Introducing ES Imaging

Document Imaging System

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Why do we need a Document Imaging System?

Most modern, successful businesses utilize software applications to address the collection and processing of data needed to operate effectively and efficiently. However, these software applications only address one aspect of operational efficiency. Another aspect that is a challenge for businesses is the ability to easily retrieve documents that support the data within their software applications. Some of the manifestations of this business problem are:

- Inability to easily locate documents in physical file cabinets

  Hours each day are lost with the inability to easily locate a document. Whether the document is placed in the wrong file or it is lying on someone's desk this causes unnecessary wasted time.

- Recoverability of damaged documents

  Fire, water and natural aging of documents all contribute to documents rendered unusable. Continuity of business is of the utmost importance and damaged documents hinder effective operations.

- Difficulty in adhering to privacy regulations with paper documents containing confidential information

  The implementation of the Health Insurance Portability and Accountability Act (HIPAA) in 1996 and later with the Privacy Rule and the Security Rule in 2003, established standards regarding the privacy of an individual's health information. Information must be secured to prevent unauthorized personnel and outside persons from accessing the information.

  The Sarbanes-Oxley Act was established in 2002, in response to the corporate accounting scandals of several companies. Financial reporting requirements were put in place to safeguard outside vendors from corporate fraud. A public company must have processes and controls in place to ensure the accuracy and integrity of financial records.

- Difficulty in collaborating, due to dispersed work teams

  A challenging problem occurs with the current business trend of outsourcing work to staff that is not located in the same building, city, state or even country. Without an electronic retrieval and filing of documents, this is an unmanageable situation.

- Inability to access key documents from an remote location

  Many businesses require their staff to travel, or possibly work from home. Being unable to access necessary documents when working outside of the office causes insufficient operations.

- Increasing costs of physical file storage

  Effective utilization of office space is an important factor in maximizing profit for businesses. Physical filing cabinets are not only an eyesore, but also waste precious space.

- Accessibility of physical file storage

  Storage of files at an external location has become a necessity for many businesses and the document retrieval time lost is a burden on operations.

Every problem listed above can be solved with the implementation ES Imaging software. Documents are available in electronic form, from any location at any time. Only authorized employees are able to view designated documents as controlled by an administrator within your business. Access and updating of documents is tracked and an audit trail is available on each document.

ES Imaging was created by business professionals who were motivated to create a "better way" due to the frustrations of limitations and inconveniences common among many popular document imaging systems. The solutions were complicated but the result is simple. We at ES Imaging believe in our product.

Why is ES Imaging your Document Imaging Solution?

It's actually quite simple. We believe our product will speak for itself. Here are just some of the ES Imaging features to support our confidence in our product:

- Intuitive user interface

    ES Imaging uses the common tree-structure to easily navigate to necessary files and documents. Friendly, colorful screens are tailored to the functions needed by staff. Special icons can customize the software to your business domain.

- Simplified indexing of documents

    Keyword values are used to search and retrieve documents. These values can be tailored to each type of document and can be selected from a drop-down list to expedite indexing. Also, batch indexing options are available so that the indexing process can be more efficient.

- Enhanced search functionality

    Simple or complex searches can be performed with a variety of options. Searches can be customized and saved for later re-use.

- Flexible security that will address the most complex security needs

    Security is managed by an administrator and is built to handle the most specific security needs. Access can be controlled at a document, folder or file level. Access can be defined for a user (person) or role (persons functioning similarly). The user interface can be limited by security to allow protection of specific functions (such as indexing or administration).

- User friendly installation

    The application runs either as Flash or can be installed as an Air application. The application is not dependent upon a web browser once it is installed, which maximizes the screen real estate.

- Rapid implementation

  ES Imaging can be accessed via the Internet or a Local Area Network (LAN) which provides a high portability to other servers. After the administrative setup is complete, the product may be used for filing and retrieving documents electronically.

- Audit trail of all transactions

  Every access and update of a document is recorded in ES Imaging. Additionally, detailed activity performed by a user can be seen. Users, dates and times of access/updates are recorded within the audit log.

- Simultaneous logons

  A given user can be logged in from multiple computers at one time. This is especially helpful for an administrator for troubleshooting purposes.

- Preview ES Imaging software

  ES Imaging can be previewed from our [web site](). By using the preview, we are confident that the usability of ES Imaging will be apparent.

- No hidden costs

  Most imaging system pricing structures are complicated. We keep prefer to keep it simple. One comprehensive product, one reasonable cost. Cost is based on the number of user licenses and is extremely cost-effective for even a small business.

What does ES Imaging cost?

The real question is "what is it costing you *not* to use ES Imaging?" As shown below in the "Break Even" and "Annual Return on Investment" columns, ES Imaging quickly pays for itself. Beyond the financial benefits that ES Imaging provides are the intangible advantages of improved morale and ultimately better customer service.

Pricing for ES Imaging is based on the number of licenses needed. The "Break Even" and "Annual Return on Investment" in the below chart is based on a $17 hourly salary, 1 hour/day per person saved on filing, copying and retrieving documents. Document storage costs were not factored into these calculations. For a customized estimate, please visit www.esimaging.com.

Number of Staff	Price	Annual Maintenance	Total Price	Break Even	Annual Return on Investment
10	$4,925	$985	$5,910	~14 weeks	$44,200
20	$9,700	$1,940	$11,640	~14 weeks	$88,400
50	$23,150	$4,625	$27,750	~13 weeks	$221,000
100	$42,500	$8,500	$51,000	~12 weeks	$442,000

Pricing includes:

- If more than 20 users, Remote Installation, Setup and Training (up to 10 hours via Intranet video)
- If less than 20 users, Remote Installation is included.   A fee of $1,000 will be charged for Setup and Installation
- Annual Maintenance includes version updates and up to 20 hours of email support.

How do we try ES Imaging?

Visit www.esimaging.com to try ES Imaging. The demo enables you to experience the user-friendly design and functionality of our product. When you are ready to purchase, visit the pricing page to estimate the cost and begin the process of purchasing ES Imaging.