DOCUMENT MANAGEMENT SERVICES

ELIMINATE THE INEFFICIENCY OF PAPER BASED FILING

- Conversion of Business Size Files, Architectural / Engineering Drawings
- Image Capture of Microfilm / Microfiche to Digital Image
- Bar Code Recognition, Full Text Search / Retrieval
- Raster Image to Vector Image Conversion
- CD / DVD Production / Duplication
- Indexing / Metadata Tagging
- **SECURE CLOUD BASED DOCUMENT MANAGEMENT - ECM**

Offsite Storage Only Moves the Problem Out of Your Reach.
What if <u>All</u> of Your Records Could Be Delivered to Your Desktop?

Cloud vs On-Premises Software
12 Important Reasons to Choose Cloud ECM Over Traditional Installed Software

The Cloud model provides **tremendous advantages** over traditional on-premises software implementations. To help you make the **right choice**, consider these **12 reasons** why you should consider VCE for your next document management or workflow solution.

Michael.Gillis@vadoc.virginia.gov

Reason 1 - Rapid Deployment

VCE can have you up-and-running in days or weeks — not months or even years like on-premises systems — with no hardware or software to install and no servers to buy. That estimate doesn't even count all the customization you have to do with on-premises applications. The easy-to-use browser interface minimizes the VCE user adoption time frame, meaning your time-to-value will be much faster.

Reason 2 - Complete Solutions Out of the Box

Solving a typical content management business problem requires the integration of multiple technologies like document management, workflow, scanning, capture, e-mail management, etc. With VCE, 22 ECM technologies are pre-integrated. There is no need to add additional modules or pay for expensive and timeconsuming integration services.

Reason 3 – Low cost

With VCE's highly affordable pay-as-you-go service you avoid capital costs for servers, software, and integration.

Reason 4 - Low Risk

With an affordable one-year subscription, VCE delivers an enterprise class ECM solution without the aggravation of maintenance contracts and upgrade fees.

Reason 5 - No Capital Expenditure Requests

VCE is paid for on a subscription basis, an operating expense, letting you avoid the hassle of capital expenditure requests. With VCE, you can often enjoy the solution in less time than it takes to gain approval for the capital expenditure request for on-premises software.

Reason 6 - Your Content is More Secure

VCE employs an advanced access-control framework built into the core solution that enables secure authentication, provides advanced logging of user activity and allows administrators to control which users have access to highly sensitive documents. Multiple layers of firewalls ensure high levels of protection against Intrusion detection and security vulnerabilities.

Reason 7 - Higher Availability and Reliability

VCE delivers proven higher than many internal IT organizations can deliver. VCE's documented disaster recovery plan includes redundant and failover servers, routers and switches.

Reason 8 - Greater Control Over Access to Your Data

VCE hosts your data, but it's your data. It can be downloaded, at any time, by someone with permission — without any IT involvement.

Reason 9 - Enhanced Business Agility

VCE can be extensively tailored to meet your needs through configuration, not programming. The result is faster time-to-deployment and the ability to take full advantage of VCE upgrades as they are released every 10–12 weeks. Your VCE application evolves — without costly or complex reprogramming — as your business changes.

Reason 1O - Easy Intergration

VCE allows you to invoke document management and workflow features from within other applications. Users don't need to learn a new system to take advantage of added capabilities. VCE also offers a number of ways to integrate your systems — using a flat file or using VCE's complete Web services capabilities for seamless integration with other Cloud and installed applications.

Reason 11 - Satisfied Customers

Analytics Report on Cloud, 92 percent of companies reported that their Cloud implementation had mostly or totally met their expectations. Contrast these numbers with the extensive record of failures for ECM.

Reason 12 - A Level Playing Field

With on-demand solutions, every business and department can enterprise class ECM solutions. VCE Cloud makes it fast, affordable, and easy to implement and use ECM. And that's a competitive advantage every business can use.

Reality of Paper-Based Filing

An average organization:

- Makes **19** copies of each document
- Spends **$20** in labor to file each document
- Spends **$120** in labor searching for each misfiled document
- Loses one out of every **20** documents
- Spends **25** hours recreating each lost document

Source: PricewaterhouseCoopers

Eliminate Expensive Storage Fees

- A CD can hold about **12,000** pages
- A DVD can hold about **60,000** pages
- Today's hard disk drives can easily eliminate approximately **198** 4 drawer filing cabinets

We scan <u>ALL</u> document types and sizes, from business cards to A & E drawings

RASTER TO VECTOR IMAGING

What's the difference between raster and vector images?
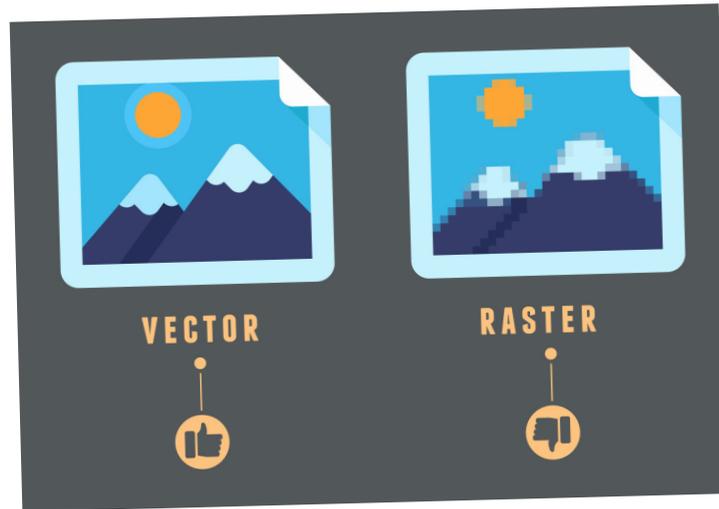
Raster Images are composed of small squares of color. As a result, not only are they difficult to edit or correct, they appear **"jaggy"** when you try to make them larger.

Vector Images use mathematical formulas to draw shapes, lines and text. Vector images are **easily** edited and can be scaled to look **great** at any size, from business cards to banners.
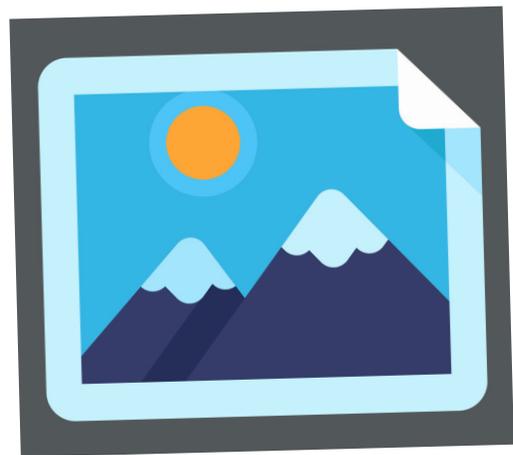
WITH RASTER TO VECTOR IMAGING, YOU'LL BE ABLE TO ...

- Update & correct maps, technical drawings and architectural plans
- Restore & clean up existing documents
- Access & edit documents in multiple formats
- Resize images easily and cleanly

Raster to Vector Imaging Makes your documents more flexible and useful resources that never become outdated. Vector files, can be imported to AutoCad as well.

DOCUMENT MANAGEMENT SERVICES

ELIMINATE THE INEFFICIENCY OF PAPER BASED FILING

Mike McDonald

VCE Document Conversion Center

144 Prison Lane

Troy, VA 22974

804-339-2065

Michael.Mcdonald@vadoc.virginia.gov

CREATING QUALITY PRODUCTS AND PROMISING FUTURES