



# KwikTag Basic

KwikTag transforms your business paper into digital images. It works the way you work, without complicated new work processes and scanning operations. KwikTag lets you file and retrieve your paper documents digitally and is ideal for a department and scalable for an enterprise.

Leverage KwikTag further by integrating its capture technology into existing applications (e.g., ERP, ECM, CRM, etc.).

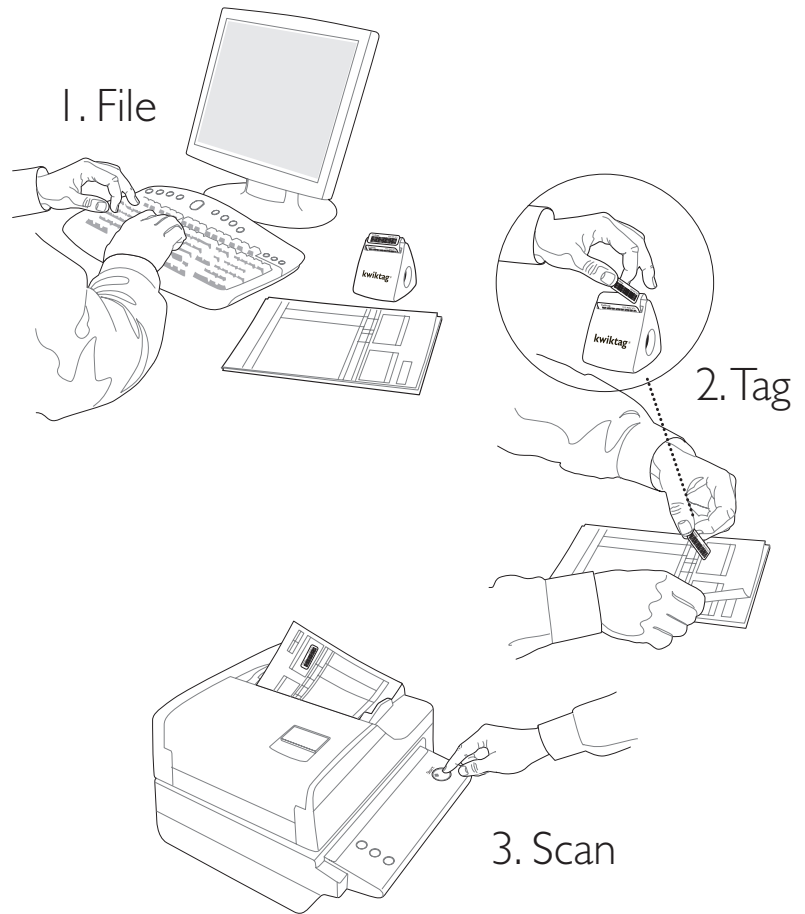
## How it Works:

### Simple, Three-Step Process

- 1 Enter**  
Enter filing/indexing instructions into the computer using KwikTag's client software.
- 2 TAG the document**  
From a KwikTag Label dispenser, tag the first page of the document. This sequenced barcode number is automatically linked with the document's filing/indexing instructions. KwikTag verifies the next barcode number in your dispenser. Confirm the number and click "OK".
- 3 SCAN**  
When convenient, drop stacks of tagged documents into any scanning device that automatically sends them to the KwikTag server. KwikTag reads the barcodes, assembles the document pages, and stores the document according to the related filing/indexing instructions.

## KwikTag Advantages

- Unmatched simplicity - easy to use and deploy
- No need for batching or cover sheets
- No post-scan image manipulation required
- Scan stacks of documents at once
- Scan when and where convenient
- Easily expand to other departments
- A complete solution - configurable out of the box
- Easy-to-use SDK for integration and development
- Leverage Microsoft Office SharePoint Server 2007 repository for document storage and retrieval



## Key Features

- Patented "index-before-scan" tagging methodology
- Pre-printed barcode (KwikTag label) dispensers
- Automatic page reconciliation (pre-and post-scan)
- Automatic page orientation (Auto Upright)
- Automatic image clean-up and quality control
- Flexible storage formats (TIFF, PDF, Word, Excel, etc.)
- Automatic delivery to KwikTag and external repositories
- Full text search (i.e., retrieve based on content)
- Quickly email documents from KwikTag
- Only authorized personnel can view and delete

"I've been in information technology for a long time and have looked at many technical solutions for many business needs. It is gratifying to see one that just simply works; and with regard to the paper problem, KwikTag does exactly that."

Jim Palopoli, Lee County Government — *KwikTag Enterprise Customer*

## KwikTag Benefits

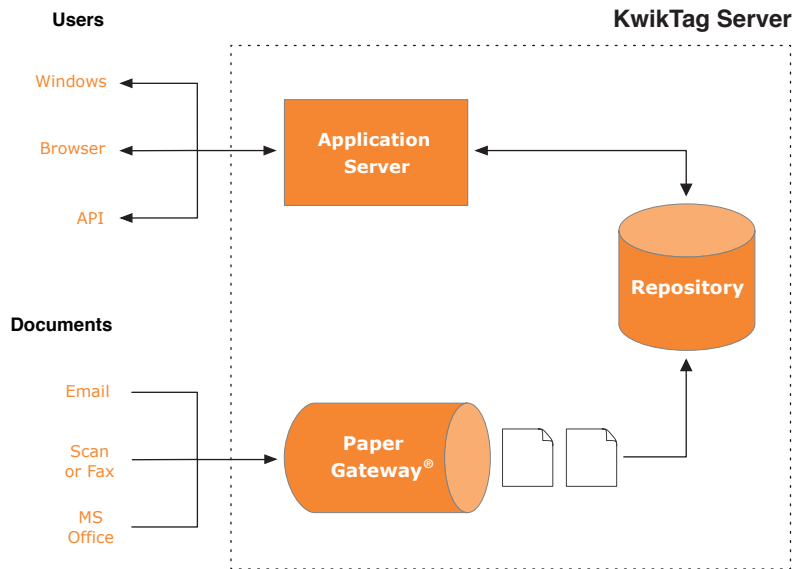
- Provides fast search and retrieval for all documents
- Eliminates lost and/or misfiled documents and the time spent searching for them
- Automatic quality controls makes document capture easy
- Send documents electronically to expedite distribution
- Easily share or secure access to documents
- Single repository for scanned paper, emails or electronic files
- Documents are easy to back-up and store offsite for disaster recovery (DVD)
- Recover precious office space and increase efficiency

## KwikTag is Flexible & Scalable

**Departmental** - Configured for the needs of a particular department, KwikTag is a turnkey system that files, manages and retrieves paper documents digitally.

**Enterprise** - Unmatched paper-to-digital system that simultaneously supports the needs of multiple departments, replaces conventional paper filing for hundreds or thousands of users, and facilitating widespread distributed capture.

**Integrated** - Easily integrate into other business applications with ImageTag's Software Development Kit (SDK). KwikTag's patented tagging method can be embedded in the line-of-business application. Related paper documents are filed and retrieved in-line with everyday work - all from within the application.



## Common KwikTag Applications

- Contract Management
- Human Resources
- Accounts Payable
- Expense Management
- Customer Service

## Leverage Existing Company Resources

- Digital copiers and multi-function peripherals (MFP)
- Network and production scanners
- Fax and Email Servers
- PDF and TIFF viewers
- Network storage devices

## Platform and Database

- Dedicated Server
- Windows Server 2003
- SQL Server 2005

## Client

- Windows 2000 XP or Vista
- MS Office 2003-2007
- Internet Explorer v7.0 or above

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