

IMAGING AND DOCUMENT MANAGEMENT

Collecting, managing, and publishing the multitudes of documents, data, and general information maintained by any organization is an enormous task. However, it is critical that this information be available to customers, partners, and employees.

TechLine Communications can help you with this common business challenge. We are experts at designing, integrating, and installing imaging and document management systems that automate your information management and document access and distribution, so you can share your critical business information—everything from static mainframe reports to dynamic, customer-centric data.

- ▶ **Store and Manage** - TechLine Communications works with you to identify the information you need and designs a system that will provide efficient access to that information. We also create supporting management and reporting tools for easy administration.
- ▶ **Workflow and Collaboration** - TechLine Communications can automate the flow of your critical business documents, creating tremendous efficiencies in your workplace. We capture your internal workflow and business rules, and automate the process of creating information through check-in/check-out, version control, task routing, and reporting functionality.
- ▶ **Legacy System Integration** - TechLine Communications has extensive experience with a wide range of databases and legacy systems, and can map these systems to your document management system, centralizing your organization's data. This unification provides new analysis potential, as well as the ability to publish new and legacy data together to destinations such as a company extranet or Internet site.
- ▶ **Professional Services** - TechLine Communications' experienced staff ensures that you have the imaging and document management system that meets your needs, that it's installed and integrated correctly, and your employees have been trained on its administration and use.

By collecting, managing, and publishing vital business information with a TechLine Communications Imaging and Document Management Solution, you make information available to more individuals, enhancing your business communications and allowing you to make more informed decisions.

ABOUT TECHLINE COMMUNICATIONS

TechLine Communications is a Seattle-based systems integrator and professional services firm that works with companies to select, design, install, and support enhanced messaging and information management tools. In business since 1993, we utilize our experience to design business solutions for some of the Northwest's premier companies. These solutions speed inquiry processing, knowledge management, and information delivery. By working with TechLine Communications, our clients automate processes to respond to customer needs faster, while reducing costs.

Our Imaging and Document Management Solutions provide:

- **Faster access to company information through centralized management and extended publishing ability**
- **Expert customization and configuration that ensures your document management system integrates with your existing applications and workflow**
- **Knowledgeable and friendly training, and responsive support**
- **Dedicated focus on information and communication, ensuring capable and efficient technical assistance**

WHY TECHLINE COMMUNICATIONS

TechLine Communications helps you analyze requirements, and select and tailor the right products to solve your business challenges. We provide the customization services needed to integrate those products with your existing systems, streamlining your internal processes. We then train your administrators and users to ensure the system can be run and will be utilized in the most efficient way possible. Finally, we offer ongoing support and maintenance assistance, and provide updates as your business needs evolve.



TECHLINE
COMMUNICATIONS, INC.

1010 Turner Way East ♦ Seattle, WA 98112
P: 206.527.3450 ♦ F: 206.522.7063
www.techlineinc.com ♦ info@techlineinc.com

Superior Solutions for Business Communications