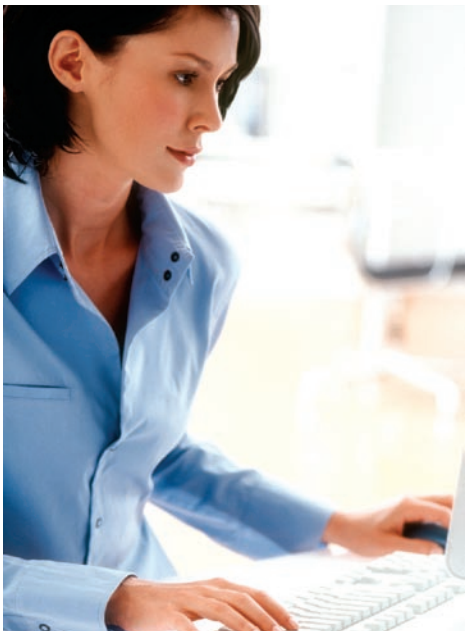

OptiView® ECM

Make a clean sweep. Transform messy, inefficient and unsecured paper processes with electronic document management

Picture this: your desk cleared of paper piles, your office no longer crammed with overflowing file cabinets, and best of all, your documents secure, organized and available at the touch of a mouse. With the OptiView® ECM electronic document management solution from Advanced Processing & Imaging (API), you will streamline business processes, boost productivity and cut costs with fast, online access to the documents you need, when you need them.

Key Benefits

- Improved efficiency and responsiveness
- Higher productivity
- Cost savings from lower demand for supplies, fax and postage
- Fast ROI — typically under 1 year
- Seamless integration with line-of-business applications
- Secure archive to support regulatory compliance
- Certified by the U.S. Department of Defense — DoD 5015.2-STD

About Advanced Processing & Imaging, Inc.

Founded in 1996, Advanced Processing & Imaging (API) develops software solutions that enable public and private organizations, across a range of industries, to implement an efficient and effective paperless environment. The API electronic content management (ECM) portfolio includes document management and imaging, records management, workflow and agenda administration. Powerful solutions, the ability to seamlessly integrate with line-of-business applications and world-class customer care set API apart from their competition.

Your Challenges

Locating, forwarding, storing, duplicating and organizing paper-based information can overwhelm your business. Employees may spend hours each day handling paper, diverting them from their primary responsibilities. The costs of equipment and supplies, storage, postage and faxing quickly add up. Document loss from a disaster and non-compliance with regulations or audits can be catastrophic. In short, paper-based processes can be a serious drain on your organization's productivity, growth and bottom line.

> "OptiView is a critical component of Neighborly's business process reengineering. We've gained efficiencies, saved money and enabled our limited staff to be more effective in providing existing and new services to our client community." —David Lind, CIO, Neighborly Care Network

Our Solution

OptiView ECM software creates a secure, organized and efficient electronic file cabinet. With this powerful yet easy-to-learn solution, employees can quickly capture, manage, retrieve and distribute incoming information including scanned paper documents, electronic documents, e-mail, audio and video files. After they learn the basics in a few minutes, the API technology will help them every day by anticipating which documents they might need when working with a particular application and proactively making them available. OptiView ECM works in both iSeries (formerly AS/400) and Microsoft® Windows environments, and seamlessly integrates with any database application without reprogramming.

For more information, please visit **www.apimg.com** or call **800.430.7011**.

Paperless Solutions by ADVANCED PROCESSING & IMAGING, INC. www.apimg.com

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