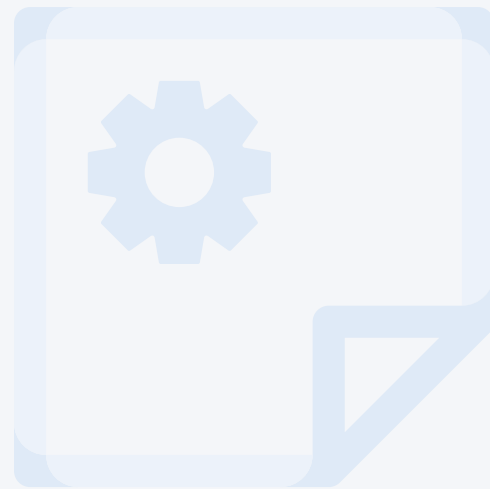# image advantage

A DIVISION OF OCTACOM

Records Management Solutions

Facts at a Glance

150M

IMAGES PER YEAR
SCAN CAPACITY

1967

BUSINESS STARTED

150+

TEAM MEMBERS

100+

MUNICIPALITIES AND
PROVINCIAL AGENCIES

Who is Image Advantage?

Image Advantage is a recognized leader in the field of digitization services and records management solutions. Our commitment to delivering high-quality services, coupled with our extensive experience, has made us a trusted partner for over 100 municipalities, government agencies, and industry clients.

Image Advantage is a subsidiary of Octacom Limited, a privately-held 100% Canadian-owned company. Octacom is a Protected B organization following rigid security, privacy and compliance protocols, ISO27001 compliant and a SOC 2, Type 2 audited organization.

Image Advantage's state-of-the-art production facility is located in Mallorytown, Ontario. We also have two additional production facilities located in Richmond Hill and Hamilton, Ontario.

✓	Accurate	🔒	Confidential
⚙	Technologically Advanced	✓	Courteous
🕐	On-Time	👥	Highly Trained
$	Competitively Priced	★	Professional

WHAT WE DO

RECORDS MANAGEMENT CONSULTING AND SERVICES

FileHold
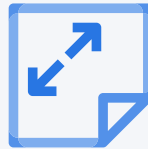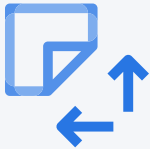Document & Record Lifecycle Software

Electronic Document and Records Management System

File Classification Consulting

Document Imaging Consulting and Training

SCANNING SERVICES

Paper Documents of All Sizes

Large Format Drawings

Bound Books

Photos, Slides and Negative Film

Microfilm and Mircofiche

Newspapers

RECORDS MANAGEMENT CONSULTING AND SERVICES

FileHold Electronic Document and Records Management System

FileHold
Document & Record Lifecycle Software

CERTIFIED RESELLER

- ★ FastFind
- ★ Full Audit Trail
- ★ Security and Permissions
- ★ Retention
- ★ Workflow
- ★ Version Control
- ★ Naming Conventions
- ★ TOMRMS Integration
- ★ Mircosoft Office Integration
- ★ Automatic OCR
- ★ Print-to-FileHold
- ★ Guest Access
  Share Documents to the Public

Image Advantage offers FileHold to take care of our clients' EDRMS requirements.

FileHold Electronic Document and Records 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 spent searching for information, decreases paper storage costs, while increasing collaboration and workflow efficiency across the entire organization.

Go Paperless   Go Green

File Classification Consulting

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

› 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

Document Imaging Consulting and Training

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

ANALYSIS

› 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 Document and Records Management Systems

› On-Site and Remote Training Packages and Programs

› User/Client Specific Approaches to ensure Successful Acceptance and Implementation of System

SCANNING SERVICES

Paper Documents of All Sizes

DOCUMENTS
Scanning Paper Documents of All Sizes

ABILITIES
Full Text Search Capability

OUTPUT
Adobe Acrobat Publishing

› Image Advantage utilizes Fujitsu scanners for all of our document feeder-based scanning processes and PaperStream Capture to ensure superior image quality.

› Image Advantage is an authorized reseller of all Fujitsu scanners.

Large Format Drawings

DOCUMENTS
Maps / Drawing / Plans

ABILITIES
Full Text Search Capability / Despeckle / Deskew

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.

Bound Books

DOCUMENTS
Scanning Paper Documents of All Sizes

ABILITIES
Full Text Search Capability

OUTPUT
PDF / TIFF / Adobe Acrobat Publishing

Photos, Slides and Negative Film

PHOTOS
Scanning of Photos up to 8.5" x 11"

SLIDES AND NEGATIVE FILM
Great Image Quality

OUTPUT
JPG or PDF at up to 4800 DPI Optical Resolution

Microfilm and Mircofiche

MICROFILM
Ultra High Definition Scanning

MICROFICHE
Great Image Quality

OUTPUT
PDF / TIFF / Full Text Searchable

Newspapers

ABILITIES
Full Text Search Capability /
Black & White, Greyscale or Colour

OUTPUT
PDF / TIFF

› Contex IQ Flex

› WideTek 25

› Authorized reseller of a wide range of Contex
  Large Format Scanners

OUR FILEHOLD AND MUNICIPAL CLIENTS

MORE CLIENTS

McCloskey International Ltd.	Perth County
Mohawk Council of Kahnawake	ReMax Real Estate Centre Inc.
Municipality of Brockton	Town of Arnprior
Municipality of Grey Highlands	Town of Bancroft
Municipality of Huron East	Town of Bradford West
Municipality of Sioux Lookout	Gwillimbury Chris Harbour
Municipality of Trent Lakes	Town of Erin
Norfolk County	Town of Gananoque

MORE OF OUR CLIENTS

EDUCATION

Algonquin and Lakeshore Catholic District School Board

Brock University

Queen's Geological Sciences

Queen's University Faculty of Law

MILITARY

Department of National Defence Army Publishing Office

Department of National Defence Directorate of Army Doctrine

Permanent Executive Secretariat of the Conference of American Armies

BUSINESS INDUSTRY

Arch Disabilty Law

BGM Metalworks

Casco (Canada Starch)

Cuso International

MINING

American Institute of Mining, Metallurgical and Petroleum Engineers

Association for Iron & Steel Technology

Canadian Institute of Mining, Metallurgy and Petroleum

International Society of Mining Engineers

GOVERNMENT AND MUSEUMS

Canada Science and Technology Museum

Canadian Museum of History

Canadian War Museum

Canadian Mental Health Association, Ottawa Branch

CONSERVATION AUTHORITIES

Cataraqui Region Conservation Authority

Central Lake Ontario Conservation Authority

Essex Region Conservation Authority

Kawartha Conservation Authority

CONSERVATION AUTHORITIES

Brockville General Hospital

Haliburton, Kawartha, Pine Ridge District Health Unit

Hastings and Prince Edward Counties Health Unit

Kingston General Hospital

image advantage

A DIVISION OF OCTACOM

Contact us to get a free estimate today!

IMAGE ADVANTAGE

OCTACOM

Kingston

1-1345 County Road #2
Mallorytown, ON K0E1R0

T   613 659 4620
F   905 737 7185

sales@imageadvantage.com
www.imageadvantage.com

Richmond Hill (Head Office)

45 Staples Avenue, Suite 120,
Richmond Hill, ON L4B 4W6

T   905 737 0700
F   905 737 7185

info@octacom.ca
www.octacom.ca

Hamilton

40 Wellington Street North
Hamilton, ON L8R 1M8

T   905-522-6127
F   905-523-1140