

## Electronic Document Imaging & Archiving

Informatix' offers a variety of end-to-end electronic imaging, archiving, and management products and services, tailored to your specific needs.

We offer state-of-the-art applications, such as:

### **COSTARS® Customer Online Storage & Retrieval System**

Informatix' full-featured COSTARS® imaging and archiving system automatically captures, dynamically indexes, and archives documents and other media – all without changing your existing applications or operating environment.

### **iDocStore**

Which can be customized to be used for other front end scanner interfaces

### **Back File Conversions**

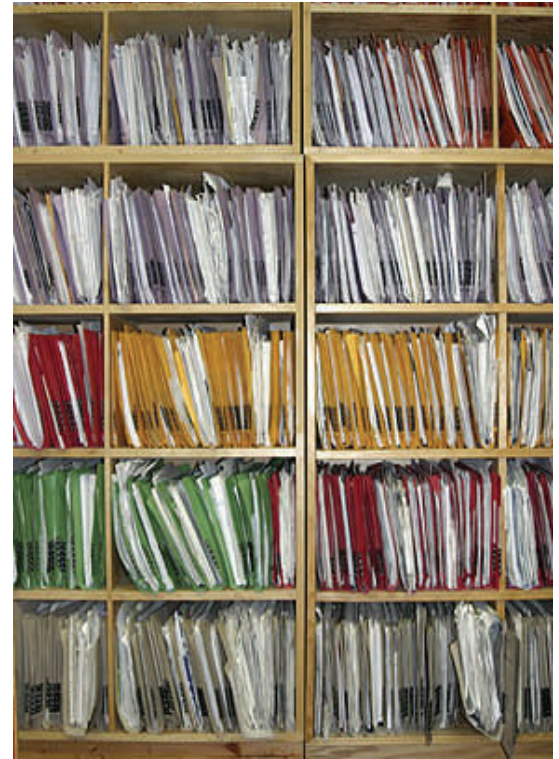
Informatix can assist in converting your paper files to digital media. We can convert forms, memos, letters, notes, and photographs to digital media. Integrate your old documents into a document management system or archive them. Informatix indexes and stores your files based on your needs and specifications. Documents are available through an intuitive on-line interface, when you need them.

Eliminate

- Time spent sorting, tracking and purging files
- Digital and Archived documents in multiple locations.
- Lost office space due paper files

Experience the freedom of a truly paperless environment with Informatix' Management Solutions.

*"Did you know management of paper consumes approximately 20% of each staff member's available work time?"  
(Gartner Group)*



### **Documents**

We use state-of-the-art high-speed and flatbed scanners to convert a wide range of paper types, sizes, weights, and colors, from:

- 2"x2" notes to blueprints
- Envelopes to file folders
- Onion-skin to card stock
- Black and white to full color
- Damaged and fragile paper

### **Photographs**

Informatix provides the special handling required to produce high-quality images. We use Professional flatbed scanners matched to the size and condition of the originals.