



Solutions to Paper Problems

Now there's a better way to get control of the stacks of paper documents that are slowing down your business. iKAN Software provides a robust and user-friendly document management system that alleviates the burden of filing, storing and retrieving your business records and forms.



Have It Your Way

At iKAN Software, we want technology to be deployed and work the way you need it to work. Whether you desire the flexibility and affordability of a Cloud-based solution or the tight integration requirements of an on-premise option, we make it work for you. We integrate our solution with the primary business software applications that drive your business.

Control Company Information

Through the iKAN Capture – Process – Route system, we help you achieve a consistent, systemized and traceable way for documents to enter and flow through the organization. No more guesswork as to where a document is located or how it should be named or stored.

Security is also enforced, meaning you can rest assured as to who has document control. Mobile users, regional offices and all permission-based employees have 24/7 document access.

Important Benefits to Your Business

iKAN has the ability to help you improve the paper process of running a business, enhancing communications, operations and profitability. Here's a sampling of benefits our solutions provide:

1. Capture documents from remote sites and mobile devices for inclusion into a central repository where everything can be found in one secure location
2. Provide audit trail capability for all documents through their life cycle
3. Meet regulatory compliance and enforce security across your documents
4. Gain visibility into operational workflows and the financial performance of your business
5. Prevent loss of documents and information due to natural or man-made disasters
6. Improve the efficiency of your workforce, freeing them to accomplish more productive tasks instead of document filing and searching



“We were amazed at how easy iKAN Software was to install and use. The conversion from our old system went very smooth. This is a great product!”

Calvin Hunt, President, Sugar Creek Group



Suited for You

Whether providing continuity through your entire enterprise or supporting the unique needs of your specialized industry, iKAN Software provides a comprehensive document management system with pre-built templates and scalable, customizable solutions:

Business Solutions

- ➔ **Accounts Payable/Receivable** – invoices, POs, receipts, tax returns, financial documents
- ➔ **Human Resources** – employment forms, resumes, applications, performance reviews, training records
- ➔ **Operations** – policies, procedures, desk manuals, ISO documents
- ➔ **Legal** – contracts, agreements, affidavits, any signed documents

Industry Applications

- ➔ **Energy** – land records, run tickets, inspection reports, tests, maintenance records, production accounting
- ➔ **Manufacturing** – data books, change orders, proposals, specifications, part numbers, ISO processes
- ➔ **Real Estate** – leases, land records, tax records, easements, tenant agreements, maintenance records
- ➔ **Transportation/Distribution** – bill-of-lading, travel expenses, delivery receipts, asset tracking
- ➔ **Engineering and Construction** – drawings, CAD/CAM, change orders, specifications
- ➔ **Education and Training** – scores, evaluations, certifications, course completions

Capture.

Ad Hoc Scan

ScanNow
Link Scan
Email Attach

Batch Scan

Network Scan
Web Scan
Client Scan

Import & Migrate

Drag & Drop
Image Import
Image + Data Import

Process.

MetaData Lookup

Barcode Automation
Optical Character Recognition
Archive
Document Validation
Signature Validation
Data Validation
Data Formatting
Custom Data Fields
Version Control

Route.

Search

Metadata Search
Content Search
Browse

Output

Box
Sharepoint
FileNet
OpenText LiveLink
Oracle
SQL Server

iKAN
Link

Get Started Today

Download a free trial of the software, get a demo, or call us for assistance. We offer a complete Qwik Start document management package that includes everything you need to get started for one low price or convenient monthly payments. The package includes a professional, top-rated scanner from Fujitsu. Find out more at www.ikansoftware.com or call us at 713.426.4526.

“ I have been using iKAN Software almost daily and love it! It has made preparing invoices more efficient. I cannot believe how quickly the search feature in Link works, and very accurate.

Mary Anne Stoner, SSR, Valuation and Financial Advisors

2211 Rayford Road, Suite 111-243
Spring, TX 77386

713.426.4526
www.iKANSoftware.com



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