



SCANCENTER

- Scan, index, and import tool designed for ViewCenter
- Manages batch-processing for high-volume document conversion
- Software scans paper documents cost-effectively into an electronic format
- Advanced functionality includes barcode recognition, optional OCR, efficient image processing, and indexing

RECORDS RETENTION

- Optional, add-on application for maintaining retention and disposition schedules
- Ensures compliance with industry and regulatory bodies
- Automated 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

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

YOUR DOCUMENTS, OUR SOLUTIONS

ICM Document Solutions is a leader in improving organizational efficiency through document imaging, conversion, and management. With a suite of innovative products and services, ICM provides document management solutions that can improve every stage of a document's life cycle. With national scale and deep industry expertise, ICM makes a profoundly positive impact on an organization's productivity.

ViewCenter®

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 an online, secure server. ViewCenter's flexibility makes it the perfect solution for Small-to-Medium Businesses (SMBs) or Fortune 500 companies.

IMAGING & SCANNING

Increase the value of your documents with scanning and imaging services from ICM Document Solutions. Compliancy with ISO 9001 assures controlled, high-quality results from small, day forward scanning projects to complex, backfile conversions involving millions of pages.

TECHNICAL DOCUMENTATION

Create documentation that is compliant with industry standards without absorbing direct labor cost. The ICM Document Solutions provides a full suite of capabilities to meet your requirements for standards, quality, costs, and schedules.

CAD DRAFTING AND DESIGN

ICM Document Solutions' highly trained designers and drafters are equipped to manage your CAD projects—on demand. Partnering with ICM's CAD team extends company resources, while freeing your internal engineering staff to work on new designs. ICM performs all CAD services while adhering to industry standards—whether the solution includes design, drawing conversion, or change order incorporation. Reduce overall risk and add value by converting paper drawings to editable, electronic vector files.

IT SERVICES

ICM Document Solutions' professional software consulting helps businesses improve their document management and business process management implementations. As a full-service provider of Information Technology (IT) services, from ROI, consulting and feasibility studies to deployment, training and project management, ICM's IT team can solve your unique business challenge.