

**The Integra Document Imaging Solution provides comprehensive electronic document management by integrating with leading document management software providers.**

**Integra's Document Imaging Solution provides comprehensive and cost-effective Document Imaging, Workflow, Retrieval and Retention capabilities.**

**By partnering with industry experts, Integra's integrated document solution delivers the best imaging solutions at a fraction of the cost of competing systems.**

Rapid Document Scanning & Capture

Flexible Document Indexing

Electronic Document Management

Secure Desktop Document Retrieval

Quality Assurance

Electronic Report Management

Full Text Processing

Web-Based Retrieval

Document Workflow & Routing

Disaster Recovery

Remote Document Access

## **Overview**

Integra's document management systems are written and adapted for your specific business applications. Our document management solutions can be applied to any area of your organization. Common uses include but are not limited to Accounts Payable Invoicing, Revenue documentation, JIB statement management, and Lease Records Management. Our solutions can be configured to match the specific needs of your organization.

Your staff will have access to scanned documents and over 250 other format documents (MSOffice, PDF, Text, etc) in one central searchable database at their desktops with only a few keystrokes. Once documents are scanned or imported, our document imaging solution files documents in electronic drawers with folders, thus turning a PC into a virtual filing cabinet. Once a document is captured, your staff can highlight areas, attach notes, draw lines, or block out sensitive sections of the documents. You can simultaneously print, email, or fax documents to several locations using our distribution features.

Integra's imaging systems are built with an unlimited number of security groups, which can be designed for your specific needs. With its built-in flexibility, our Imaging systems have multiple levels of security. Also, all document transactions are tracked to create a complete audit trail of the documents life. With these features, our system is many times more secure than a traditional filing cabinet. In addition, different documents can be tagged or grouped with a few keystrokes and written to a searchable CD-ROM. Perfect for audits!

Our cost-effective per-user licensing options allow us to configure an integrated document imaging and workflow solution that will meet the needs of your organization at a fraction of the cost of competing solutions.

By turning documents into digital files, our system allows more flexibility than paper. Another valuable asset with document imaging is disaster recovery. Since our system stores all images on your server, when you back up your computer system, you are also backing up your document filing cabinet. After a fire, flood, tornado, or other disaster, paper files are tragically lost forever; with Electronic Document Imaging's disaster recovery protection your documents are protected and recoverable within minutes. It's insurance for your intellectual property!

Our commitment to the industry includes working with state-of-the-art document management products to help our users streamline their document management needs.

## **Service and Support**

Help Desk Support  
Training & Implementation  
Data Migration & Integration  
Consulting

## **Contact the Integra Team**

[kwilliams@avatarsystems.net](mailto:kwilliams@avatarsystems.net)  
432.684.1155