present only the latest revision of a document to users

ICAPTURE

- Drag-and-drop files and load them into ViewCenter with just one click
- Automatically populate OCR index fields with a free forms trainer – reducing time spent on manual keystroking

SCANCENTER

- Scan, index, and import desktop tool
- Manage batch-processing for high-volume document conversion
- Scan paper files cost effectively into an electronic format
- Advanced functionality includes barcode recognition, optional OCR, efficient image processing, and indexing

ViewCenter® 2.6.1 The “Compatibility” Release

In today's fast-paced business environment, increasing an organization's efficiency and profitability are essential. ViewCenter® from ICM Document Solutions is a web-based document management software solution that drives value by creating processes to efficiently store, search, view, and distribute documents. Affordable and simple to use, ViewCenter can be licensed at your site or hosted by our online, secure server. ViewCenter's flexibility makes it the perfect solution for Small-to-Medium Businesses (SMBs), governmental agencies, or Fortune 500 companies.

Released in Q2 of 2010, the “Compatibility” upgrade for ViewCenter highlights easy deployment and improved integration with popular business applications. The point release was based on the demand for enabling new business processes across multiple existing line-of-business applications through integration paths such as web services and workflow tools.

Combining ease of setup, quality, and technology, ICM's technology team has pulled ViewCenter forward to Microsoft's .NET 4.0 platform by streamlining the setup and deployment via improvements of various administrative tools within the product. This inline release demonstrates ICM's commitment to customer service — delivering relevant, high quality products to the end user.

ViewCenter also protects business-critical documents and improves your industry and regulatory compliancy procedures. With instant web access to vital information, such as business records, engineering drawings, product documentation, corporate manuals, and service manuals -- ViewCenter brings value to all documents, across all business divisions.

Eliminate manual, paper-based processes, mitigate search time, and reduce the risk of lost documents by using ViewCenter as your web-accessible document library. Benefits of ViewCenter include:

- Intuitive and simple deployment and use
- Global, 24/7 access from any web-enabled device or PDA (including iPhone and Blackberry)
- Rules-based for determining user access and permissions
- Seven layers of document security
- Powerful and customizable searching
- Improved industry compliancy
- Audit trails for compliance challenges
- Reduces overall documentation management costs

Combined with any or all of ICM's professional services (Imaging and Scanning, IT Consulting, CAD Drafting and Design, and Technical Documentation), ViewCenter is a powerful business solution, designed to reduce costs, improve efficiencies, and increase compliancy.

Call 800-676-4261 for more information or tour ViewCenter at www.icmdocs.com.