



Image Advantage Services Overview





Who is Image Advantage Solutions Inc.?

Image Advantage is a Document Scanning Service located between Kingston and Brockville, Ontario. We specialize in the scanning of paper documents and photos and electronic records management.

“Meeting & Exceeding Our Clients’ Expectations 100% of the Time”



Who is Image Advantage (Cont'd)?

- Founded in 1998
- President and Owner: Chad Haffie
- Present Staff of 5
- Located in Escott, Ontario
- We are:

Accurate

Highly Trained

On-time

Professional

Competitively Priced

Confidential

Technologically Advanced

Courteous

“Meeting & Exceeding Our Clients’ Expectations 100% of the Time”



Services

- Scanning of all sizes of Paper Documents
- Scanning of Large Format Drawings
- Scanning of Bound Books
- Scanning of Photos, 35mm Slides & Negative Film
- Document Imaging Consulting & Training
- Electronic Records Management Systems
- GIS Consulting and Services
- Optical Character Recognition
- CD & DVD Publishing & Replication
- VHS & 8mm Tape Conversion to DVD
- Off-Site Backup



Scanning of Paper Documents

- Scanning of all sizes of Paper Documents
- TIFF or PDF Output
- Adobe Acrobat Publishing
- Full Text Search Capability
- Indexing in PDF for Viewing with Adobe Acrobat Reader
- Indexing with Microsoft Access Database





Scanning of Large Format Drawings

- TIFF or PDF Formats
- Black & White, Greyscale or Colour
- Up to 600dpi Resolution
- Automatic Despeckle and Deskew





Scanning of Bound Books

- Scanning of Bound Books up to 17" x 23" per page
- Up to 400 dpi Resolution in Black & White or Greyscale
- Adobe Acrobat Publishing
- Indexing in PDF for Viewing with Adobe Acrobat Reader
- Full Text Search Capability
- Indexing with Microsoft Access Database





Scanning of Photos, 35mm Slides & Negative Film

- Scanning of Photos, 35mm Slides & Negative Film up to 6,400 dpi Resolution
- Adobe Acrobat Publishing on CD or DVD
- Slideshow Publishing on CD or DVD
- Slideshow Publishing on DVD for Viewing on Television
- Wedding & Family Photo Collections





Document Imaging Consulting & Training

Image Advantage has had experience in the document imaging and management field since 1994. The consulting services that we offer include:

- Analysis of Existing System(s)
- Defining of Problems & Inefficiencies with Existing System(s)
- Analysis of Existing Computer Infrastructure
- Defining of Indexing Structure of Documents & Workflow
- Cost/Benefit Analysis of Conversion to Electronic Document Imaging
- Privacy, Security & Legal Admissibility
- Training & On-Going Support



Electronic Records Management Systems

Image Advantage offers FileHold to organizations to take care of their EDRMS requirements.

FileHold document management software system is easy to install, and easy to use. The software licensing, implementation and support packages are affordable for small to large organizations.

FileHold can convert intellectual property into a secure organized electronic library. The software reduces time taken searching for information, decreases paper storage costs, while increasing worker collaboration and workflow efficiency across the entire organization. "Go Paperless", "Go Green" with FileHold document management software.





Electronic Records Management Consulting

Image Advantage offers various consulting services related Electronic Document and Records Management and some of these include:

- Requirements, Functionalities and Integrations Audit
- Creation of RFP
- Evaluation of Potential Systems for your Organization
- File Classification Creation and Implementation
- Creation and Implementation of Workflows
- Training of Staff
- Backfile Conversion
- On-Going Support



Remote Backup

The most important asset of an organization is its people. The second most important is its data. It is critical that important electronic records such as accounting files and client records are backup up not only on premises but also at another location just in case of fire, flood, explosion or theft of the computer equipment.

Off-site Backup (Image Advantage Backup)

Image Advantage offers remote backup of any electronic files of an organization to a safe and secure data centre in Canada. This data centre is Canadian owned and all data is stored in Canada. We offer a free consultation to that we may determine what files you want to back up and when. We then will perform a complete service of installing the backup solution and testing it.

Synch (Image Advantage Synch)

Many organizations have the requirement to share documents across a number of remote locations. Image Advantage Synch is a remote data centre that is a safe and secure place to host these documents. You may assign rights to remote users so that they may see only the documents and folders that they have the rights to see





GIS Consulting & Services

Image Advantage has a close relationship with ESRI (ArcGIS) to provide the following GIS services:

- Scanning and Linking Large Format Drawings, Paper Documents and Photos to Geodatabases
- Geocoding
- Combining Multiple Aerial Photos (mosaic)
- Mapping
- Data entry
- Custom GIS Solutions





CD & DVD Publishing & Replication

- Publishing of document collections onto CD or DVD with linked index & full text search capability in Adobe Acrobat format
- Publishing of photo collections onto CD or DVD with linked Table of Contents for viewing with the Adobe Acrobat Reader
- Publishing of photo collections in slideshow format with music on CD or DVD for viewing on computer
- Publishing of photo collections in slideshow format on DVD for viewing on television
- Adobe Acrobat publishing of promotional material onto CD or DVD with pictures, movie clips and sound.



Optical Character Recognition

Conversion of paper documents to electronic format in Microsoft Word or WordPerfect formats with an accuracy of 99.9%. Capability of converting text, images, tables and complex formatting.





VHS & 8mm Tape Conversion to DVD

Conversion of VHS and 8mm tape to DVD with introductory menu and credits at end.

