

Omtool™ and iManage Solutions for End-to-End Document Lifecycle Management

Omtool's enterprise-class document capture, fax and workflow solution, AccuRoute®, streamlines the capture, processing delivery and archiving of paper and electronic documents for organizations of all sizes. Omtool continues to produce innovative solutions, including those that integrate with, and add value to iManage products and technologies. Omtool works closely with iManage to provide our clients with the capabilities and ease of use necessary to integrate with iManage document management systems.

➔ **Overview:** AccuRoute enables iManage users with the ability to manage document capture, processing, and distribution directly from within the iManage WorkSite matter-centric environment, making it easy to scan documents directly into the document repository. The AccuRoute platform converts the scanned document into a text-searchable format (PDF or DOC), and then saves the resulting document into the iManage WorkSite, fully profiled and stored alongside other electronic content.

➔ **The AccuRoute Advantage:** A clear advantage of AccuRoute's tight integration with iManage Worksite is it utilizes the same user interface and matter-centric environments, making AccuRoute easy to use and understand. A user has the same experience for importing a hard-copy document as for importing an electronic document so there is very little to learn when using the product - users are proficient and productive within minutes.

➔ **A Single Environment for End-to-End Document Management:** Omtool tightly integrates with iManage to provide the most cost-effective and efficient matter-centric document capture, document management, and records management solutions in the market. From the introduction of a paper document through to the profiling and conversion stages (scanning to text-searchable PDF) to insuring the physical record can always be located, these integrated solutions provide one environment which users can manage the complete document life-cycle — from end-to-end.

LEGAL OPTION PACK

- ▶ **Scan** in a matter-centric environment
- ▶ **Store** in iManage Worksite
- ▶ **Extend** enterprise capture capabilities to your mobile device - smartphone or tablet
- ▶ **Increase accessibility** of documents through enterprise search functionality



Document and Records Management

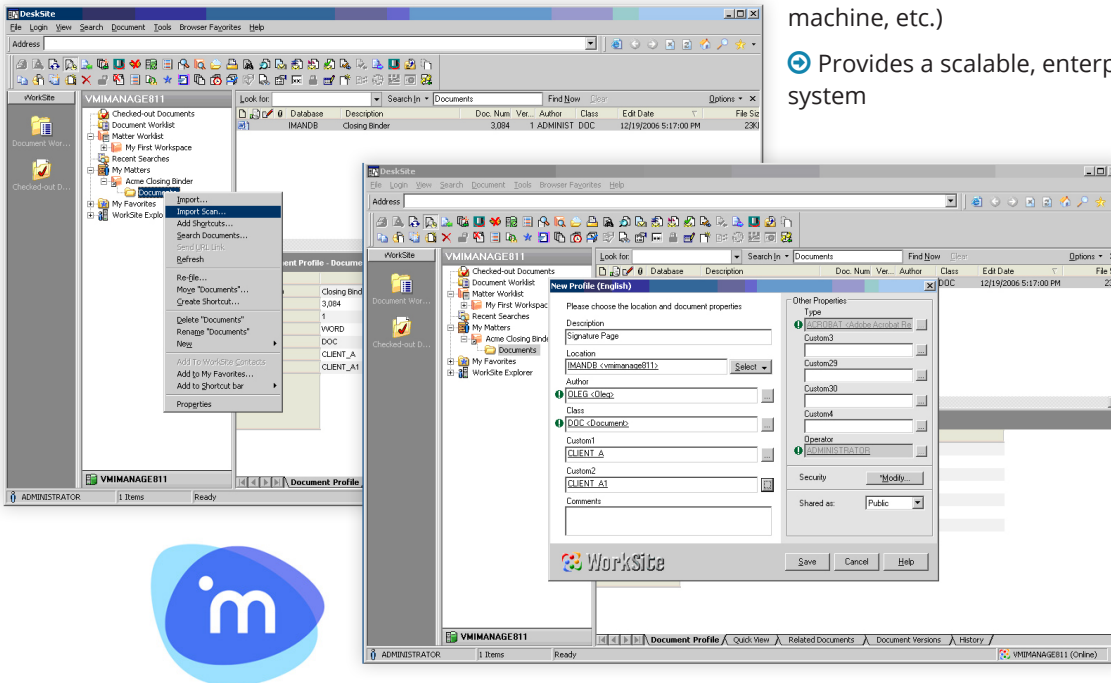
Create a Mobile Scan Reservation

AccuRoute's Legal Option Pack for iManage tightly integrates with iManage WorkSite to provide users with quick access to AccuRoute's document process and distribution capabilities. With AccuRoute's Legal Option Pack (which includes AccuRoute's DMS Extensions for iManage), a user can highlight a matter folder in DeskSite or FileSite and then choose the "Import Scan" option from the right-click menus to initiate a new document scan.

The Legal Option Pack also allows users or a system administrator to create batches of pre-defined, pre-printed "Assignable Routing Sheets" that can be assigned on a document-by-document basis to individual profiles and/or hardcopy documents as needed.

Features of AccuRoute for iManage WorkSite

- Integrates with all recent versions of iManage WorkSite, DeskSite, and FileSite : 8.1 - 9.x
- Accesses AccuRoute through the native iManage WorkSite application screens and menus, allowing users to specify any meta-data required to index or describe the document
- Minimizes the amount of time users spend scanning paper at an MFP or network scanner by allowing them to perform all profiling and indexing at their desk
- Tracks and time-stamps an audit log of all transactions (automatically created by the AccuRoute Server) for cost recovery and proof of delivery
- Works with any network scanner or MFP, including environments containing mixed fleets of hardware and vendors (network-scanner, printer, MFP, fax machine, etc.)
- Provides a scalable, enterprise-class, server-based system



Omtool's "right-click" feature makes it easy for users to select documents or folders from within DeskSite or FileSite and import them to the desired location.

Find Out How Omtool Can Help Your Team

Omtool, Ltd. – US Headquarters

Office Location: 6 Riverside Drive
Andover, MA 01810

Telephone: 800-886-7845
Fax: 978-659-1300

Omtool, Ltd. – UK Headquarters

Office Location: Centurion House, London Road
Staines, Middx TW18 4AX

Telephone: +44 0-203-468-6607
Fax: +44 0-203-514-6765

General Inbox: omtoolteam@omtool.com
On The Web: www.omtool.com