



INTACT

**THE FASTEST, MOST EFFICIENT WAY
TO INCORPORATE DOCUMENTS
WITH YOUR BUSINESS APPLICATIONS
AND MOBILE DEVICES**



INFODYNAMICS

The only document-management software system you'll ever need.



Scan. Store. Retrieve. Integrate. Manage.

INTACT is a powerful, easy-to-use document management solution that turns MFPs and scanners into a center of productivity for any business. INTACT combines all the applications needed for effective document management; scanning software, barcode printing, auditing capabilities, database management, copier integration, version control, inter-application connectivity and a feature list that goes on!

Electronic files work just like paper files, only better, giving your company the ability to do multiple versions, approvals and document mark-ups without jeopardizing your images. INTACT works in an office, department or across multiple locations, giving approved users the ability to access documents from any connected computer or office while providing security prohibiting un-approved access and protection against system failures or power outages.

INTACT is supported by a nation-wide network of knowledgeable partners backed by InfoDynamics. Friendly and timely help is just a phone call or email away. You will have a sense of assurance knowing a courteous professional can look at your computer and diagnose your issue regardless of where you are.

The fastest, most fully-integrated document-managing system on the market.

- Store millions of documents safely with instant access.
- Robust search engine that allows users a variety of ways to find a document.
- Built in OCR (Optical Character Recognition) for content searching and automatic indexing.

INTACT is a feature-rich document management software system able to keep millions of electronic and scanned documents safe and secure—complete with security, workflow processes and application/device integrations.

- Role-based permissions tailor the users experience to ensure the correct access to folders and appropriate functionality on the documents.
- Review and approve documents from your mobile device.
- Built in audit trail to see all actions completed on documents stored within INTACT.
- Keep multiple versions on the same document in one location to allow for easy management.
- Complete office integration. Added index documents automatically named and filed.
- Portfolio Management allows users to index documents once and file a group of documents for any scenario by creating labels, coversheets or scan tickets automatically.
- Create bar-coded coversheets or labels. Allows for scanning to be done all at one time and the documents to be correctly filed.
- Create rules to route documents to the proper storage location with the correct indexes and title.
- Automatically create the proper expiration date for every document type for each document entering the system.
- Documents can constantly be updated with searchable notes, annotations, redactions of private information and stamps added at any point of time to help with document specific communication.
- Create hot folders that INTACT will monitor to allow users to quickly scan while choosing to index the documents at a later time.
- And many more productivity enhancing features.

SMART Features are available that allow seamless software integrations with most popular business applications.

- **Book Smart** – Allows users to have all of the functionality of INTACT and be able to easily associate and access supporting documents while in your accounting or ERP system. Eliminates duplicate data entry.
- **Link Smart** – Permits users to quickly and easily associate and access documents with a line-of-business software system with a quick search or drag and search.
- **Web Smart** – Access, add and even approve in real time documents in INTACT anywhere an internet connection is available.
- **Work Smart** – Create workflow processes to be fully automated for multiple functions and users from beginning to end.
- **Buy Smart** – Provides a purchasing framework for creating requisitions, EDI interfaces with vendors and full routing and approval for a comprehensive purchase management system.



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