



## Losing documents?

Does this sound familiar? Your paper documents are entombed in a growing bank of file cabinets lining your corridors or in a dusty off-site warehouse. Your monthly reports are printed, circulated, and then indiscriminately tossed into piles on an office floor. Important emails, spreadsheets, and correspondence are buried on personal PCs. And you don't always know where to look or whom to ask when you want to find something.

Consider a 1FILE solution if you would like all your enterprise documents *stored in a single location, accessible to all that have permission to retrieve them*. Manage every document on the same server and retrieve each of them from a PC desktop.

## A solution

1FILE by Image Software, Inc. offers an affordable introduction to the management of paper, reports, emails, faxes, photos, videos, sound files, and content documents. Running on a Linux or Windows Server in an IBM U2 relational database, a 1FILE solution for 3-10 users can be installed and put into production in less than a week! 1FILE uses universally understood descriptors to administer enterprise documents by *permission* instead of by *file ownership*.

By design, 1FILE does not imitate paper-based or Windows® Explorer filing concepts that use nested folders for storage; a folder solution to electronic document management re-creates the same vulnerabilities—like lost or mis-filed documents—inherent in paper-based filing. In contrast, rather than using folders, 1FILE simply stores a document using a document type—*invoice*, for example—and data elements—such as *vendor name*, *invoice number*, and *date*—as retrieval hooks. 1FILE doesn't require

you to locate or create folders, change or share file ownership, or duplicate documents.

Because 1FILE has a unique approach to document storage, you can retrieve one or more documents at a time from a *virtual folder* that 1FILE creates “on the fly” using the pieces of data that you furnish. For example, depending on what you wish to retrieve, your virtual folder might hold:

- ✓ A specific invoice
- ✓ All invoices issued to a particular customer during a specific time period
- ✓ All documents associated with a specific invoice, such as purchase order, delivery receipt, warranty, and check

And because more than one person can access a 1FILE document at the same time, you won't need to make a convenience copy of a document when you want to collaborate with a colleague.

## A basic 1FILE configuration

A basic 1FILE solution includes server, scanning, and desktop client software, and IBM U2 database licenses sufficient for three users. In order to maximize efficiency, 1FILE's retrieval hooks (basic document types and associated data elements) are predefined for your industry group. If you'd rather, you may edit these elements or add new elements that reflect your special requirements.

1FILE's warranty and maintenance support is equal to its full-featured relative. You can design your own hardware configuration to include a Linux or Windows Server, a Kofax software or hardware scanning engine, and a Kofax-compatible scanner.

call **800.844.1468**  
or visit **www.1image.com**

## Sample investment

1FILE on Linux	\$7,125.00
IBM database	1,180.00
1Suite (3 users)	2,550.00
1SCAN (basic)	1,500.00
Total	\$12,355.00

As part of the basic 1FILE package, you may also opt to buy:

- Up to 10 user licenses
- Solutions for storing your content documents and reports (1ERM and 1COLD)
- Solutions for making your content documents and scanned images full-text searchable (1SEARCH)
- Solutions for writing your indexes and documents to CD and DVD (1PUBLISH)
- Scanning with pre-indexing or bar code reading functionality

## When should I upgrade?

1FILE may continue to meet your future needs for many years, but if you do choose to upgrade to a full-featured 1IMAGE Document Management System, you will receive a 100% credit on your initial 1FILE license fee against the license fee for your upgrade. When you upgrade, you incur no conversion expenses.

You'll want to upgrade:

- To validate indexing data against your database
- To integrate your document management solution with your Line-of-Business application
- To access archived documents using a Web browser
- To fax images with cover sheets or email documents to your customers using a server-based address book
- To copy images and their indexes to CD/DVD
- To reduce the expense of printing forms or to provide country club billing to your customers
- To use Optical Character Recognition for your database population

### About 1image Software

Based in Englewood, CO, Image Software Inc. is a leading provider of document management and workflow automation systems for UNIX, Linux and Windows NT. The company's modular, scalable 1IMAGE system converts business documents of any origin - from paper to email - into electronic images, storing and managing them throughout their lifecycle. The entire product line at Image is marketed through a direct sales force and an international VAR network. Image also operates a Professional Services Group offering project management, consulting, installation, training and application image-enabling services.



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