



Every time you handle a document, it's costing you money.

Document management, storage and document sharing are ongoing costs of doing business, yet even when document management only costs a fraction of a cent per document, the long term costs quickly add up.

Increasing regulations for records retention means more businesses and professionals will see their budget for document management increasing. Reducing costs, both short term and long term costs, requires a comprehensive solution.

Archive Manager can be your single solution for scanning, imaging, storing, retrieving and distributing documents. Archive Manager is a scalable solution that will grow with your business and free up your resources to focus on your own core business.

**Archive Manager Features:**

- Document Scanning and Archiving  
Securely scan and store digital copies of business documents.
- Data Management  
Customized search tools make it easy to find and retrieve archived documents instantly and from any locations with access to the Internet.
- Barcode Integration and Printing  
Powerful scanning and printing features add flexibility to your existing document management systems.

**What are your most vexing document management issues?**

- Sharing documents with multiple users in multiple locations?
- Time wasted spent looking for documents or making duplicates?
- File storage solutions – electronic and hard copies – are filling up too quickly?
- Postage fees eating into your profits?
- Important documents are hard to find or come up missing?

Archive Manager is a Single, Scalable Solution for Scanning, Indexing, Retrieving and Sharing documents.



**3. Archive Manager Uses Barcoding to reduce errors and improve productivity.**

Archive Manager will generate, print, scan and read barcodes. Users can create barcodes, print barcode labels or barcode cover sheets, and use them on individual documents or to tag groups of documents. With barcodes, you can set and read automatic scan settings or attached indexing information to documents. When multiple barcodes are present on a document, Archive Manager picks out only the barcodes you want – automatically.

**4. Secure Access is always a top priority with Archive Manager.**

For security purposes, you can control when and how to use password protection and logins. When you have multiple users working with documents from many locations, Archive Manager lets you control how users will access the documents.



**How Can Archive Manager Work for You?**

**1. Archive Manager controls scanners and stores images**

Whether you need to scan documents one at a time, or batch scan multiple documents, Archive Manager reduces the time and resources needed to scan documents to digital images. Single pages or multiple pages are scanned and indexed quickly. Archive Manager's ability to generate and read barcodes means you can set scan settings once and reuse them over and over again.

All major image formats are available to produce the highest quality scans, and Archive Manager lets you convert documents from one image format to another. Resizing images, improving contrast, sharpening images, rotating or correcting skew are just some of the advanced scanning features designed to save you time and resources.

You can annotate your scans with virtual sticky notes and stamps that can be quickly "peeled off" when necessary for printing or viewing.

**2. Archive Manager allows you to find and retrieve documents from any Internet enabled location**

Scanned images are tagged with custom data fields that you can add manually or automatically. Archive's barcode features allow you to create, print and use barcodes to automatically tag and index documents, or you can tie your documents to an external database.

You can choose to store images on your own servers, or let Archive Manager take care of all your storage, backup and data integrity needs by using our saving images on one of our secure servers. Regardless of where you choose to store your images, Archive Manager makes your documents available for viewing, printing, emailing or annotating anytime and from any Internet access point.

With Archive Manager's Easy-to-Use Interface, you can actually improve the quality of your documents, not just scan them.

With easy-to-use pull down menus and a Windows look and feel, you will feel right at home with this powerful software.

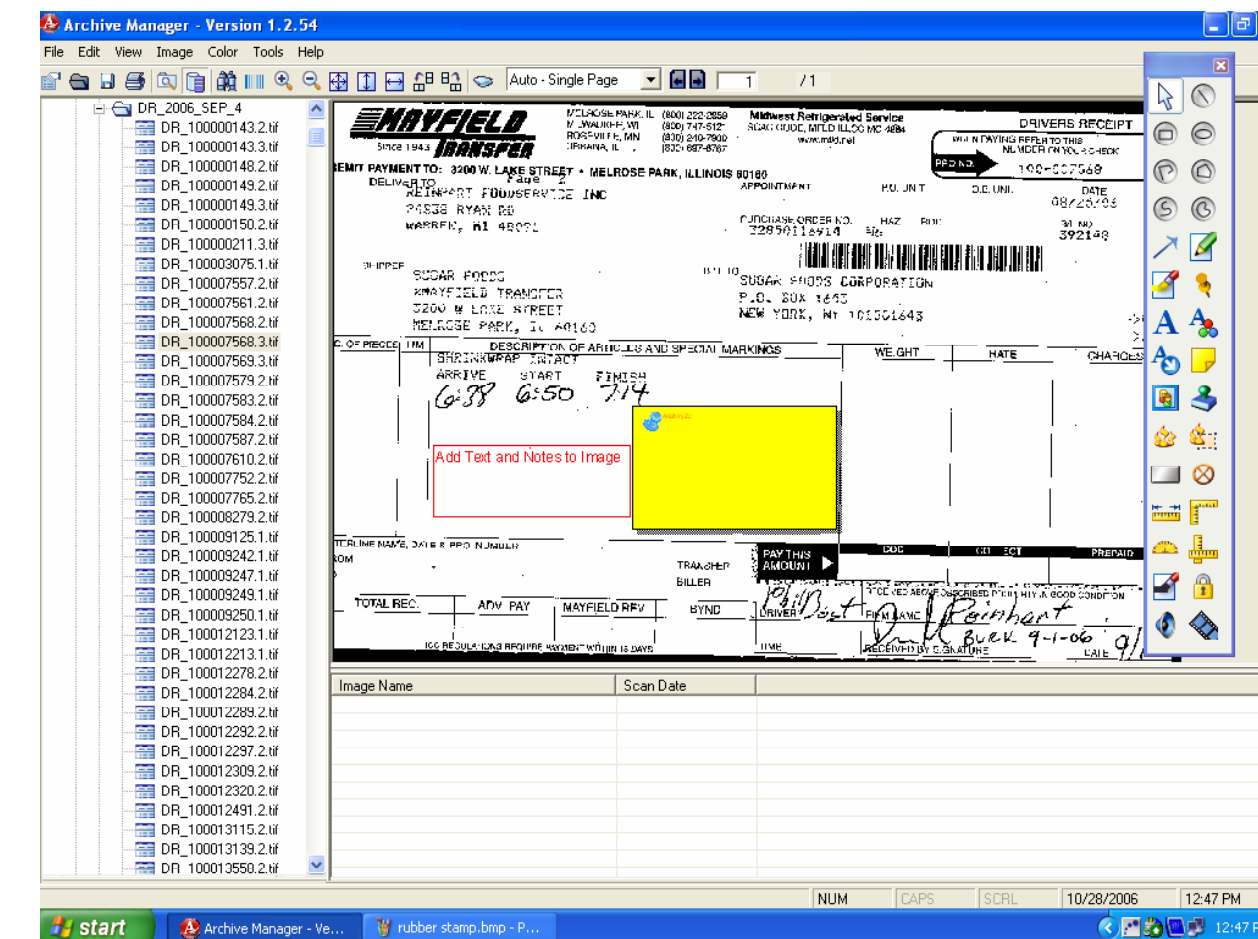
The Application view shows both the file list view and the image itself. You can view/hide the list to quickly find just the images you need. You can change to view type from Explorer (shown) to Database.

View single or multiple images and convert images to multiple formats (TIFF,JPEG,PCX,GIF, BMP, etc.)

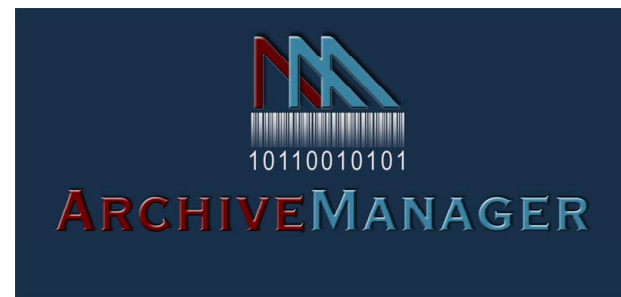
Archive Manager's annotation capabilities allow you to attach "sticky notes" or stamps like Paid, Received by, Shipped. You can even create your own custom stamps. These are virtual sticky notes that you can attach and peel off over and over again.

Fixing image quality problems is a snap with Archive Manager. Images can be rotated, resized, zoomed, flipped or deskewed. For maximum editing capability, you can preview all your changes before applying them to the original scan.

Archive Manager has multiple features to allow you to adjust and improve image quality, contrast, brightness, sharpness and resolution. Extended color management support is included to manipulate hue, saturation, histograms and gamma channel color information. There is even support for spatial filters and effects.



Archive Manager standard user interface, with Explorer view and image window. Yellow "sticky notes" make it easy to add additional information to a document and still maintain the original exactly as it was when scanned.



Contact Information

Business Card diamond cut?

# Who Needs Archive Manager?

- Lawyers
- Accountants
- Medical Offices
- Manufacturing Companies
- Engineering Firms
- Transportation Companies
- Customer Service
- Accounts Payable
- Human Resources
- Shipping & Receiving
- Vehicle Maintenance Shops

## Your Business!

**Archive Manager is the perfect solution for all your business or professional document needs...**

- |                      |                             |
|----------------------|-----------------------------|
| • Court transcripts  | • Mechanical Drawings       |
| • Depositions        | • Revision Drawings         |
| • Filings            | • Assembly Notes            |
| • Bank Statements    | • Revision Notes            |
| • Tax Returns        | • Inbound Delivery Receipts |
| • Balance Sheets     | • Outbound Pickup Receipts  |
| • Income Statements  | • Bills of Lading           |
| • Original Invoices  | • Surcharges                |
| • Inspection Records | • Title Information         |
| • Insurance Records  |                             |

Call today for your **Archive Manager** tour, or visit us on the web at [www.arcmgr.com](http://www.arcmgr.com)



## Archive Manager Features

- Batch scan, batch export or batch print images
- Upload PDF documents directly to your archive
- Multiple database support - MySQL, MS SQL and SQLite



# Access Your Documents On Demand