

# Product Guide



**products and services for:**

- ▲ **document imaging**
- **content management**
- **digital publishing**



IMAGING TECHNOLOGIES INC.



## CREATING, MANAGING AND PUBLISHING DIGITAL CONTENT

Management of information is critical to any successful business. The internet and Web technologies have made the way we acquire, store, retrieve and use information change in many ways. We are in a new information age where the needs and methods of information acquisition and exchange are growing as fast as technology itself.

Traditional methods for acquiring information from books, manuscripts and other forms of paper-based documents housed in countless file cabinets or on book shelves in simple sequential order are no longer sufficient. Storage, retrieval, manipulation, reproduction, and transportation of any kind is labor intensive, inefficient, and costly. True digital content management requires your organization's data to reside in database servers accessible from on-line services that are capable of delivering information in the desired form instantly from anywhere in the world.

In addition to changing the way people use information, this new environment requires better ways of managing information. New information is often created in digital form and stored in on-line electronic data warehouses while the vast amounts of paper-based information is gradually being converted to digital form.

It is important to note, that in the end, paper is still the preferred user-interface for using readable content. In fact, contrary to what was once predicted, the need to print paper documents continues to rise as we use, discard, and reprint documents whenever they are needed.

Utilizing our years of experience as an information technology company, Alto Imaging Technologies continues to develop and evolve products which address the requirements of our information rich environment.

Our mission is to develop powerful, affordable and user-friendly advanced imaging, content management and digital publishing solutions. We provide the tools for managing your digital assets. Our solutions are in use in many environments, including education, legal, medical, government, insurance, financial, and general purpose records management applications.

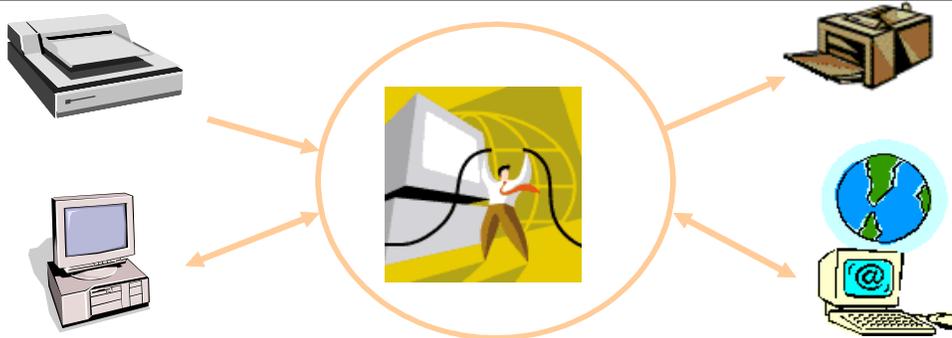
The Alto Imaging product line, known as *UltraWare*<sup>TM</sup>, is a collaborative Document Imaging and Information Management solution built on the powerful Microsoft Server Suite and Windows 2000/2003/XP/Vista. This architecture can be scaled to different configurations of integrated hardware and software necessary for capturing, manipulating, storing, retrieving, and publishing digital content based on customer requirements.

The services and capabilities of *Ultraware* provide a cohesive, responsive, open, and flexible system supporting image capture, image processing for document imaging (display, print, image editing, intelligent recognition, storage and retrieval), electronic printing, digital copying services, content management and secure intra/internet access.

Since *UltraWare* is based on the familiar Windows systems, it is easily learned and integrates with other Windows applications where needed. Furthermore an *UltraWare* solution provides its wide range of services via the LAN/Intranet/Internet to a workgroup, a department or to an entire enterprise and its business partners.

# Applications Framework

<b>Image Capture &amp; Editing</b>	<b>Content Management</b>	<b>Presentation &amp; Printing</b>
<b><i>Arranger</i></b> <i>Ultr@Web</i> <i>Ultr@Copy</i>	<b><i>Ultr@Doc</i></b> <b><i>Ultr@Web</i></b>	<b><i>Ultr@Print</i></b> <i>Ultr@Web</i> <i>Ultr@Copy</i>



## ULTRAWARE™—THE POWER BEHIND THE PROCESS

*The UltraWare™ suite consists of the following core modules:*



**ARRANGER** — high speed, high volume, image capture, with page-level and document-wide editing. Includes many sophisticated yet easy-to-use make-ready features.



**ULTRAPRINT** manages high volume printing using a familiar explorer-like interface for easy print setup and output layout for even the most complex print job.



**ULTRADOC** efficiently manages content of all types and integrates with all UltraWare applications. The included **ULTRAWEB** provides use and management of content via the enterprise intranet or the Internet.

The above core UltraWare products are available individually or integrated into application-specific configurations. Among our current offerings are the following packages:



**Alto Digital Publishing (ADP)** - system for building and publishing custom books (such as coursepacks, training manuals, etc) with integrated copyright management.



**Alto Case Management (ACM)** - system for enterprise-wide litigation support and legal practice management.



**Alto Forms Management (AFM)** - system for digital forms library management.

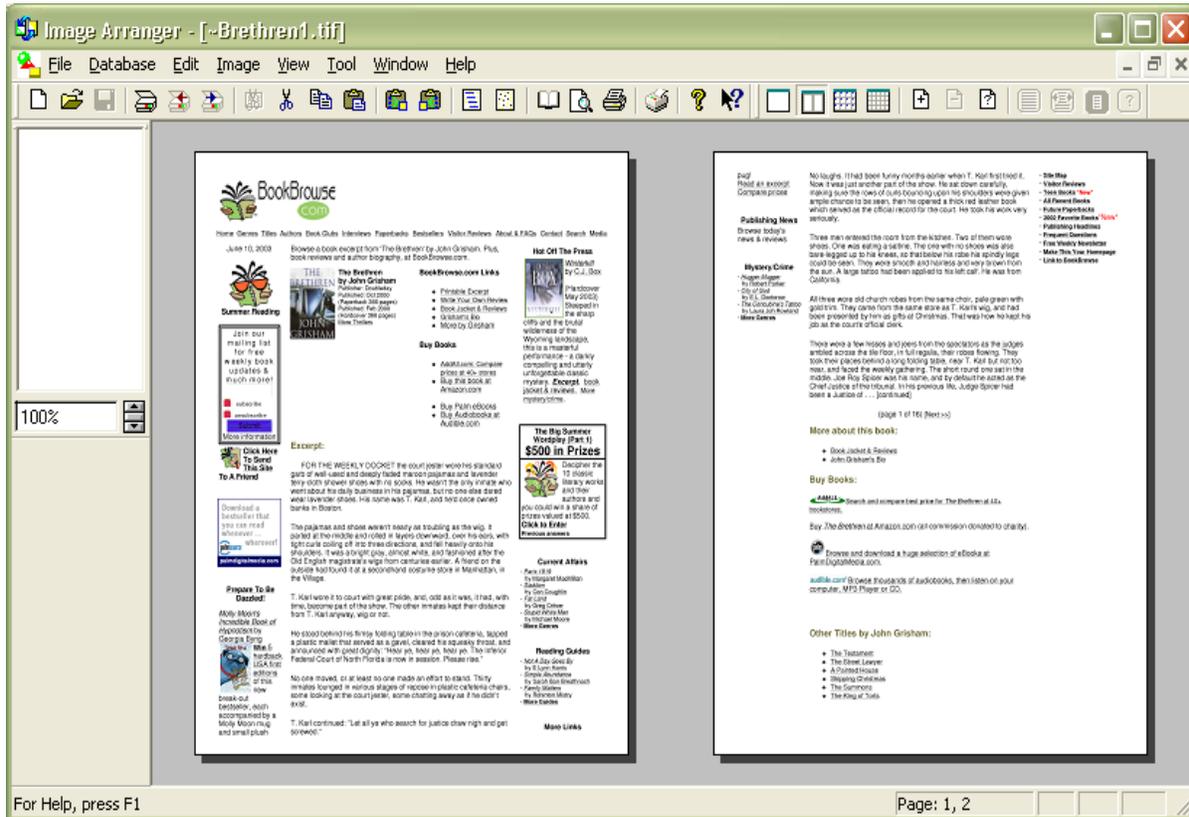


**Alto Internet Transaction Server (AITS)** - system for multi-client internet-based print job submission and management.

# Image Arranger



Whether you need to capture paper documents or integrate electronic information for output to the most sophisticated printer, *Arranger* is for you. Conventional image editors are great for enhancing pictures from the company picnic, but what do you do when it's time to scan and build a major publication for the next board meeting? Clean defects from hundreds of pages in seconds, create and integrate tabs, apply page numbers, custom headers and footers, or even Bates stamps, create N-up layouts or booklets. Arranger's powerful editing and manipulation tools make it a snap! With Image Arranger you can perform a variety of edits to the content of a given page, or to any set of pages you select. By scanning



in or opening multiple documents, you can build entirely new documents or make important changes and updates to existing documents. Arranger is a fully color capable application and indeed one of only a few applications that can store your mixed color and B&W documents so that the least storage space is required while the appropriate format and quality is maintained for each page.

Image Arranger has a powerful Page Setup feature and a Variable Overlay feature which together enable almost unlimited print-time transformations. This results in the exact printed output you want but preserves the original document for use in any other way desired. You can control size and positioning on the paper, page imposition, header/footer details with flexible page numbering, and

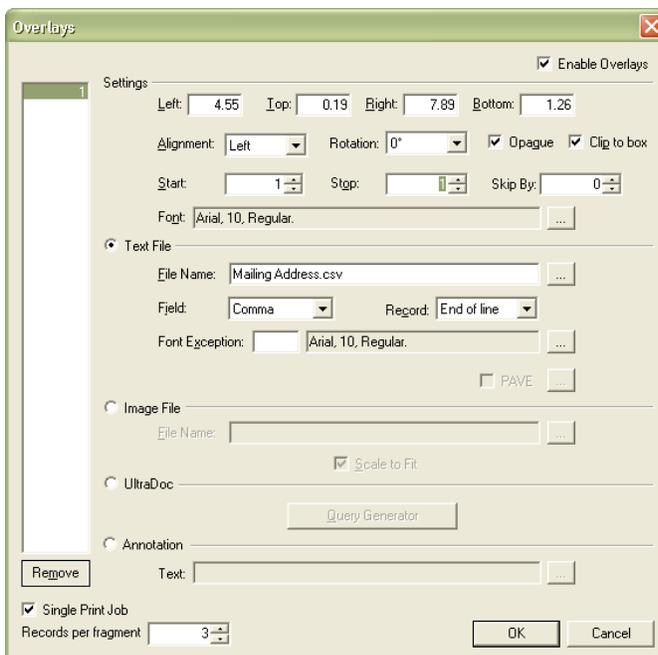
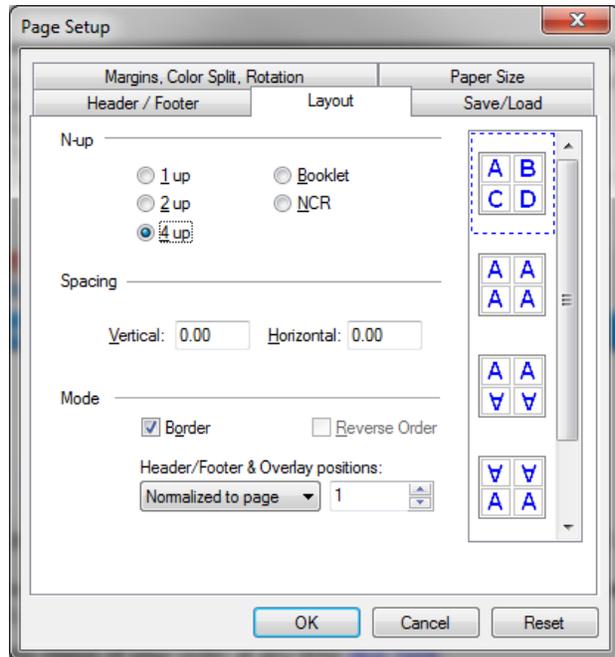


# Image Arranger

variable text/image overlays. All these settings are saved to a template so the exact same results can be achieved by simply reprinting the file. Templates can also be stored and recalled to apply to other documents.

## Key features include:

- Multi-Page/Multi-Document Viewer and Scanning Manager
- Drag & Drop within a Document or Among Multiple Documents
- Single and Multiple Page Editing Tools:
  - Cut, Paste, Crop, Resize with Multi-level Undo
  - Batch Functions for Cut, Crop, Shift, Scale, etc.—Apply to All, Even, Odd, or Selected Pages
  - Deskew, Despeckle, Rotate, Flip, Convert
  - Extract, Insert Page Before/After, Scan Before/After
  - Optical Character Recognition (OCR)
  - Build Tabs or Convert Pages to Tabs
  - Adjustable Snap-To Alignment Tool
- Import/Export Filters for PDF, Postscript and Many Image Formats

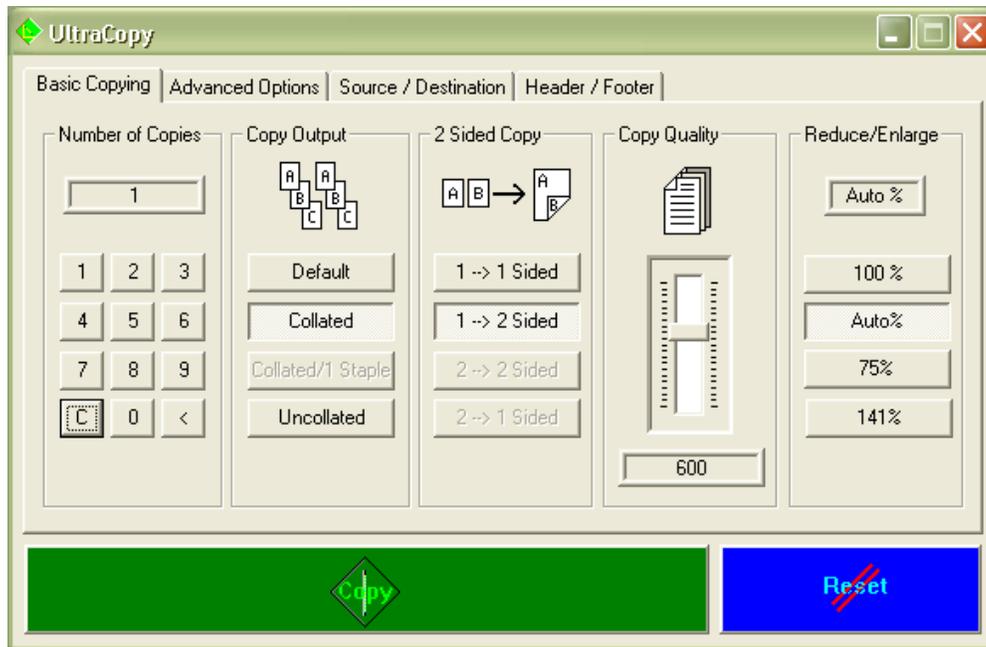


- Ability to Mix Image Formats in Same Document
- Link to *UltraDoc* for Storage/Retrieval
- Header/Footers, Layout & Impositioning, Multiple Text and Image Overlays for Variable Data Printing
- Print Setup, Page Setup and Page taggings (color, 3-hole, tab, etc.) stored in Open Format XML Job Ticket
- Custom Print Capability providing fast, predictable job and page-level control for virtually any printer.
- Scanning Specs:
  - Any Document Scanner or Image Capture Device with a 32-Bit TWAIN Driver
  - Capture Color or Black & White
  - Batch Scanning with Separator Pages

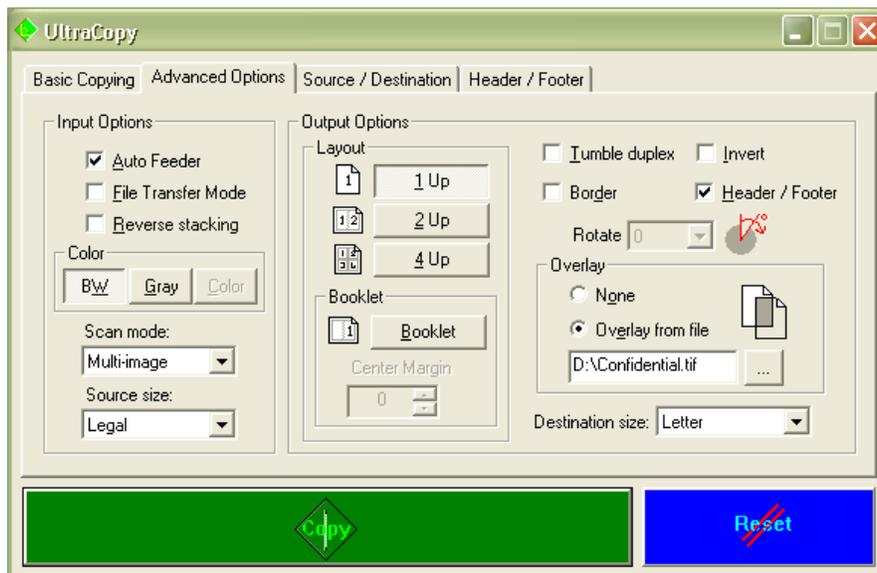
# UltraCopy



*UltraCopy* connects one or more scanners to any output device which is installed as a printer in Windows. This includes actual printers as well as fax servers and file converters such as Alto Imaging's UltraTIFF driver and Adobe's PDF Writer.



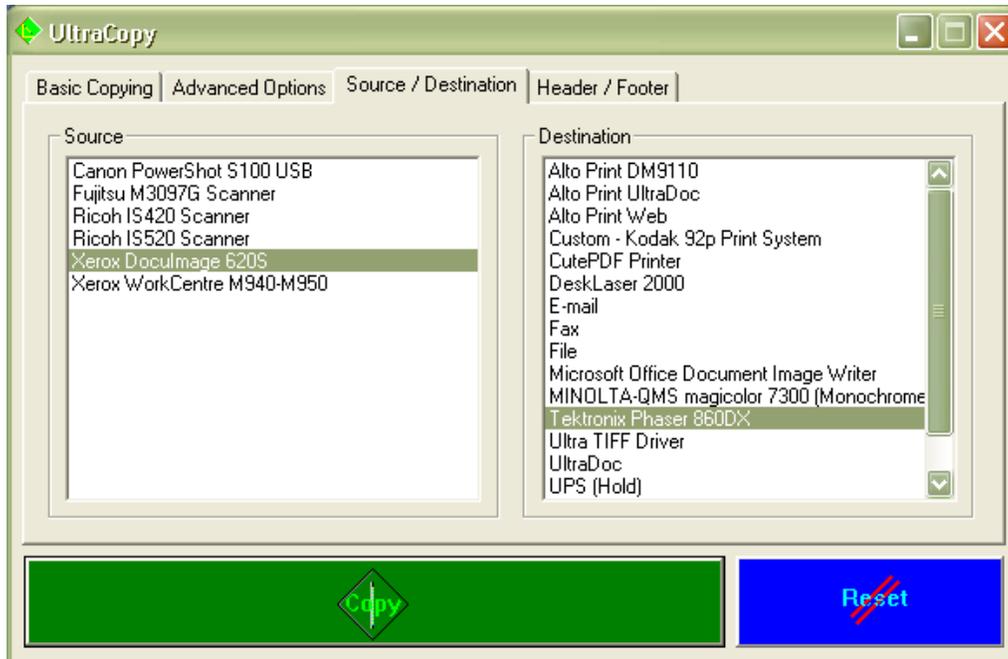
The digital copier interface of *UltraCopy* makes it as easy and convenient to use as a walk-up copier. The Basic Copying window presents the most common controls in one convenient place. Additional tabs provide instant access to setting up more advanced options.





## UltraCopy

With controls for n-up, booklet printing, header/footers and page overlay selections, *UltraCopy's* interface provides simple access to powerful formatting and job options. You need only select a source and destination, set up the copying requirements and click the “big green copy button.” *UltraCopy* remembers all the important settings from the previous use, simplifying setup for the next copy job.



And the Reset button gets you back to a standard copying setup with one click. The available job setup and layout capabilities are displayed depending on the specific scanners and output devices selected.

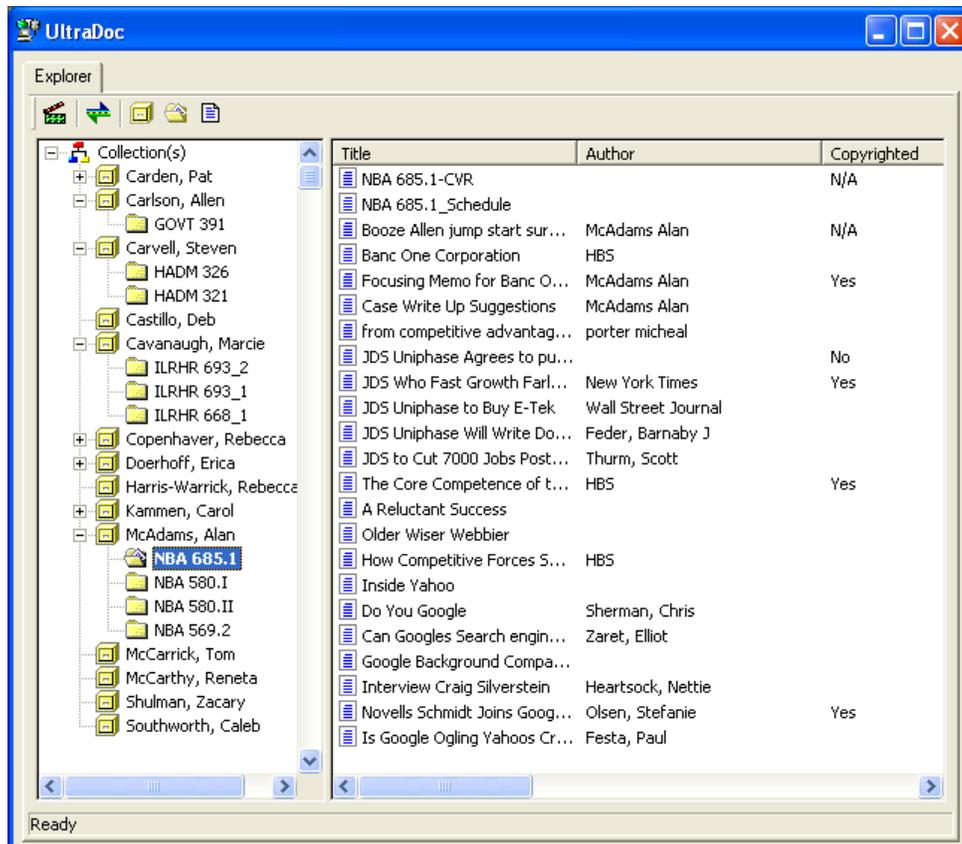
A common use for *UltraCopy* is for capturing documents directly into the *UltraDoc* content management system. Each document captured is coded by the scanner operator with one or a small number of keywords and automatically checked into *UltraDoc's* database for immediate enterprise-wide access to the document content.

### Key features include:

- Easy and Quick to Learn - Resembles a “Walk-Up” Copier
- “Connects” Scanner(s) to Various Outputs (Printer, File, Email, Fax, etc.)
- Custom Print Driver for the Heidelberg Digimaster 9110/9150 and Canon iR110/iR150
- Integrates with *UltraDoc* for Capture to Digital Library
- Impositioning and Layout—N-Up, Booklet, Overlays
- Headers & Footers with Page Numbering, Bates Numbering and Font Controls



**UltraDoc** keeps all your digital assets organized and highly available. Whether you need to manage marketing literature for your sales department, multi-chaptered training or technical manuals for your company's latest project, or legal work product and discovery related to that big case you're working on,



UltraDoc is the tool you need to collect, organize, and manage access to valuable information. Best of all, UltraDoc is content neutral; store any electronic information... documents, images, sound, or even video! Integrate UltraDoc with Arranger & UltraPrint, as well as Microsoft Office applications for a powerful document preparation and print-on-demand solution.

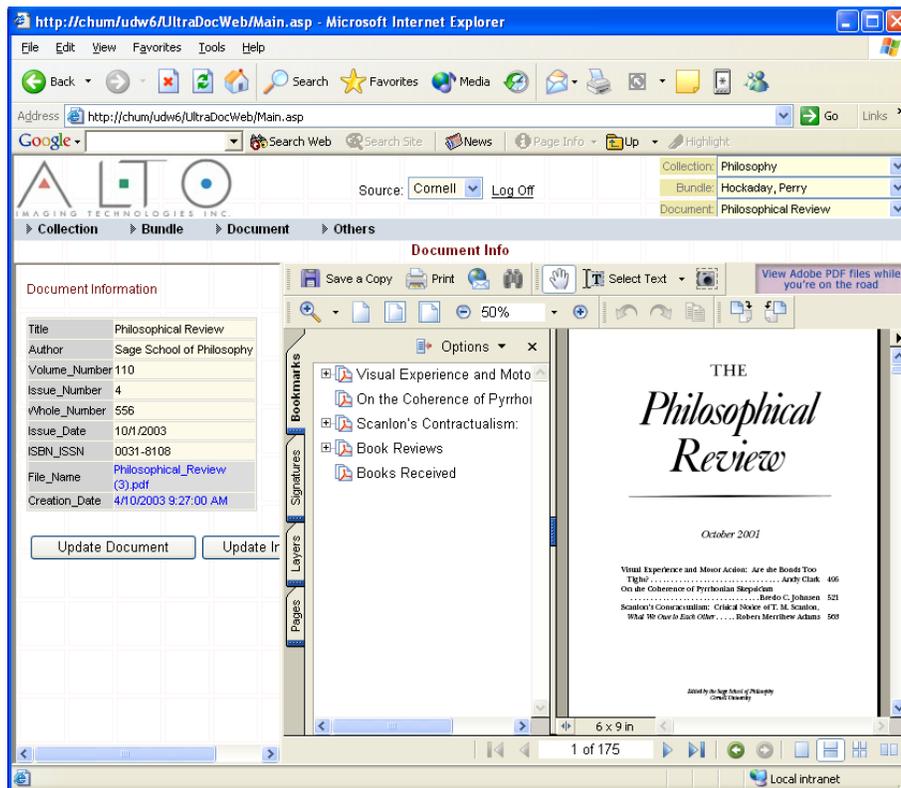
UltraDoc's secure-access model allows the database administrator to set up specific privileges by user and group. An unlimited number of users and groups can be set up. Access can be granted to specific types of content (i.e., to specific database tables) and/or to specific documents. There are access levels for no-access, read-only, read-write and administrative privileges.

Any type of digital content can be managed in the UltraDoc system. This includes the native format files used by any application as well as multi-media files. The content is stored and retrieved in its native form with no modification. This means the documents can automatically trigger the correct application association when accessed from the UltraDoc library; it also means that your content management system will not be limited to proprietary formats and will not become obsolete as your computing and archiving needs change.



## UltraDoc & UltraWeb

The *UltraWeb* component gives full internet/intranet access to the database for viewing, printing and updating the database structure and content. This powerful interface allows you to easily navigate the UltraDoc hierarchy graphically, and to both use and modify the content and structure of the library from the familiar Internet Explorer browser environment. With administrative privileges, all of the normal administrative controls are available whenever and from wherever you need to access them.



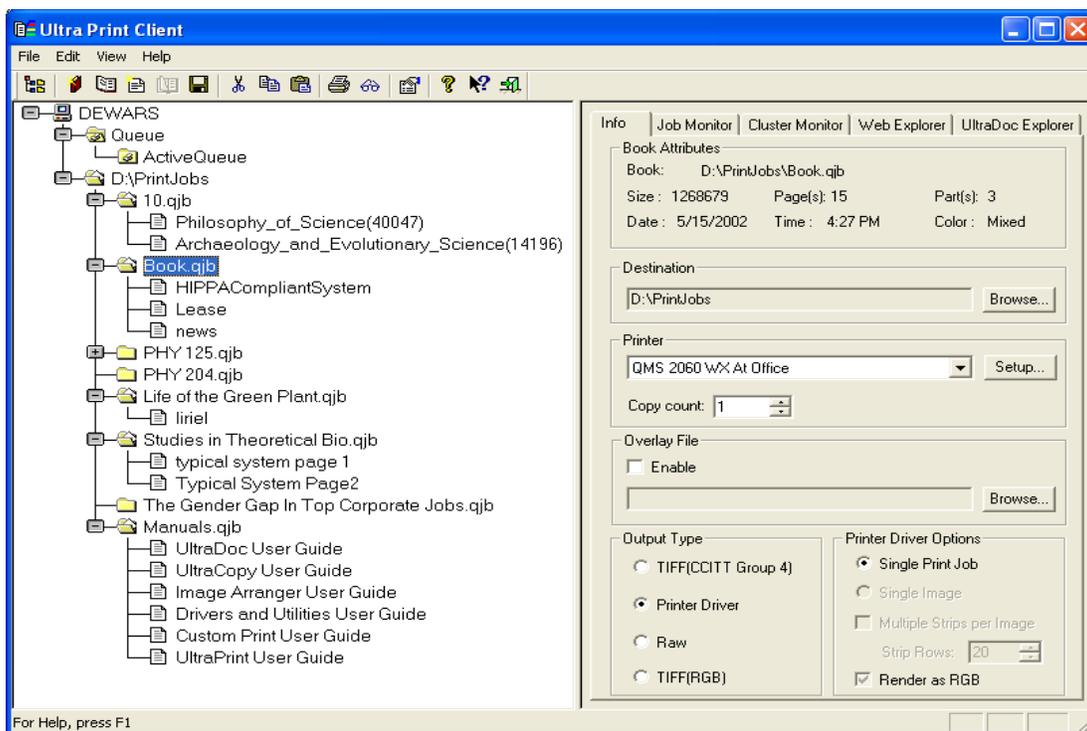
### Key features include:

- Advanced Document Repository based on Microsoft SQL-Server and Internet Information Server
- Open Architecture and Access Model Facilitates Enterprise-Level Collaborative Usage
- Document/Bundle/Collection - three level hierarchy (analogous to document/folder/cabinet)
- Uses Internet Explorer to Search, View, Print, Add or Replace Documents and Any Information about the Documents or the Hierarchical Structure (Bundles and Collections)
- Seamless Connectivity to the UltraWare Applications and to Microsoft's Office Suite
- Repository Documents can be in Native Format, Print-Ready Form or Any Digital Format including Multimedia
- Flexible control of user access privileges and database security
- Complex Workflows can be Defined and Managed using SQL Stored Procedures, Triggers and ASP Scripts
- Integrates with Microsoft's New Reporting Services for Report Generation and Notification Services



**UltraPrint** is a job manager for on-demand printing with high speed PDL processing and image printing capabilities. Print jobs may be set up locally, received directly from within Windows applications or via the Web with XML-based job tickets using UltraPrint's built in web window. UltraPrint integrates with UltraDoc/ UltraWeb allowing any document or set of documents in the content management system to be recalled for viewing or printing or modification before printing.

UltraPrint allows you to send print jobs to any combination of mid-volume and high-volume printers, and there are no per-printer license charges. Print jobs can be distributed to any or all printers available (clustering).



UltraPrint's Custom Print mode allows document-level and page-level control over the printing process. The RIP in the server version can handle standard print-ready files — postscript, PDF, TIFF and PCL files. The client version, which has all the capabilities of the server version except ripping, works only with TIFF files.

UltraPrint has printer-independent imposition and layout capabilities. For example, even though many advanced print systems have the ability to impose a document as a booklet for saddle stitching, UltraPrint can pre-compute a booklet mode layout for any printer. Similarly, imposing overlay images, generating multiple copies of a document with variable data content, adding headers and footers with flexible page numbering (useful also for Bates numbering) and N-up layouts are all simple choices within the Setup menu of UltraPrint.

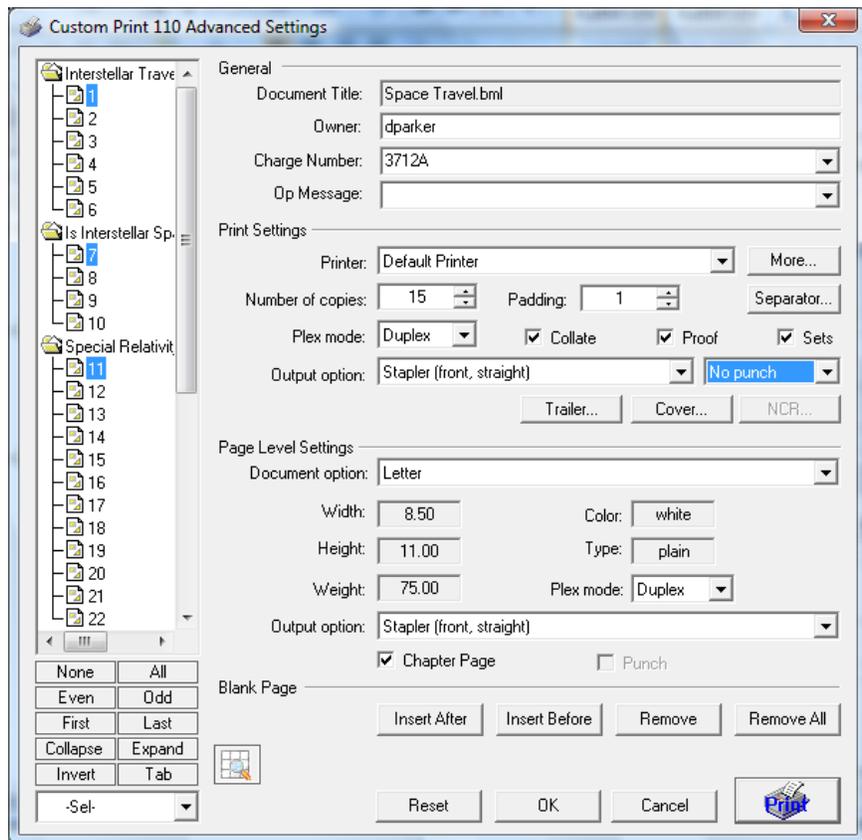
The built-in Custom Print features of UltraPrint are available for all printers, with an optimized capability for the Heidelberg DM9110/9150, Canon iR110/iR150 and Ricoh M9000, 1100 and 1350 models. The Custom Print interface enables graphical display and selection of overall document print and finishing characteristics as well as individual page exceptions.



Selected pages can be easily tagged as a specific media-type available for the targeted printer based on its media catalog or tray assignments. Furthermore, pages can be marked as chapter-starts and blank or separator pages can be inserted at selected points. Selection is made especially easy by providing a table of possible automatic selections—pages marked as tabs, punched, color, chapter first page, chapter last page, etc. can be selected as a set for associating with a media-type or a finishing operation. The overall document can be set to any of the available finishing options, and selected pages can be marked as exceptions—for example, even though a document is set for duplex and letter-white overall, selected pages can be forced to be simplex pages and/or other colors or other sizes of paper. Using a combination of stapled finishing, chapter-page tags and printing as Sets results in stapled subsets. Virtually anything the printer can do can be realized with the Custom Print interface.

### Key features include:

- Build New Jobs, Print or Modify Existing Jobs
- Select Any Network Printer and Set Job Parameters
- Job Monitor with Job Controls – Abort, Remove, Resend
- Active Queue with Multi-Printer Clustering
- Impositioning and Layout
  - N-Up with or without Replication, Booklet Layout
  - Headers & Footers with Flexible Page Numbering
  - Bates Numbering
  - Image Overlay and Variable Text Overlay for Mailmerge Functionality
- RIP to View or Print with Selectable Output Preservation for Reprint
- Custom Print Capability providing fast, predictable job and page-level control
- Use Internet Explorer to Submit Print Jobs Directly from Internet/Intranet—Integrates with Alto Internet Transaction Server for complete job submission, tracking, costing, previewing and update/reprint functionality
- Embedded RDO import with both content conversion and job ticket conversion—Xerox RDO print-ready documents become equivalent print-ready jobs in **UltraPrint**.



# Alto Internet Transaction Server



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The **Alto Internet Transaction Server (AITS)** is a customizable ordering and tracking system for printing and document storage services. Your clients and customers can access an easy to use “storefront” form to specify their print requirements, preview the output and receive a cost estimate before submitting for print. The user creates a login which, after approval, becomes his or her secure login for job submission, review of existing jobs and resubmission of previous jobs as is, or with changes.

Since it is built on UltraDoc and UltraPrint, all the capabilities described in this document for them are also integral to AITS. This means all the jobs submitted and managed using AITS are also

Enter New Print Job Settings

JOB INFORMATION			
JOB OWNER: dparker			
JOB DESCRIPTION: Product Guide	DEPARTMENT: Marketing	DATE: 4/28/2006	
PHONE/EXT #: 251-343-9339 Ext125	DEPARTMENT #: 10	DUE DATE: 4/29/2006	
JOB REFERENCE: 2006118001	CHARGE #: 10-101	JOB TYPE: Color	
PRINT SETTINGS			
NUMBER OF COPIES 50	MEDIA TYPE		
TOTAL NUMBER OF PAGES 20	<input type="checkbox"/> 20 lb Goldenrod	0	
	<input type="checkbox"/> 24 x N	0	
	<input type="checkbox"/> 3 Hole	0	
	<input type="checkbox"/> A0 4x3	0	
	<input type="checkbox"/> A3	0	
COLLATE Yes	PLEX Duplex	STAPLE TopLeft_BottomLef	COVER TYPE None COVER MEDIA None
FINISHING OPTIONS			
HOLE PUNCH None	BINDING None	CUTTING None	FOLDING None
CUSTOMIZATION			
Lamination None			
ADDITIONAL INSTRUCTIONS:  			
TO ENSURE ACCURATE DELIVERY & PRINT QUALITY PLEASE COMPLETE ENTIRE JOB TICKET			

Estimated Price: \$19.250\*

Server: REDFISH

\* Price may vary based on imposition or special layout configuration.



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# Alto Internet Transaction Server

accessible and usable as documents with descriptive information as part of the *UltraDoc* content management system. Utilizing standard report generators or the new Microsoft SQL-Server Reporting Services allows any type of reporting and notification to be defined — for example, cost and usage summaries by user or account number, overall usage by media type or finishing choice, etc.

The *Alto Internet Transaction Server* provides an overall solution with the following features and advantages:

- Easy to use web form for specifying print job characteristics
- Job submission from locally stored documents, database repository and directly from Windows apps.
- User logs in to see history of jobs submitted and to check status of pending jobs.
- Documents from any of about 300 different PC applications can be submitted in their native format, including any combination in the same job.
- AITS transforms the document(s) submitted to a print-ready form and enables on-line previewing from Internet Explorer.
- Using the requested job parameters (number of copies, media types, finishing choices, etc.) a job cost is presented to user before the job is submitted. The user can make changes and recompute the cost immediately.
- All costing factors are customizable to fit your print operation. Standard cost factors are pre-defined for binding, cutting, folding, punching, media-types, plex-mode, stapling, packing, and shipping. Each item can be set to apply per page, per copy or per job.
- All jobs submitted are stored with both the content and the job tickets available for operator review, user review and resubmission and any desired accounting reports.
- Catalog and template-based ordering is also included for pre-defined publications, business cards, stationery, etc.

Accounting Information

Name	Cost	Type
MarkUp	\$1.000	Per Job
Packing	\$0.000	Per Job
Shipping	\$0.000	Per Job

Name	Option	Media Cost	Color Print	Black & White Print	Type
Media_Type	20 lb Goldenrod	\$0.250	\$0.000	\$0.000	Per Page
	24 x N	\$1.000	\$0.000	\$0.000	Per Page
	3 Hole	\$0.110	\$0.000	\$0.000	Per Page
	A0 4x3	\$4.000	\$0.000	\$0.000	Per Page
	A3	\$0.300	\$0.000	\$0.000	Per Page
	B5	\$0.100	\$0.005	\$0.000	Per Page
	Flip Chart 24x36	\$6.000	\$13.000	\$6.000	Per Page
	Flip Chart 36x36	\$8.000	\$14.000	\$7.000	Per Page
	Legal	\$0.050	\$0.000	\$0.000	Per Page
	Letter	\$0.010	\$0.020	\$0.010	Per Page
	Pink	\$0.300	\$0.000	\$0.000	Per Page
	Postcards	\$1.000	\$0.000	\$0.000	Per Page
	Statement	\$0.020	\$0.000	\$0.000	Per Page
	Tabloid	\$0.200	\$0.000	\$0.000	Per Page

Name	Option	Cost	Type	Max Page Count
Binding	Comb	\$5.000	Per Copy	0
	DLB	\$10.000	Per Copy	0
	Glue	\$2.000	Per Copy	0
	Perfect Bind	\$5.000	Per Copy	500
	Spiral Bind	\$4.000	Per Copy	0
	Stitch Bind	\$6.000	Per Copy	0
	String	\$5.000	Per Copy	0
Cover_Media	40lbs Gold Leaf	\$5.000	Per Copy	0
	Letter	\$20.000	Per Copy	0
	Tabloid	\$0.300	Per Copy	0
Cover_Type	Back Only	\$1.000	Per Copy	0
	Front and Back	\$2.000	Per Copy	0
	Front Only	\$1.000	Per Copy	0
Lamination	Ledger	\$1.000	Per Copy	0
	Legal	\$0.750	Per Copy	0
	Letter	\$0.500	Per Copy	0
Cutting	Diagonal	\$2.000	Per Copy	0
	Four	\$3.000	Per Copy	0
	Half	\$1.000	Per Copy	0
	To Size	\$3.000	Per Copy	0
Folding	Fan Fold	\$0.500	Per Copy	0
	Fourths	\$0.500	Per Copy	0
	Half	\$0.500	Per Copy	0
	Thirds	\$1.000	Per Copy	0
Hole_Punch	2 Hole Top	\$0.100	Per Copy	0
	2 Holes on Left	\$0.050	Per Copy	0
	2 Holes on Top	\$0.100	Per Copy	0
	3 Holes on Left	\$0.050	Per Copy	0
	3 Holes on Top	\$0.100	Per Copy	0
Plex	Duplex	\$0.000	Per Page	0
	Simplex	\$0.000	Per Page	0
	Tumble	\$0.000	Per Page	0
Staple	BottomLeft	\$0.020	Per Copy	0
	TopLeft	\$0.020	Per Copy	0
	TopLeft_BottomLeft	\$0.030	Per Copy	0
	TopRight	\$0.020	Per Copy	0

Modify

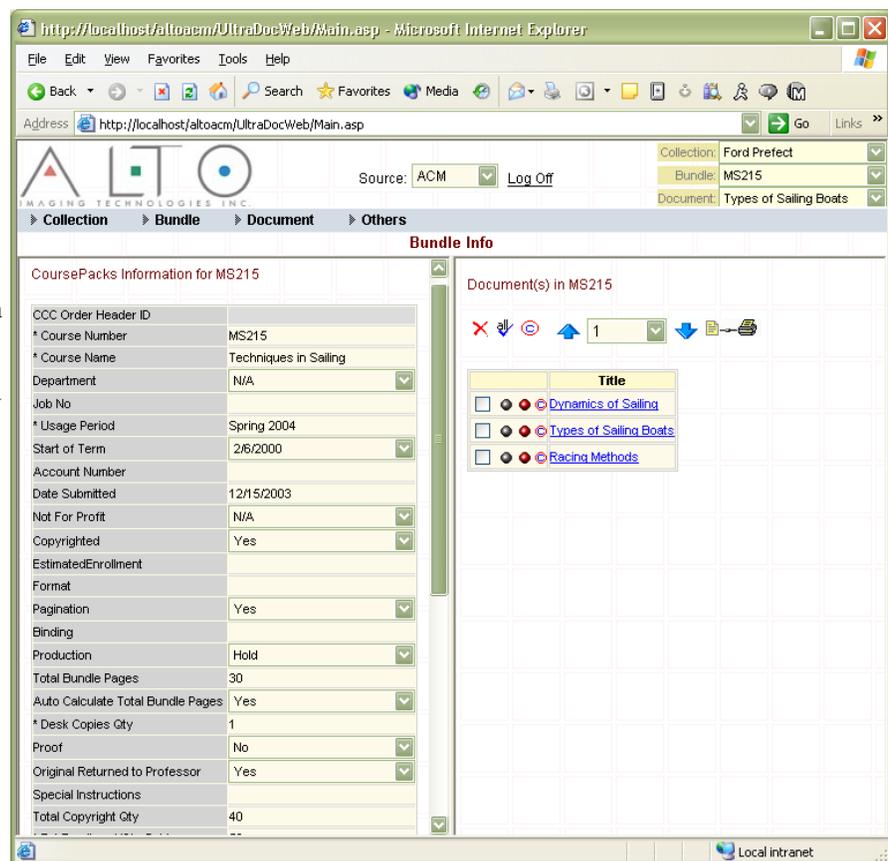
## Coursepack and Similar Custom Publishing Applications—*Alto Digital Publisher (ADP)*

Custom Publishing involves the creation and manipulation of a variety of document content normally leading to the assembly and printing of a short-run of customized books. Examples include coursepacks, parts catalogs, employee manuals, training guides, and similar documents.

Preparing and publishing custom courseware materials for university classes calls for several special capabilities. In addition to a large document capture requirement feeding into a bibliographically organized, reusable document library, there is a significant copyright management need. Our copyright management component tracks all the information associated with the document and generates permission letters using a publisher database, and it can link directly to the Copyright Clearance Center’s Internet Gateway to automatically apply for reprint permission and update the ADP database with the relevant CCC data.. The document capture and printing processes are integrated with the copyright management module, eliminating often-duplicated activity between the production and copyright functions

Implementing the process of custom publishing using Alto Imaging’s ADP solution provides several important operational advantages:

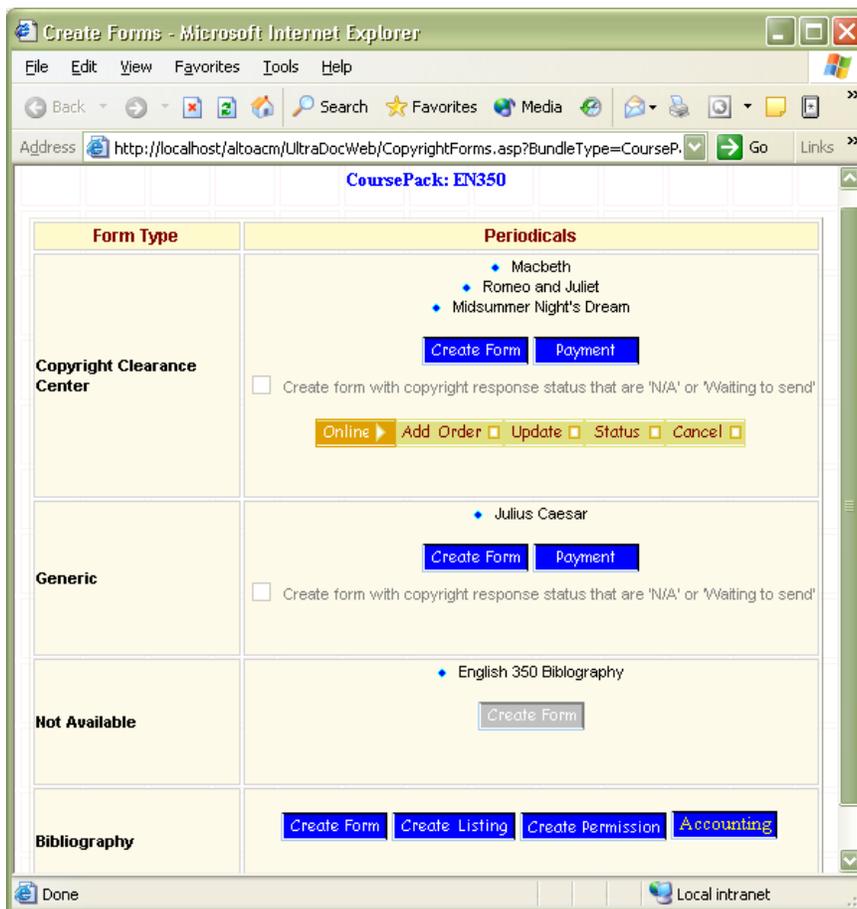
- A central repository for all documents which are used to build the custom books.
- Access is simple from any web browser. You can input new documents, update existing documents and assemble new books or modify the structure and content of existing books.
- Secure logins allow multiple users while providing control of which content is visible and changeable.
- Over time, the repository contains significant reusable content, simplifying the reuse/reprint process.
- Proofing can be done remotely from the print-ready content – this can be done on-screen or you can allow remote printing.
- For copyrighted content, the copyright management feature integrates the permissions process with the overall production workflow, including automated clearance processing for the majority of the documents via a real-time link with the Copyright Clearance Center’s online system.
- Using UltraPrint, production printing is done directly from the database to a nearby or remote print center. The print job can be preserved in the print center for immediate reprints.



## Coursepack and Similar Custom Publishing Applications—*Alto Digital Publisher* (Continued)

Alto Imaging's *UltraWare* applications are in use in a number of custom publishing scenarios. One of the most significant such scenarios is custom publishing of classroom materials in the university/college environments. These custom books are referred to as coursepacks, course readers, course kits, etc. The typical process involves these steps:

- The professor develops a syllabus and a list of supporting documents for the coursepack and completes an order form for the pack. This can be done on paper or submitted electronically. The professor usually provides paper copies, electronic files and usually the bibliographic references for the various documents in the coursepack.
- The bibliographic information is entered for each new document in the book. Documents already in the repository will not need to be entered again.
- The book is created and the relevant documents are added to the book in the desired order. (At this point the document content need not exist in the database, only the bibliographic information is needed to build the book structure).



• Key information for the book is entered – title, course name, term, expected enrollment, professor information and any other information about the whole book.

• The built-in internet link to the Copyright Clearance Center is used to automate the permission and royalty costing process or *ADP*-generated permission letters are submitted via print-and-mail, e-mail, or fax.

• New content is either scanned and edited to the desired layout and quality, or it is imported from electronic formats provided by the professor or department. Each new bibliographic record created above is associated with the corresponding content.

• When all the documents needing copyright permission are cleared, the book can be released for printing.

There are many variants to this workflow. In some cases, the individual departments on campus operate their own capture and make-ready center

for the documents. They check the documents into the database server at the print center, build the books using Internet Explorer and turn the copyright clearance and printing over to the print center, or to another work center which is often part of the bookstore operation. The process can be distributed and divided among various work centers as desired. The common and collaborative connection is through the content management system and the web connectivity.

## Case Management & Litigation Support—*Alto Case Management (ACM)*

Traditionally, law firms have used document management packages to provide easy access to work product, manage storage and archiving, and facilitate "knowledge management" initiatives. As the way law is practiced changes so does the information and knowledge that must be stored. Document management has changed to content management. Information relating to a specific matter is found not only in Word or WordPerfect and Excel but increasingly in other electronic formats. Scanned documents, video depositions, e-mail and voice mail are now components of a matter file.



Alto's standard *UltraDoc* content management system coupled with specialized database structures and a special user interface allows managing all the information associated with any number of cases and clients. Included are mailroom services, internet/intranet secure access to the case/client documents, automatic Bates numbering, local and remote printing of documents and sets of documents.

Most document management databases are cumbersome to modify and difficult to integrate with new file formats. *ACM* allows any type of content to be stored and the data about content to be easily changed to describe the data being stored. It is equally easy to track due diligence, discovery or payroll files using the same program with each having its own descriptive profile and formats. This flexibility creates a true platform for building a content management system on which case and project management can be optimized.

The ease of use features of *ACM* allow it to achieve broad acceptance in a legal environment. For example, the application profiling feature lets *UltraDoc* become a standard menu item in all the Microsoft Office applications – allowing you to save or search for documents in their native formats. Instead of having to bypass a profile for a "native save" the interface allows the selection of *UltraDoc* profiling for direct saving or opening from the *UltraDoc* case management database.



### **Case Management & Litigation Support—*ACM***

The *UltraDoc* framework makes it simple to web enable, image enable and print enable any Microsoft SQL-Server 2000 database. Unlike many of the existing document management systems these are not add-ons or afterthoughts, they are the core of this content management platform. *ACM* and the associated *UltraWare* imaging and printing applications together provide many important operational advantages:

- The content repository can be centralized or distributed across multiple storage sites.
- Access is simple from any web browser. A common interface is presented for accessing or inputting information about any existing content or new content related to a case.
- Secure logins allow enterprise-wide use while providing control of which content is visible and changeable.
- Over time, the repository contains significant reusable information about clients, attorneys, judges, court systems, etc., simplifying the entry and search processes.
- Documents can be viewed and printed (if printable) from wherever you are – assuming the user has the required permissions.
- Content is readily added with the required case and matter coding from any source – applications, fax, email, ordinary mail, audio, video and image sources.
- Document distribution is facilitated by both on-line access and the ability to produce document sets on high speed digital printers, with full control of the output characteristics (media types, output and finishing options such as subset stapling).

Alto Imaging's *UltraWare* applications and the *ACM* application are in use in a number of law offices today. In one large law firm, the implementation includes:

- Mailroom services – Each day's mail can be scanned into the content management system providing immediate access for the legal staff and attorneys. *UltraCopy* is used to scan directly into *UltraDoc's* database with simple case # and matter coding.
- Intranet access from every office in the firm, including offices in several cities. Participants in the case can have different access privileges ranging from no access to full administrative rights, and security is controllable to the individual document level.
- Integration with and migration from existing databases and older practice management applications.
- A large scale storage system utilizing an array of RAID servers and a major backfile capture project targeted at eliminating much of the physical storage of older files and providing easy and quick access to archived documents. This system utilizes *UltraDoc's* scalable architecture with flexible support of storage devices (RAID servers, optical juke boxes, SAN, NAS, etc.).
- A central printing facility using *UltraPrint* for rapid and sophisticated document production based on several digital copier/printers and a Heidelberg Digimaster 9110. Collections of documents can be produced in a short period of time with complete control of the print media and finishing requirements.

## Hospital Forms Management

There are many professional and regulatory requirements for managing information in hospitals and medical care facilities. *UltraWare* has been deployed in this environment to provide improved handling of medical forms—for the plethora of patient tracking and procedural forms used at every station around the facility and for the admissions packages which vary by admission center, insurance type, and patient needs. Based on a library of approved forms, *UltraWare* allows local printing anywhere in the hospital from a simple web page interface. From the same interface you can view, print locally or order packs of forms from the print center. Selected forms can be used to print an admissions pack with required patient information extracted from the patient database and overlaid on the forms as they are printed.

Hospitals are heavy users of forms in all departments. Organizing the multitude of forms into a content management system provides a number of operational advantages:

- Single point control of quality and content of all forms.
- On-demand access to all forms via the internal network.
- Local printing of approved forms in small quantities and easy submission to print center for larger numbers of forms.
- Automated merging of forms with patient information derived from hospital's admissions and tracking system

Hospital staff in each department can access the forms they use from any PC with Internet Explorer and print a limited number of a needed form on a local printer for immediate use. From the same interface, a print order for a larger number of the forms can be submitted to the hospital's printing center. This means the staff are never without the proper form but the cost efficiencies and time savings of centralized print on demand are also maintained in the solution.

Maintenance of the forms is also convenient. The forms database can reside wherever the IT department desires. New forms can be added and existing forms updated from any location with internet/intranet access to the hospital's network. Of course, multiple levels of security and access guarantee that only authorized staff members can update and use the forms management system.

In the hospital's admissions centers, *UltraWare* permits simple printing of the admissions forms, including merging the patient's identifying information (name, hospital ID#, insurance information, etc.) in all the required places on the forms. The admissions package typically includes such items as the wrist band, peel-off labels for IV bags or specimens, and the standard forms used to record the details of the diagnostic and clinical procedures performed on the patient. The patient information is derived from the hospital information system (e.g., Meditech) and overlaid at print time on the admissions form set. The form media-type is automatically selected so the forms are produced on the correct label stock, multi-part NCR paper, colored paper, etc. The admissions staff is able to produce the required forms quickly and accurately on a local printer or digital copier in the admissions area.



## RECOMMENDED SPECIFICATIONS

Successfully deploying the Ultr@Ware applications is dependent on using the right hardware and operating system platforms. There are two configurations we recommend, depending on the application(s):

### RECOMMENDED SPECIFICATIONS FOR IMAGE ARRANGER OR ULTRAPRINT

These specifications represent the *minimum* suggested system requirements. Some requirements may be dependent on specific workflow environments.

#### OPERATING SYSTEMS

32-bit Operating Systems

Microsoft Windows® 10 Professional

64-bit Operating Systems

Microsoft Windows® 10 Professional

#### SOFTWARE COMPONENTS

Web Browser Software (server and clients)

Internet Explorer 11

Net Framework 4.0 or later

Microsoft Core XML Services (MSXML) 6.0 or later

#### MINIMUM HARDWARE REQUIREMENTS

Processor: 2.53 GHz+ Intel I5 or equivalent

RAM: 8GB (32-bit OS) or 8-12 GB (64-bit OS) (*latter recommended*)

Hard drive/controller: SATA 3 Gb/s, 64 MB Cache, 7200 RPM; *2<sup>nd</sup> drive for data recommended*

Available Hard Drive Space: 250 GB+; *1TB recommended*

Optical Drive: DVD-ROM drive; *DVD +/- RW recommended*

Video: DirectX 10+ compatible graphics processor with 256 MB+ Video RAM

Display Resolution: 1280x1024 or higher

NIC: 10/100/1000 BaseT

#### IMAGE CAPTURE (OPTIONAL)

TWAIN compliant Image Capture devices



## RECOMMENDED SPECIFICATIONS

### RECOMMENDED SPECIFICATIONS FOR RAID SERVER FOR ULTRADOC/ULTRAWEb, ADP, AITS AND/OR ACM

These specifications represent the *minimum* suggested system requirements. Some requirements may be dependent on specific workflow environments.

#### OPERATING SYSTEM

Microsoft Windows® Server 2012 Standard

#### SERVER COMPONENTS

Internet Information Server (IIS) 11 or later

- World Wide Web Service

  - Active Server Pages (ASP)

- FTP Publishing Service

- Message Queuing Service (required for AITS only)

Microsoft SQL Server 2012 or later

- SQL Server Management Studio

#### SOFTWARE COMPONENTS

Web Browser Software (server and clients)

- Internet Explorer 11+

- Firefox 10+ (clients)

- .Net Framework 4.0 or later is required

#### MINIMUM HARDWARE SERVER REQUIREMENTS

Processor: 2.53 GHz+ dual processor

RAM: Minimum 8GB+; Recommended 8-12GB

Hard drive: 250 GB+ available hard disk space

Optical Drive: DVD-ROM drive; DVD +/-RW Recommended

Display Resolution: 1024x768 or higher

NIC: 10/100/1000 BaseT

## ARRANGER™

### Capturing & Building Documents

- Built for Speed and Ease of Use
- Multi-Page/Multi-Document Scan & View
- Cleanup and Editing on Selected Page(s) or Entire Document
  - Cut, Paste, Crop, Resize
  - Batch Functions for Cut, Crop, Shift, Scale, etc.—Apply to All, Even, Odd, or Selected Pages
  - Deskew, Despeckle, Rotate, Flip, Convert
  - Extract, Insert Page Before/After, Scan Before/After, Snap-To
  - OCR
  - Build Tabs or Convert Pages to Tabs
  - Automated Page Alignment Tool
  - Multi-level Undo
- Integrates with *UltraDoc*™ for Storage & Retrieval
- Printing Systems Supported:
  - Custom Print capability for Production Class Printers
  - Any Printer with a Windows Driver
- Scanners Supported:
  - Any Document Scanner or Image Capture Device with a 32-Bit TWAIN Driver
  - Capture Color or Black & White

## ULTRADOC™ & ULTRAWEB™

### Web-Enabled Digital Document Library

- Advanced Document Repository based on Microsoft SQL-Server and Internet Information Server
- Use Internet Explorer to Search, View, Print, Add or Replace Documents
- Documents can be in Source Form, Print-Ready Form or Any Digital Format including Multimedia
- Integrates seamlessly with MS Office
- Build and Upload Bundles (Books) from Documents in the Digital Library
- Database Setup & Configuration Tools
- Flexible control of user access privileges and database security
- Document/Bundle/Collection—three level hierarchy (analogous to document/folder/cabinet)

## ULTRAPRINT™ & ULTRAPRINTWEB™

### Print Management and Services

- Build Jobs, Print or Modify Existing Jobs
- Select Any Network Printer and Set Job Parameters
- Active Queue with Multi-Printer Clustering
- Job Monitor with Queue Controls – Start, Stop, Hold
- Job Controls – Abort, Remove, Resend
- Impositioning and Layout
  - N-Up with or without Replication
  - Booklet Layout
  - Headers & Footers with Flexible Page Numbering
  - Text and Image Overlay/Variable-Data Printing
- Fast PDF, Postscript & PCL RIPs
  - RIP to View or Print
  - Output Can Be Preserved for Reprint
- Custom Print Capability for the Kodak/Heidelberg, Ricoh, Konica-Minolta and Canon production printers providing fast and predictable job and page-level control
- Integrates with *UltraDoc* for Job and Document Storage & Retrieval
- Use Internet Explorer to Submit Print Jobs via the Internet/Intranet, or submit jobs directly from Windows applications

## ULTRACOPY™

### Digital Copier Application

- Simple and Easy of Use
- Quick to Learn - Resembles a “Walk-Up” Copier
- “Connects” Scanner to Various Outputs (Printer, File, Email, Fax, etc.)
- Custom Print Driver for Selected Printers
- Integrates with *UltraDoc* for Capture directly to Digital Library
- Impositioning and Layout
  - N-Up
  - Booklet Layout
  - Image Overlay
  - Headers & Footers with Page Numbering
  - Simple Bates Numbering Applied as Copies are Made



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