



Add-on for Versatile Software

Versatile Imaging is an add-on that enables images to be managed as records. With the Imaging module, documents are not just scanned and indexed, but they are stored in Versatile Enterprise, right alongside the physical records from which they were generated. You can even view the physical files and electronic images in the same screen. Retention policies can be established to govern the life cycle of electronic images as well as tangible physical records—and all in the same powerful application.

Harness the power of the Versatile Imaging by eliminating the hard-copy request and retrieval process, as users view records online. Comprehensive security keeps unauthorized eyes from viewing the wrong documents. Bulk load previously scanned images into image queues for later classification and attachment to files. Having multiple image queues allows you to organize the images into batches. For example, you could set up image queues by user, department, or even content.

Users may search for and display images directly through the Versatile Enterprise application. Powerful full-text search provides for Boolean (AND/OR/NOT), phrase, proximity, and sounds-like logic.

Standard imaging tools are built in, including redaction, image rotation, electronic sticky notes, thumbnail display, magnification tool, and more. Versatile Imaging supports most TWAIN compatible scanners.



▣ **System specifications and requirements**

Requires TWAIN compliant scanning device connected to a workstation running the Versatile application

▣ *Versatile Imaging is the key to obtaining needed information quickly and easily.*

▣ Managing **Information** the way YOU work.



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