EFFECTIVE ELECTRONIC DOCUMENT MANAGEMENT

IBSA's Electronic Content Management Software is an electronic paper distribution software solution that allows customers to avoid the cost and waste associated with paper. IBSA's ECM Software provides quick, efficient and secure electronic delivery of information to users regardless of location. Users can access the documents and reports as needed from their web browser.

IBSA's ECM Software can automatically capture paper or electronic reports from multiple systems. It will index the reports, apply security rules, notify users and make available the specific pages users are permitted to see.

The easy to use **web-based** interface allows users to view, print and download information or selected pages of a report, on demand. Detailed searches with-in IBSA's ECM Software for specific information eliminates the slow, error prone effort of locating paper based files. A search capability within a folder allows users quick access to specific pages or data with-in a page. The advent of **sticky notes** allows users to add notes to pages.

Information can be viewable by multiple people, any place anywhere with the proper security, **data in reports, mine and export to spreadsheets**.

IBSA's ECM Software administration is very flexible allowing administrators to add/change/delete specific reports and users through a simple interface. Reports are easily identified and organized through user-definable report names and categories and arranged in easy-to-navigate folders where each report generation is individually listed. Global and individual report retention parameters can be set for automatic purge or archival to disk, tape, CD-ROM or optical drives.

IBSA's ECM Software can be deployed as an **on-site system** (ILF license) or as a **web-based**, hosted solution with no upfront license costs.

IBSA's ECM Software drastically reduces the time and tremendous costs associated with paper-based reports and scanned files by eliminating the need for seemingly endless skids of paper, large system printers, printer maintenance, file cabinets for storage, microfiche, the manual labor associated with separating and packaging reports, as well as delivery mechanisms.

IBSA's ECM Software Provides Your Organization with these functions at an affordable price point!!