



# Digital Filing™

• easy to file. easy to find.®

**KwikTag® is a patented system that moves paper to the digital world, quickly and easily. Using a Post-it® eFlag developed by 3M, KwikTag works in the front office using a familiar process and common office equipment. Now that your paper is digital, you can find and share this important asset easily. If you can use a Post-it® Note and an office copier, you're ready for KwikTag.**

## Paper impacts your bottom line. Period.

It's a fact. Regardless of how "paperless" your business applications are, **incoming** paper continues to cost you money. But when you can quickly and easily put paper onto your network as digital assets, you minimize the burden and maximize the digital advantage.

*KwikTag Digital Filing is Unique*

- Front office capture at the intersection of paper and people
- Simplify the paper-to-digital process
- Avoid the cost of a new scanning department
- Utilizes Post-it® products from 3M to provide users with a fast, familiar process
- Touch paper only once at the desktop
- Blend paper capture with existing business procedures
- Leverage existing office equipment
- No need to re-architect a department's paper flow
- Deploys quickly and inexpensively
- Scales from workgroup to enterprise
- Tightly integrated with FileNet's Content Repositories

3M's Post-it® eFlag connects paper to the digital world.



KwikTag Digital Filing transforms your paper to digital and provides users with a shared Network File Cabinet™.

## Successful business/applications benefiting from KwikTag include:

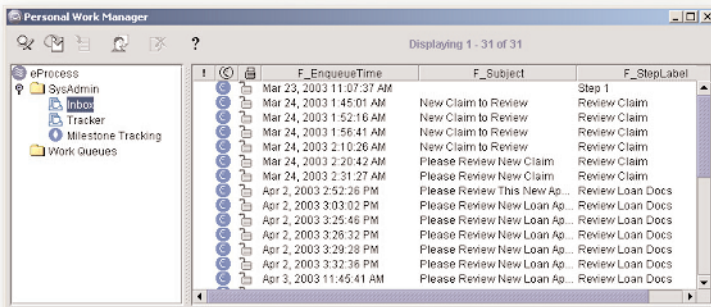
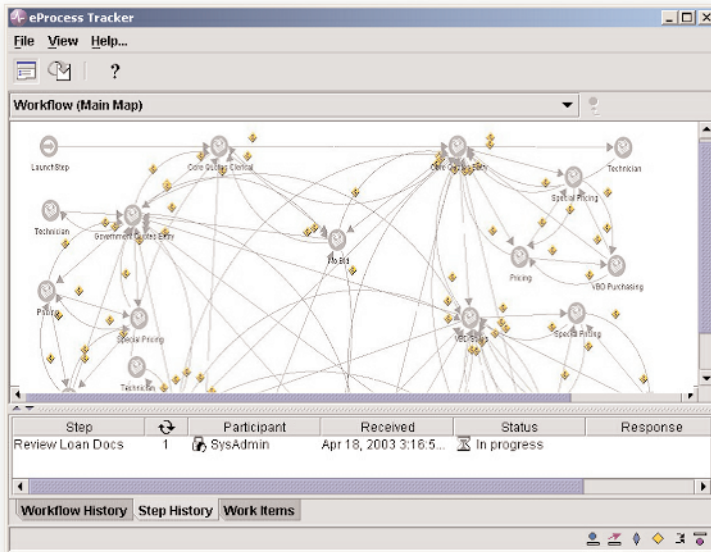
- Government Offices
- Healthcare
- Education
- Financial
- Legal
- Personnel
- Accounts Payable
- Explanation of Benefits (EOB)
- Correspondence
- Document Management



**“We use KwikTag to electronically file Explanation of Benefits forms and patient bills, saving 120 hours a month of staff time. We’ve also eliminated an entire paper storage unit.”** *Patrice Powell-Ricks, Women's Health Care Associates*



KwikTag Digital Filing comes bundled with everything you need to get started quickly. Beyond the feature-rich software, the solution includes services and supplies to ensure that your new KwikTag system has an immediate impact on your organization. The Windows 2000™ based system is designed to integrate easily into your company’s network. KwikTag accepts scanned images from leading digital copiers, scan-to-email devices and fax servers, and deposits them into the FileNet Repository.



**Easy to file. Easy to find.** Use FileNet IDM Client to retrieve and process documents.

As part of our total solution we offer a line of supplies and unique tools to facilitate improved paper lifecycle management. In addition to Post-it® eFlags, we provide Post-it® eLabels, KwikBaskets® and KwikBoxes®.

**1-888-824-6243 x153**

### Patented Technology

- The KwikTag solution features patented “index before scan” methodology
- Unique Post-it® eFlags in pop-up dispensers

### Varied System Configurations

- The KwikTag architecture supports a wide variety of deployments (single server, multi-server and hosted)
- Windows and Web-based clients

### Automatic Image Processing

- Image cleanup and quality control
- Document / page assembly
- Barcode recognition
- Automatic page orientation (Auto Upright™)
- Scan and process integrity controls
- Flexible storage formats (TIFF, PDF)
- Optional PDF Image+Text Conversion

### Advanced Services

- World-class data entry capability with Type-Ahead, Auto Entry and picklists
- Organizational tools such as Folders-on-the-Fly™, column sorting, filtering, etc.
- Tag Management ensures each document’s integrity by managing the globally unique sequential number on each label
- VeriTag®, a critical subsystem of Digital Filing, provides process and error control through page count and scanned date verifications
- eCovers™ barcoded-on-demand cover sheets, facilitate a variety of applications where physical “tags” are impractical
- Optional Export capability leverages KwikTag data entry for external applications
- Optional Image Retrieval API enables external applications to access the KwikTag repository
- Optional Electronic Document Capture enables addition of source documents (MS Office™, email, etc.) as TIFF images



ImageTag, Inc., headquartered in Chandler, Ariz., is the creator of innovative solutions for moving paper to the digital world. The company’s patented product, KwikTag®, is a fast and easy system that leverages existing office resources such as Post-it® products and network connected capture appliances including scanners, fax machines, digital copiers or multi-function devices such as Lotus Domino™ and Open Text Livelink®. Consumers and companies in a variety of industries such as healthcare, financial services, education, and the federal government use KwikTag products and services to organize, retrieve and distribute paper as digital documents.