



**HELPING
HR PROFESSIONALS
STAY ORGANIZED
AND COMPLIANT
AT ALL TIMES.**

**HUMAN
RESOURCES**



WHO WE ARE

Every organization accumulates an ever increasing number of paper and electronic records for each employee hired. Find out how to manage them easily and efficiently with Imagetek.

Imagetek Inc. was founded in 1994 in Des Moines, Iowa as a regional document management solutions provider to largely county government organizations. Since then, Imagetek has grown to be a full-service provider to many vertical markets including government, banking, healthcare, education and small to medium size businesses. Imagetek has grown to be a national leader in the enterprise content management (ECM) and business process automation industry by utilizing a broad range of ECM software and hardware solutions, document conversion,

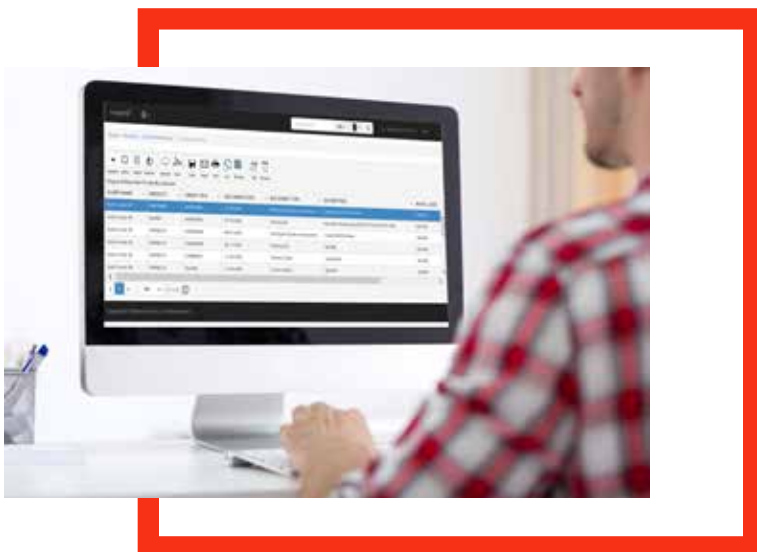
outsourcing, and a full-featured web hosted content management solution.

Every employee at Imagetek is passionate about delivering a high quality ECM solution, and to provide a high value experience to our customers - enabling them to utilize a breakthrough solution throughout their organization. Imagetek is a trusted resource for a variety of organizations as they make the paper-to-digital transition through the progressive, three-fold approach:

Automate.

Integrate.

Accelerate.™





We believe in

providing solutions that are easy to use and integrate with teams effectively and efficiently. Our unique, trademarked method allows any organization to implement an enterprise content management system quickly, and without disruption to your day to day activities.

Automate

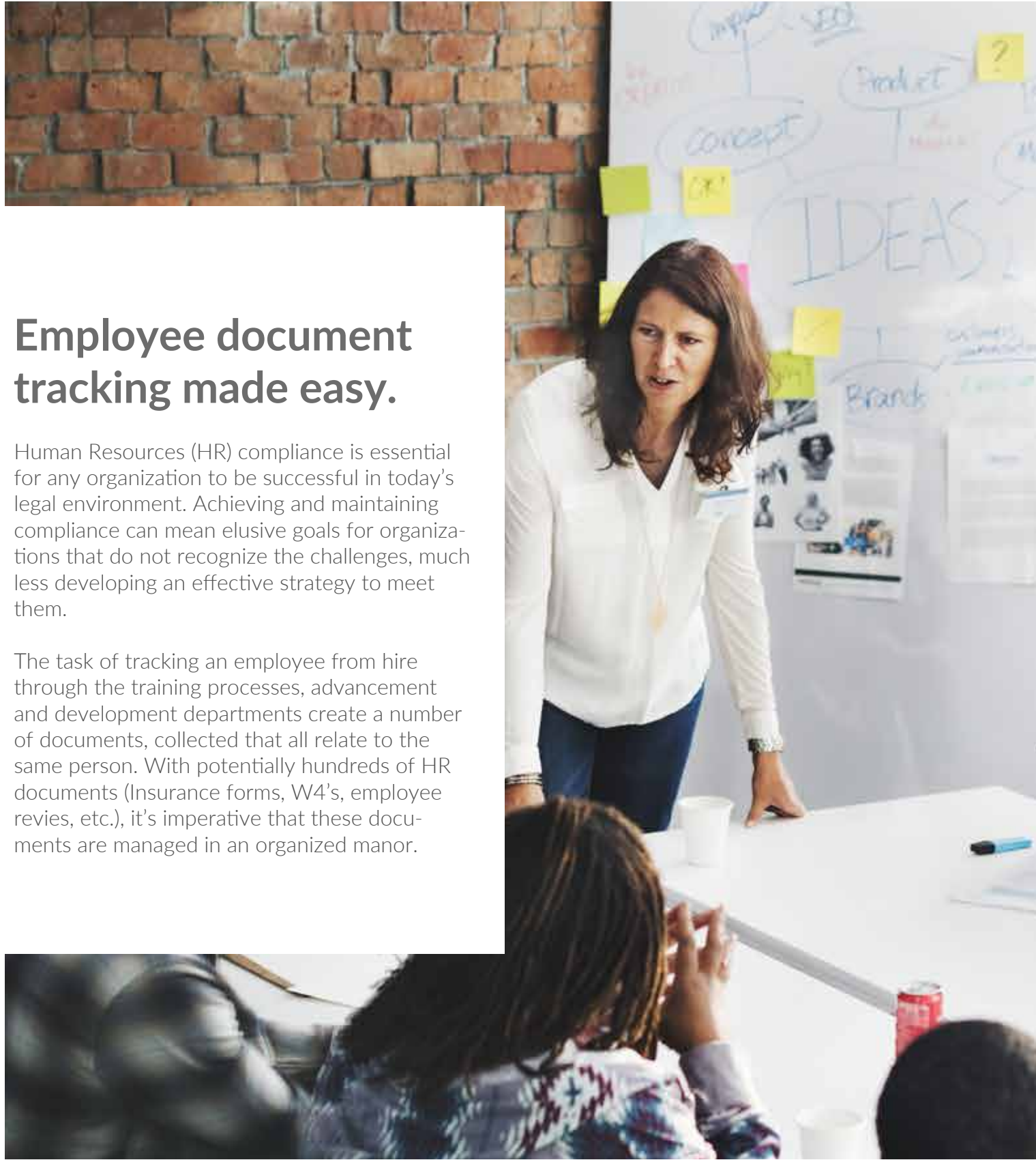
Automation, standardization and centralization of an organization or department's paper, digital, structured content and unstructured content.

Integrate

We help you integrate not only all of your documents and data into your new system, but also into your existing business processes and people.

Accelerate

With accurate information, people and business processes effectively and efficiently aligned, an organization is empowered to accelerate the pursuit of their strategic business initiatives.



Employee document tracking made easy.

Human Resources (HR) compliance is essential for any organization to be successful in today's legal environment. Achieving and maintaining compliance can mean elusive goals for organizations that do not recognize the challenges, much less developing an effective strategy to meet them.

The task of tracking an employee from hire through the training processes, advancement and development departments create a number of documents, collected that all relate to the same person. With potentially hundreds of HR documents (Insurance forms, W4's, employee reviews, etc.), it's imperative that these documents are managed in an organized manor.

SOLUTIONS DESCRIPTION

The RADIX repository consolidates all the collections that are currently being maintained in various locations, reducing duplication and wasted time filing and locating documents. These documents can include paper files, distribution copies kept by other departments, electronic files on the network and emails. Using Radix, there is only the one repository and it can be accessed by any authorized user that has a browser and access to the internet. RADIX can be linked to most organization's existing information system without any additional costs for individual users.

Many of these records must be maintained for several years - resulting in the older records beginning to show their age; fading ink, tattered edges, yellowing, labels peeling off, and edges stained by years of being touched by human hands.

Creation of an electronic repository will stop the deterioration of the image and provide better access to the various constituents via a web browser. Scanning the older records into RADIX and using it for storage and retrieval with current employees will create a compliant document management system that will save significant time for all departments.

TECHNICAL DESIGN

1. Applicant will utilize a scanner to digitize all invoices (day forward and back file) saving them into Radix.
2. Applicant will index the fields when adding the files.

This process will require the client to own/purchase a scanning device with a TWAIN and ISIS driver. With the appropriate scanner and drivers, we are able to connect the scanning device directly to Radix for uploading.



DOCUMENT FIELDS

From our experience with different organizations, these are the fields that have been identified as being the most helpful in storing and retrieving HR records.

Unique ID (Rec #, SSN, SID, Employee #)	Handkey	Number or Text
First Name	Handkey	Text
Last Name	Handkey	Text
Hire Date	Handkey	MM/DD/YYYY
Termination Date	Handkey	MM/DD/YYYY
Document Type	W4 Insurance Etc.	Dropdown

Every employee kept safe and secure -
EVERYTIME





Implementation

- Schedule and complete design meeting
 - Go over project and indexes
 - Define any drop down lists needed
 - Define users and permissions
 - Make changes on scope of work if necessary
- Return signed scope of work and/or radix agreement
- Allow one week to setup Radix Entity, if applicant isn't already using, and configure project and permissions
 - If a scanner is being purchased please allow for 1-2 weeks for processing and shipping
- Schedule a time for training
- GO LIVE!!!

INCORPORATING FORMS MAGIC

The PaperVision Forms Magic technology (FM technology) offers unmatched accuracy of document recognition and classification. Any data within the document can be extracted to populate index values or other databases. The FM technology is a fully integrated component of PaperVision® Capture, and documents or data can be exported to a wide variety of Enterprise Content Management (ECM) systems including PaperVision® Enterprise and Radix, or your preferred ECM.



Data Extraction

We eliminate keystrokes and manual hand-key errors. Not only is this more efficient, but the savings are major in the long run.



Accuracy

By using a color-coded confidence level, you're able to see where the software is struggling and where it understands.



Artificial Intelligence

Using artificial intelligence, we can automatically pull data from any and all employee documents.

Automate your data extraction.

The PaperVision Forms Magic Technology for PaperVision® Capture is the only forms processing technology to leverage patented artificial intelligence (AI) to dramatically improve classification accuracy and extraction results. The Forms Magic technology (FM) will classify documents into types and extract the critical data you need to speed business processes and make better decisions.



FOR MORE DETAILS

GO TO:

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Get rid of your paper to save some  green