



# ImageTool for Projects

## Document Management

Professional Series

**From planning to completion, managing project documentation is a critical component to the success of any project.**

With ImageTool Projects, scanned and electronic documents can be accessed across the project team or an entire organization. Users can search and retrieve documents and emails by entering any combination of attributes or performing a keyword search for words contained within the document or email.

In order to expedite project documents throughout the organization, ImageTool statuses documents for data required and ball-in-court approvals, and utilizes your email for task notification. ImageTool provides event logging, tracing all actions by event or user.

The Professional user has the capability to scan, index, search, OCR, and modify documents as well as add comments and notes on the documents. ImageTool Professional Series provides wizards to send documents to a CD for distribution, and publishing documents to the WEB. The Professional user has the ability to maintain system users and document vaults with the appropriate security rights.

Most project management applications do not offer scanning and archiving capabilities. By implementing ImageTool with your project management software, you will have a complete solution to manage all of your project documentation.

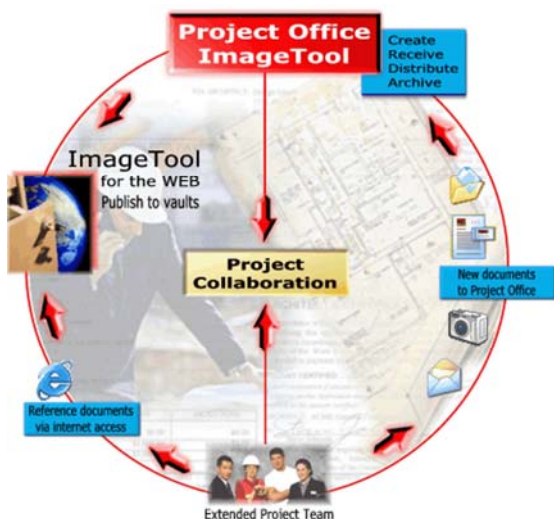
ImageTool Projects will directly integrate with Primavera software, Microsoft Office/Outlook, and other leading project management software.

### Benefits

- Immediately access critical information
- Secure project documentation
- Eliminate redundant copies
- Share information with project members in seconds
- Increase productivity
- Reduce expenses

### Features

- Mobile File Cabinet
- Enhance claims avoidance procedures
- Permanently store and archive project documents on CD with Project Closeout Wizard
- Capture any document through scanning, fax, remote office, digital camera or Windows application - including email
- Built in Contact Manager
- Quick Index Profiles
- Saved Search Profiles
- Full text search of documents & emails
- Sortable search results
- Statuses documents for data required and ball-in-court approvals
- Email notification for ball-in-court contact
- Document indexing template designed for project teams
- Create Commonly Used Document/Form Templates
- Automatically Populate Templates
- Security Event Logging
- Powerful OCR text engine for optional keyword searching across documents
- Automation makes indexing documents fast & easy
- Robust document scanning environment
- Industry standard data and image formats



**IMAGETOOL**  
DOCUMENT MANAGEMENT

770.751.9950  
[www.imagetool.com](http://www.imagetool.com)

**Scan and Store Documents**

- Save documents as pdf or tif
- Eliminate paper filing of letters, invoices, faxes, RFI's, change orders, drawings, digital photos, etc.
- Populate and index database fields via Optical Character Recognition (OCR) or Barcode Recognition
- Save images as a single page or in batches, with automatic file numbering and storage
- Preview documents before you file them
- Capture any document through scanning, fax, modem, digital camera, Windows application or other electronic documents (CAD, spreadsheets, word processing, etc.)

**Access and View Documents**

- Browse hundreds of documents in minutes
- Integrates images to your Windows applications
- View documents from your office or a remote location
- Zoom in on important information
- View three pages at a time
- Fax, print or e-mail right from your desktop or laptop computer

**Document Routing**

- Quick document routing via ImageTool Contact Manager
- Utilizes MAPI compliant email systems

**Document Collaboration**

- Use annotation tools
- Attach graphics and company logos to the scanned documents
- Print or fax with or without annotations
- Personalize your document

**Archive Documents**

- Project Closeout Wizard
- ImageTool Archive Wizard
- Mobile File Cabinet

**Additional Functionality**

- Research mode
- Append documents from scanner
- Insert, remove and move pages
- Create and save regions

**Annotation Tools**

- StickyNotes & QuickNotes
- Stamps – Customized & Preset
- Transparent and opaque annotations
- Highlight or hide areas
- Freehand sketch
- Insert custom bitmaps
- Annotation sensor indicator
- Print or fax saved regions

**Document Cleanup**

- Despeckle and deskew

**Integrated Digital Photo Support**

**Integrated Scanner Interface**

- QuickScan
- TurboScan – increase scanner speed 2x
- Intellidoc™
- Document collation
- Page separation
- File overwrite protection
- Single or multipage scanning
- User defined paper profiles
- Interactive zoom while scanning
- Scan preview, rescan and append
- Scanner support via ISIS and TWAIN

**Certifications**

- MS Office, Access, SQL Server, Exchange, Oracle, Primavera Systems

**System Requirements**

- Microsoft Windows 9x, Windows NT, Windows 2000, 2003 or XP
- 256MB RAM

<b>Product</b>	<b>ISIS Scanner Support</b>	<b>Zone OCR / Bar Code Recognition</b>	<b>OCR Engine</b>	<b>Publish Documents to Web</b>	<b>CD Archive</b>	<b>Annotate Documents</b>	<b>Search, View, Print &amp; Email</b>
<b>ImageTool for Office</b> Powerful document management tool, MS SQL Server / Oracle back end compliant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>ImageTool for Projects</b> Specifically designed for A/E/C, MS SQL Server / Oracle back end compliant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>ImageTool for Primavera®</b> Fully integrated with Contract Manager, P3e, P3e/c & TeamPlay; MS SQL Server / Oracle back end compliant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>ImageTool for the Web</b> Licensed per web server and provides end user access to documents published via ImageTool Professional Series							<input checked="" type="checkbox"/>
<b>ImageTool Client</b> All functionality except scanning, MS SQL Server / Oracle back end compliant		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>ImageTool View/Notes</b> View, search and retrieval capabilities						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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