



# ImageView

## A document management system designed to run on the IBM i platform

**ImageView** is a document management system that runs on the IBM i platform and enables you, without the need for any additional programming, to integrate documents from a variety of sources with the IBM i business application.

We rarely access our line-of-business applications in isolation - we nearly always need to reference documents from other sources at the same time.

**ImageView** has been designed to give you simple access to these many sources of information directly from within your application.

### Instant Access to any Document

Without reprogramming or changes to the software running on your IBM i platform, **ImageView** lets you link indexed content (letters / forms / drawings / photographs / faxes / electronic documents / computer-generated (spool file) reports / emails...) to the data in your applications.

### Classifying Images

**ImageView** folios provide another big benefit - standard cataloguing (index) only allows you to define a specific file classification or location under which content can be filed.

**ImageView** lets you index the same content in many folios so that you can retrieve it through different searches - an invoice may be found in an accounts folio or in the customer folio itself for example.

## Creating and Saving Documents

With the use of a scanner (for physical content) or file import, you index content into a batch or as an individual item into the application folio.

Documents, such as reports, created on the IBM i platform, may be automatically ingested (even down to just the individual page such as an invoice) into the appropriate folio.

The ImageView Windows client attaches directly to the IBM i platform and acts as a universal interface between your application(s) and all the reference content you may need whilst using the application (emails, letters, invoices, contracts etc.).

## Your Filing done Automatically

**ImageView** eliminates the main problem associated with traditional document imaging systems – that of indexing. **ImageView** itself determines how to index an image by reading the data displayed on the IBM i workstation screen and selecting the relevant data field (the customer name or number perhaps) or by setting up the relevant index when scanning the documents in.

There are many automatic indexing and data capture

techniques available to further optimise the initial document capture including OCR, ICR, OMR and bar coding.

**ImageView** stores all documents and images just once, but lets you and your colleagues have simultaneous access to them.

## Some key benefits ImageView document management can bring to an organisation:

- **Improve staff efficiency**
- **Remove unnecessary document duplication**
- **Enable collaboration across the organisation**
- **Control access and data compliance**
- **Integrate with CaseView, FormView, IEP and many other applications for further automation benefits**