



IMAGE EXECUTIVE CEO®



Creating a Paperless Office for the Agile Workplace

WHAT WE OFFER CLIENTS:

APPLICATION CONFIGURATION

We tailor our system to match the way you currently file and retrieve information in your current paper system. We also configure your system search capabilities to mimic your current document retrieval methods.

DOCUMENT SCANNING HARDWARE

Scanning hardware for any office requirement from the top vendors.

PLANNING AND IMPLEMENTATION ASSISTANCE

We take the time to understand your current system. Then we design, build and deliver based on your needs.

TRAINING AND ONGOING SUPPORT

Our knowledgeable staff trains your users through implementation. After they go live we support them with our in-house support staff.

DOCUMENT SCANNING AND MANAGEMENT SOLUTIONS TO AUTOMATE YOUR RECORD KEEPING PROCESSES

Every organization utilizes some type of 'document management' system with annual costs. If you utilize paper records, you might be surprised to know the full extent of your costs for using a paper-based document storage system. Recent research studies indicate the costs of using paper in the office can run 13 to 31 times the cost of purchasing the paper in the first place! Then there is the cost in lost time trying to locate and retrieve key paper documents.

It's time you consider moving into the paperless age using Image Executive CEO®, the comprehensive solution for office efficiency. Image Executive CEO® is an elegant solution for converting all your paper documents into a user-friendly, secure and robust document scanning and electronic records management system.

Image Executive CEO® reduces labor costs, improves information access to your records, lowers cycle times of finding important documents, improves efficiency and creates secure and easy access by authorized staff of confidential information.



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How automating your records can help your office

LOWER COST OF DOCUMENT STORAGE AND RETRIEVAL

Eliminates expensive storage, frees office space and lowers time to search and locate documents.

COMPLIANCE WITH RECORDKEEPING MANDATES

Meets State and Federal guidelines for document storage and archiving with audit tracking of all events relative to the creation or viewing of a document.

EASE OF USE FOR QUICK FILING AND FAST DOCUMENT RETRIEVAL

System has a common Windows "look and feel" with fast search capabilities for retrieving stored documents.

FLEXIBLE AND LOGICAL INDEXING METHODS

Multiple indices for documents make it almost impossible to lose a record, unlike a paper-based system.

INCREASED PRODUCTIVITY

Automated processing available that takes less time than manual filing and frees staff for other tasks.

HIGHER ACCURACY OVER PAPER SYSTEMS

Images are exact reproductions of the paper documents but are filed in a searchable and indexed system for quick access and organized archiving.

INFORMATION ACCESSIBILITY FROM ANYWHERE

Makes life easier for offsite staff members and home workers via browser access.



SERVER SYSTEM REQUIREMENTS

Server CPU and OS Required: Intel Nehalem-based Xeon or AMD K10-based "Suzuka" Opteron or higher with 4Gb of RAM recommended

Optional web server: .NET 4.0, ASP.NET 4.0 runtime, IIS 7

Hard drive for server: RAID 5 hard drive configuration with 2 partitions recommended

Database: Microsoft SQL Server 2008, SQL Server 2008 R2, SQL Server 2012, SQL Server 2012 R2 or SQL Server 2014

WORKSTATION MINIMUM REQUIREMENTS

PC Processor and OS: Pentium IV or higher with Windows Vista, Windows 7 or Windows 8. RAM: 1Gb for non-scanning stations, 2Gb for scanning stations

CLOUD BASED OPTION AVAILABLE

A COMPANY THAT WORKS FOR YOU

Since our founding in 1994, CEO Image Systems has focused on one thing only - utilizing our knowledge and capabilities to enable our clients to transform their records and document content into the digital age. Integrating our software with leading scanning hardware and business applications, we provide a full turnkey system for our clients, assisting in every aspect of the conversion process. Furthermore we provide responsive live technical support utilizing our own personnel. We have a multitude of reference clients available.