

Document Management

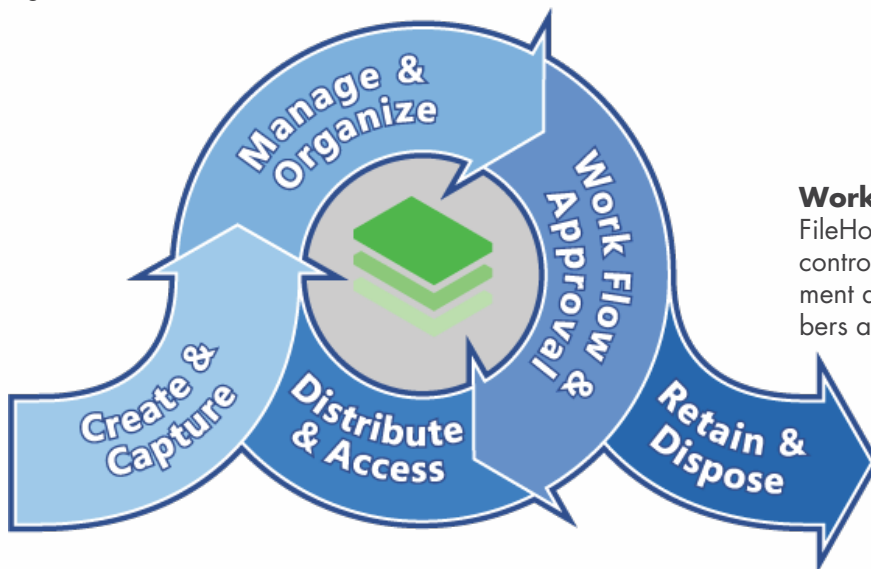
Go Paperless!

FileHold is a document management and records management software solution that turns cabinets of paper and electronic files into a organized, highly secure library and allows organizations to fast track to the paperless office. FileHold is easy to use, easy to install, and is affordable for small to large organizations.



“I am a convert to FileHold. The power is not in the file structure but the ease in which you can find what you are looking for.”

Biotech Company



Workflow and Approval

FileHold tools facilitate team collaboration. Version control, document linking, subscriptions, alerts, document approvals and workflow ensures that team members are able to work efficiently on the task at hand.

Organize and Manage

To make documents usable they are classified and consistently structured in line with the company's business objectives and vernacular. Metadata tagging is applied to the document allowing advanced navigation and distribution.

Create and Capture

The document and record lifecycle begins when electronic information is created by users on computers or is captured from the web, e-mail or fax transmissions. Paper documents are being converted to electronic form by using dedicated document scanners or Multi Function Centers (MFCs).

Retain and Dispose

Throughout the lifecycle FileHold ensures users are only working with current and effective information. Policies can be set by managers, with proper authorization, to automatically destroy documents to comply with corporate and regulatory records disposition policies.

Distribute and Access

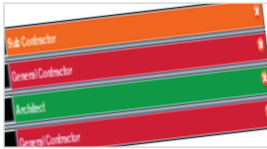
The powerful FileHold search engine indexes the text of every document prior to storage providing full-text and metadata search so that users can find documents in seconds. Documents can be retrieved via: email, a web browser, FileHold FastFind, Microsoft Office® and SharePoint® applications, information portals or through 3rd party applications.



Software-as-a-Service Saves Overhead & Simplifies Security

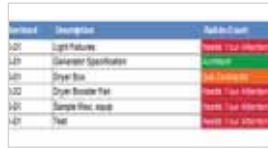
- Monthly or Project Pricing
- Hosted in a 24/7 secure environment and backed up offsite
- Ideal for companies with little or no IT infrastructure
- Daily back-ups and redundant disk arrays
- Redundant 10Mbs data circuit for reliability
- Enterprise level firewall, monitored for intrusion, spam and viruses
- Physically secure
- Encrypted data transmission capabilities
- All files kept in a standard PDF format

Features:



Automated Approval/Review Process

Control Workflow with Efficiency



Version Control

Always work with recent, relevant Documents



Built-in Mark-up Tool

Common team platform without expensive software licenses



Web Access

Access your documents online



Secure Vault

Permission based system

About Lynn Imaging

For over 65 years, Lynn Imaging has been helping architects and contractors turn their projects into reality with technologies and document services that speed information flow and reduce construction costs.

From design to bid to build and beyond, Lynn Imaging is your total information management partner for complex projects and pressing timelines. Our experienced staff and innovative technology organizes, manages, and distributes construction information to keep projects on track. Ensure timely project completion and keep project costs in check with:

- eDistribution bid management
- eCommunication project collaboration
- Construction document printing
- On-site equipment solutions
- Large format color graphics



Contact **Lynn Imaging** at 800.888.0693 or info@lynnimaging.com to explore how eCommunication can help organize and simplify your next project.

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