

Hosted Solutions

Imaging and
Computer Reports
Over The Web



FEATURES:

Accessed through a web browser

The most advanced security available today

Document Images, Computer Reports, PDF Files

Simple document index structures

Document Linking

User password access

Customizable to your website look and feel.



WHAT IS POSSIBLE

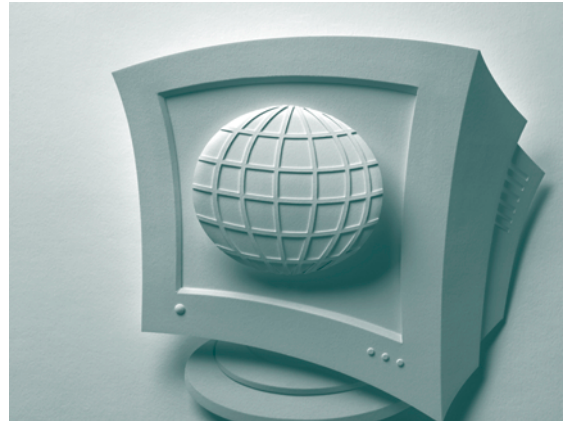
Do you see the need for secure, on-line document imaging or computer report management, but the size of your problem does not justify a complete stand-alone solution? Do you have confidentiality, compliance or space needs? Do you lack the IT staff and/or resources to support a solution? Hosted document management is a great equalizer providing big system benefits without major investments or resource impact to get started.

WHAT HOSTED DOCUMENT MANAGEMENT DOES

With Hosted Document Management, users anywhere can access your document catalog from an ordinary web browser. Users will not need special software and you will not need special servers or databases for access to the document catalog. All you will need is access to the Internet.

Through secure internet delivery, you can organize files into applications such as; human resources, accounts receivable, shipping and billing, and into any category that makes sense to your business. With straight forward indexes, you can have scanned documents, forms, computer print-outs or PDF (Portable Document Format) files delivered whenever or to whomever you choose.

Hosted Solutions



HOW TO GET STARTED

Hosted Document Management works on an annual subscription basis. A NMS Solutions Executive takes the documents you want to have hosted and helps define the index fields used for retrieval. Next, the appropriate method for capturing documents and getting them into the system is determined. Once your users are mapped with access privileges to the correct applications you are in business.

DOCUMENT CAPTURE OPTIONS

Capture is one of the more costly and challenging aspects of any document management solution. With hosted document management, there are a variety of methods for placing documents on-line for retrieval. Some clients outsource document scanning and indexing with daily, weekly, or monthly, document pickup and on-line delivery of converted records. Other clients like to install scanners at dedicated PCs for internal staff to use for scanning and indexing documents on-line.

Many clients deploy a variety of capture automation solutions that use forms recognition, OCR (Optical Character Recognition), or barcodes for reading scanned images and storing documents automatically. Some clients utilize a combination of in-house scanning and outsource indexing. With this method, documents are on-line and ready to use within minutes (or hours) of being scanned. The options are broad and your NMS Solutions Executive is ready to advise on the best solution to meet your needs.

BENEFITS:

- Continuous access to the latest technology
- No costs for internal infrastructure
- No costs for dedicated staff
- Focus on core business ... not IT issues
- Faster implementation
- Faster upgrades and new features
- Easy scalability
- Access to security back-up and support services.
- Zero Resource Impact Start-up
- Non-proprietary, open database and files.



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