FUN FACTS ABOUT US

50M

1998

80+

40+

PAGES SCANNED

BUSINESS STARTED

WORKED WITH OVER 80
ONTARIO MUNICIPALITIES

MUNICIPAL FILEHOLD
CLIENTS

WHO IS IMAGE ADVANTAGE SOLUTIONS INC.?

Image Advantage is a Records Management Consulting Company located in Escott, Ontario, between Kingston and Brockville.
Image Advantage specializes in best practices for managing electronic documents and the process for digitizing paper files.
Reseller of the FileHold Electronic Document and Records Management System

ACCURATE

TECHNOLOGICALLY ADVANCED

ON-TIME

COMPETITIVELY PRICED

CONFIDENTIAL

COURTEOUS

HIGHLY TRAINED

PROFESSIONAL

WHAT WE DO

SCANNING OF ALL SIZES OF PAPER DOCUMENTS

FILEHOLD ELECTRONIC RECORDS MANAGEMENT SYSTEM

SCANNING OF BOUND BOOKS

TOMRMS – THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM

SCANNING OF LARGE FORMAT DRAWINGS

DOCUMENT IMAGING CONSULTING & TRAINING

SCANNING PHOTOS, SLIDES AND NEGATIVE FILM

SCANNING OF MICROFILM AND MICROFICHE

SCANNING OF NEWSPAPERS

FileHold
Document & Record Lifecycle Software

★ FastFind

★ Full Audit Trail

★ Security & Permissions

★ Retention

★ Workflow

★ Version Control

★ Naming Conventions

★ TOMRMS Integration

★ Microsoft Office Integration

★ Automatic OCR

★ Print-to-FileHold

★ Guest Access - share documents to the public

ELECTRONIC RECORDS MANAGEMENT SYSTEM

Image Advantage offers FileHold to Municipalities 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.

THE ONTARIO MUNICIPAL RECORDS MANAGEMENT SYSTEM (TOMRMS)

Developed in conjunction with the Association of Municipal Clerks & Treasurers of Ontario

Used by 100's of Ontario Municipalities since 1990

Complete File Classification System for Managing Records

PRIMARY COMPONENTS

- Classification / Indexing System

- Retention Schedule = Current Legislation

- Policies for Records Management

- Procedures for Records Management

TOMRMS

The Ontario Municipal Records Management System

Requirements, Functionalities and Integrations Audit

Evaluation of Potential Systems for your Organization

File Classification Creation and Implementation

Training of Staff, Backfile Conversion, On-Going Support

ELECTRONIC RECORDS MANAGEMENT CONSULTING

Image Advantage offers various consulting services related Electronic Document and Records Management

ANALYSIS

Existing System(s)

Defining of Problems & Inefficiencies with Existing System(s)

Analysis of Existing Computer Infrastructure

Cost/Benefit Analysis of Conversion to Electronic Document Imaging

Defining of Indexing Structure of Documents & Workflow

Privacy, Security & Legal Admissibility

TEAM DEVELOPMENT

TRAINING AND CONSULTATION

Implementation Strategies for Electronic Documents and Records Management Systems

On-Site and Remote Training Packages and Programs

User/Client Specific approaches to ensure successful acceptance and implementation of system

DOCUMENT IMAGING CONSULTING & TRAINING

Image Advantage has had experience in the document imaging and management field since 1998

SCANNING OF PAPER DOCUMENTS

DOCUMENTS

Scanning of all sizes of Paper Documents

ABILITIES

Full Text Search Capability

OUTPUT

PDF / TIFF
Adobe Acrobat Publishing

- Image Advantage Solutions Inc. utilizes Fujitsu scanners for all our document feeder based scanning processes.
- Along with the Fujitsu scanners Image Advantage uses PaperStream Capture to ensure superior image quality.
- Image Advantage Solutions Inc. is an authorized reseller of all Fujitsu scanners.
- Please find more information regarding the benefits of scanning with PaperStream here: www.youtube.com/watch?v=y-b8pZPIs-c&feature=youtu.be .

DOCUMENTS
Maps
Drawings
Plans

ABILITIES
Full Text Search Capability
Despeckle
Deskew

SCANNING OF LARGE FORMAT DRAWINGS

OUTPUT
PDF / TIFF
Black & White or Colour

- Contex HD Ultra
- Vidar Select 600e
- Vidar Flash 600e

Authorized reseller of a wide range of Contex Large Format Scanners

SCANNING OF BOUND BOOKS

ABILITIES

Full Text Search Capability

DOCUMENTS

Scanning of all sizes of Paper Documents

OUTPUT

PDF / TIFF
Adobe Acrobat Publishing

SCANNING OF NEWSPAPERS

ABILITIES

Full Text Search Capability

Black & White, Greyscale or Colour

OUTPUT

PDF / TIFF

IQ FLEX

- Contex IQ Flex
- WideTek 25

Authorized reseller of a wide range of Contex Large Format Scanners

SCANNING OF PHOTOS AND SLIDES

35 SLIDES AND NEGATIVE FILM

Great quality of image

PHOTOS

Scanning of photos up to 8.5" x 11"

OUTPUT

JPG or PDF at up to 4800 dpi optical resolution

SCANNING OF MICROFILM AND MICROFICHE

MICROFICHE

Great quality of image
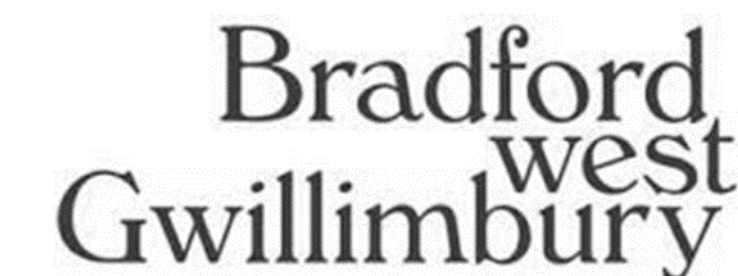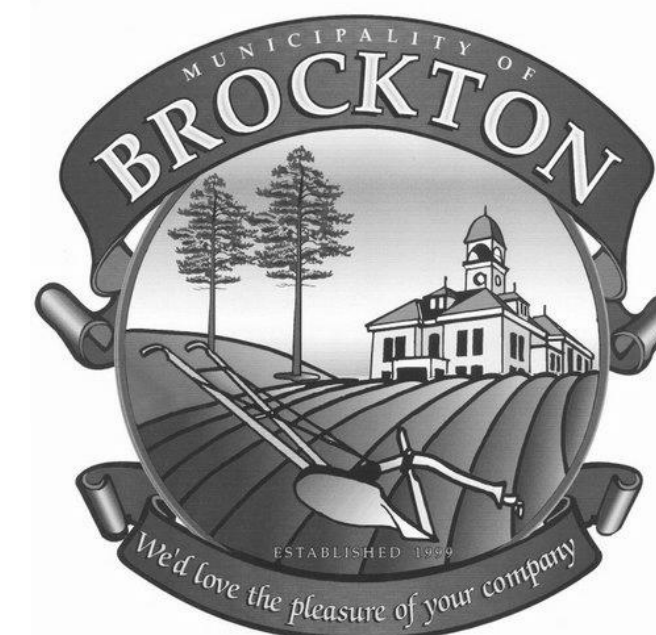
MICROFILM

Ultra high definition scanning

OUTPUT

PDF or TIFF
Full text searchable

ScanPro 3000

SOME OF OUR CLIENTS
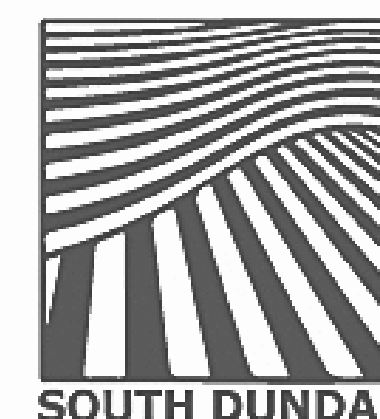
OUR MUNICIPAL CLIENTS

Filehold clients in bold italics

- ***Mohawk Council of Kahnawake***
- ***Township of Alfred and Plantagenet***
- County of Stormont Dundas and Glengarry
- Township of South Glengarry
- Township of North Glengarry
- ***Township of South Stormont***
- Township of North Stormont
- ***Township of South Dundas***
- Township of North Dundas
- ***Municipality of North Grenville***
- ***Village of Merrickville-Wolford***
- ***Township of Edwardsburgh/Cardinal***
- ***Township of Elizabethtown-Kitley***
- ***Town of Prescott***
- ***Township of Augusta***
- City of Brockville
- Township of Front of Yonge
- Township of Beckwith
- Town of Carleton Place
- ***Town of Smiths Falls***
- ***Township of Rideau Lakes***
- Village of Westport
- ***Town of Gananoque***
- ***Town of Renfrew***
- Township of Horton
- ***Town of Arnprior***
- City of Kingston
- County of Frontenac
- Township of South Frontenac
- Township of Central Frontenac
- Township of Drummond/North

Elmsley
- Township of Lanark Highlands
- Lanark County
- Town of Perth
- ***Loyalist Township***
- Town of Greater Napanee
- County of Lennox & Addington
- County of Hastings
- County of Prince Edward
- City of Belleville
- ***Town of Bancroft***
- Municipality of Highlands East
- Township of Madawaska Valley
- Township of Limerick
- Township of Wollaston
- Township of Faraday
- Municipality of Centre Hastings
- Municipality of Hastings Highlands
- Municipality of Stirling-Rawdon
- Township of Tudor and Cashell
- North Algona Wilberforce Townhip
- ***Township of North Kawartha***
- County of Haliburton
- Township of Havelock/Belmont and Methuen
- Township of Asphodel-Norwood
- Township of Cramahe
- ***Township of Whitewater Region***
- Township of Carlow/Mayo
- City of Quinte West
- Township of Admaston/Bromley
- ***Township of Cavan Monaghan***

- ***Township of Bradford/West Gwillimbury***
- County of Peterborough
- ***Town of Georgina***
- ***Municipality of Trent Lakes***
- ***Municipality of Brockton***
- Municipality of Meaford
- ***County of Norfolk***
- ***Township of Guelph/Eramosa***
- ***Township of Georgian Bluffs***
- ***City of Thorold***
- ***Township of Clearview***
- Municipality of West Perth
- ***Perth County***
- ***City of St. Thomas***
- Township of Howick
- ***Township of Georgian Bay***
- ***Township of Strathroy-Caradoc***
- ***Municipality of Grey Highlands***
- ***Municipality of Sioux Lookout***
- ***Township of Marmora and Lake***
- ***Township of McNab/Braeside***
- ***Township of Greater Madawaska***
- ***Township of Bonnechere Valley***
- ***Town of Erin***
- ***Town of Minto***
- ***City of Kenora***
- ***Municipality of Huron East***

CONTACT US TODAY FOR A FREE ESTIMATE

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