

Imaging Made Simple

Compare Small Office and Enterprise

FEATURE	DESCRIPTION	Small Office	Enterprise
Viewers	IMS supports 3 Viewer Types (Basic, Advanced, & Ultimate) that install on a PC.	1 Ultimate Viewer	Unlimited
Search Fields	Using customer's unique search terms to define a record. A record may contain scanned documents or any digital file types. Search field may be defined as text, numeric, or a date. Search fields may also be a drop down option.	Limit to 5 total	Unlimited
Profiles	All IMS products come standard with one Profile. Each Profile offers unlimited searchable index fields. Assign a profile for one document type, a series of related document types, or an entire department. Think of a profile as its own segmented database within the database. An average office may have several profiles across multiple departments. One department might have the need for more than one Profile.	Limit to 1 total	Unlimited
Management Interface	Create multiple databases called Profiles (additional costs) within IMS. Create users, feature permissions, and levels of security. Create multiple sources for storing the database data. Create search fields and drop down fields. Set default options for scanning and other features. Manage optional features like audit, record level security, distribution, or archive. Each customer or server requires the Management Interface.	NO	YES
Distribution	Export content from the IMS database to disc, jump drive, or hard drive. Distribution creates an executable viewer for searching the saved contents as if the user was using the IMS database. This feature is great for service bureaus or organizations needing the ability to share information with clients or auditors.	NO	YES
Archive	Archive allows for exporting and/or removing data from the IMS database. This feature allows for a complete database or sections to be backed-up to multiple forms of media, including CD, DVD, TAPE, WORM, or hard drive.	NO	YES
Record Level Security	Apply up to six levels of security to certain information within the same Profile. This allows for certain users to access a Profile, but only see certain documents within this Profile.	NO	YES
Audit Trail	Know the who, what, and when of any activity within the database. Audit is for organizations that require extra levels of security for confidential documents that are viewable by many different users. Audit tracks every user's actions being performed on the documents and when these actions are being performed. Audit keeps total control and accountability within a user group and organization, and provides authentication of all information stored within IMS for internal and legal matters. Audit meets industry standard compliancy including HIPPA and SARBAINS.	NO	YES
Batch Scan Modules	There are several reasons an organization may want to use the Batch Scan Module versus the Ultimate Viewer for batch scanning. If stations are set up within your office strictly for the purpose of scanning and no search/viewing the documents are desired, you would use the Batch Scan Module. You will have to use the Batch Scan Module to scan document with the bar code feature. Lastly, the Batch Scan Module is limited in functionality compared to the Ultimate Viewer, therefore operating features such as rotate, invert, or blank page removal will perform at faster speeds.	NO	YES
Import Module	Only one Import Module is needed per server. When using Zone OCR (3rd party), bar codes, automation software, copiers, or other products that create a digital file with metadata; you will need to use the Import Module. The Import Module works as a service and pulls content into IMS on a continuous basis. This feature becomes most helpful when large amounts of digital files have been accumulating on the server or have become an overwhelming web of information. If the naming convention is consistent, it is possible to have the index fields within IMS automatically populated to prevent human error and manual data input. To perform the process described in this paragraph, a script must be created (contact your Reseller for complete details or special services).	YES	YES
Distribution	Export content from the IMS database to disc, jump drive, or hard drive. Distribution creates an executable viewer for searching the saved contents as if the user was using the IMS database. This feature is great for service bureaus or organizations needing the ability to share information with clients or auditors.	NO	YES

FEATURE	DESCRIPTION	Small Office	Enterprise
Stamps	user authentication optional, date & time, automation & workflow processes	YES	YES
Batch Scanning*	rearrange, delete, invert, rotate, insert	YES	YES
Append (from scanner)*	scans directly within an existing document	YES	YES
Scanning*	TWAIN scan from most any scanner as Tiff or PDF	YES	YES
Text Search	Search words within text embedded PDF's	YES	YES
Annotations*	add bitmaps, signatures, pictures, sticky notes, redaction, highlights, text	YES	YES
Attach File*	button allows attaching any digital file type to a record	YES	YES
Add Record*	create record with or without instant indexing	YES	YES
Notification ¹	notify user when a record is received within the Route feature	YES	YES
Append (from file)*	inserts a Tiff file within an existing document	YES	YES
Resize Images		YES	YES
Edit*		YES	YES
Delete*		YES	YES
Reorder Pages		YES	YES
Jump to a page		YES	YES
Thumbnail view		YES	YES
Custom Zoom		YES	YES
Streamlined Indexing		YES	YES
Index*		YES	YES
Print*		YES	YES
Email*		YES	YES
Route	Move records & attachments to other users or departments within a Profile/database	NO	YES
Save a local copy*	Save attachments to local PC or server and export Tiff or PDF as different file formats	YES	YES
Print-to-IMS ¹	Wizard for Profile & Index selection along with bulk importing of additional attachments	YES	YES
Send-to-IMS ¹	Wizard for Profile & Index selection along with bulk importing of additional attachments	YES	YES
NOTES			
* controlled by user rights			
No (Feature not offered with this type viewer)			
YES (Feature is included)			
1 = The Print-to-IMS, Send-to-IMS, and Notification features are stand-alone client products not requiring a Viewer.			
NOTE: The Small Office comes standard with the Ultimate viewer and this comparison is assuming customer purchased the Ultimate Viewer for the Enterprise Package.			