



**CLOUD.
DOCUMENTS.
DATA.
IDEAS.**



It's The Idea That Matters...



Table of Contents

About Us	04
What We Do & Professional Services Group	06
Pillars of Expertise	08
Case Studies	10
Imaging Office Systems Team	14
How We Work With You	16



About Us

- Currently serving Fortune 500 companies, government agencies, major universities, hospitals, manufacturing companies, and a diverse cross-section of other businesses around the globe.
- Regional offices in Indianapolis, IN: Columbia City, IN: Anderson, IN: Chicago, IL: Wichita, KS and Kansas City, KS.
- Our team offers a rare blend of deep industry experience, agility in responding to customer needs, and flexibility when and where it matters most.



Designing Information Management Solutions around Unique Business Processes for 50 Years

If there's one thing we've learned over 50 years in the information management business, it's that even the most powerful information management system requires precise attunement to the unique needs of an organization...and this level of customization is not available off-the-shelf.

- John Schrader

*Director of Cloud Services &
Information Technology
Imaging Office Systems*

So much about how we run our businesses involves effectively managing the different types of information that shape our decisions and processes. The better you are at managing that information, the more confidently you can push forward and adapt to changing business climates and customer needs. Our focus is on improving how our customers manage and apply their information every day.

To do it, we design and deliver custom implementations of **cloud-based business process automation** and productivity support...**remote work solutions** that link teams or entire organizations to collaborate and operate cohesively from anywhere in the world...

document management options that enable you to organize, search, and access data that informs business decisions...**secure, climate-controlled records storage** with on-demand file retrieval and digital delivery...**enterprise scanning** services that equip your organization to operate paperlessly by digitizing all forms of paper-based information flows in your company...and **logistical support** to fill in any of the gaps in your information management processes.



Our Team Knows How to Discover and Respond to Complex Customer Needs

It's the Idea That Matters.

We help people develop business-driving ideas by building information management solutions that support their knowledge and understanding of the factors relevant to their world. By themselves, even the most advanced technologies can't build a business on their own. But put the right data in the hands of a talented, creative person...that's power! We build systems that give your people the knowledge and tools they need to define, build, and iterate on their ideas...which drive your business success.

One Size Never Fits All.

The world and business, as we know them, are transforming before our eyes. What's your role within them? How will that role evolve in the future? As part of our human-centered design process, we ask these questions and many more to understand how you conceptualize your own trajectory. That's just one of the important data points we consider when building information management solutions. What we do encompasses software, hardware, technical ingenuity, and customer service.

How We Engage with You:

- We work with your leadership and directly with workers that will be impacted by the solutions we build. We want to know what drives you, what it's like to be them, and what everyone needs to be effective.
- We look for opportunities where software, hardware, and technical ingenuity can make a difference. Then, we imagine the possibilities.
- We prototype and test ideas to understand what works, what needs work, and what should be abandoned.

“ Think about the people you’re designing for first, and then consider the business and technical factors. By focusing on people first, you make possible the business success everyone in your organization needs...while avoiding the creation of new obstacles. ”

*Brian Kopack
President
Imaging Office Systems*

Pillars of Expertise



Through all our service offerings, we help companies improve how they manage information, so they can save time, improve efficiency, reduce risk, and forge ahead into the future confidently.

CLOUD SERVICES

We design and deliver customized business process automation, information management and productivity solutions that help organizations reclaim time spent on menial tasks, facilitate collaboration among team members, and maximize availability and utilization of data. Our subscription-based model offers a high degree of simplicity, flexibility, and fast implementation.

REMOTE WORK

We build remote work solutions that help organizations collaborate effectively from anywhere in the world. With telepresent communication, smart information capture and rules-based data distribution and business process automation, your team members will be integrated and empowered to make better decisions and do better work.



Forms



Capture



Migrate



Drive



Docs



Servers



Director



Desktop

We help our clients consider their own purposeful evolution. We help them figure out how they must change...and challenge and guide them to examine how they do things objectively.

DOCUMENT MANAGEMENT

Automatically route your important documents where they need to go while protecting quality and chain-of-custody, maximizing operational efficiency, and staying compliant with industry and governmental regulations. We offer custom implementations and integrations with leading software platforms, including Hyland OnBase, Upland FileBound, PSIGEN, and OpenText.

ENTERPRISE SCANNING

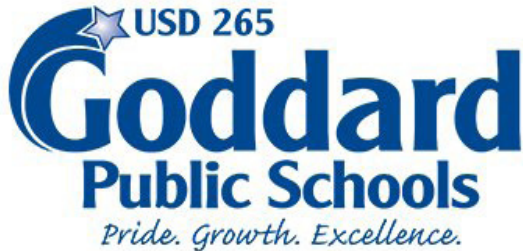
Our enterprise document scanning services deliver levels of unmatched speed and accuracy. We scan and process over 5,000,000 images per month in five state-of-the-art document conversion centers. Unburden your organization from managing paper and build robust digital information resources.

SECURE STORAGE

Four state-of-the-art file storage facilities offer a fully scalable, turnkey solution for storing and preserving paper files in a clean, climate-controlled environment that meets all governmental and industry compliance standards. Need to access files in storage? We'll digitally deliver any document in a matter of hours. We can also migrate all paper records to a cloud-based database.

Case Study: Goddard School System

From Paper to Cloud: Digital Transformation of HR Records & Workflows



Goddard Public Schools (USD 265) is a rapidly growing school district near Wichita, KS, employing 1,000 people and serving more than 5,800 students from pre-kindergarten through 12th grade.

The district sought to eliminate paper from HR workflows, which were consuming too much time and limiting the staff's ability to effectively serve students and community members in a timely manner.

"While I always thought we worked as efficiently as possible, it felt like things often took longer than they should have. It was nobody's fault; it's just the way the system was set up. I thought we could be way more

efficient if we went paperless," said assistant superintendent Jeff Hersh. "I just wanted to be able to click a button and have the information available at my fingertips, whether I'm at the office or working from home. All I had to do was tell them what I wanted to do, and they figured out how to make it happen."

SOLUTION: Imaging Office Systems developed a cloud-hosted Filebound database with integrated online HR forms to facilitate data entry. We also worked with the district's student information system provider to integrate the two databases in ways that would bring additional efficiency benefits to the school system.



Case Study: Da-Lite Screen Store

Digital Transformation of the Customer Experience

“We are more than just a number to Imaging Office Systems. They took time to consider all the implications of our process. They met all their deadlines and even now that the system is in place, they are still involved and genuinely want to help us make this a success. Imaging Office Systems doesn’t just have the right product, they have the people that make that product work.”

- Collin Boggs

*Internal Sales Manager
Da-Lite Screen Store*

Da-Lite has been a leading international supplier of projectors, projector mounts, and projection screens for over 100 years.

While their product line-up had certainly evolved with the times, they still employed a time-intensive, manual sales process. Everything was done on paper, and as the business grew and diversified, doing business and serving customers this way became more and more cumbersome. Instead of spending time with clients, sales staff had to physically hunt through paper files and found themselves constantly reacting to issues because they didn’t have time to be proactive.

Da-Lite wanted a paperless system that could process 600-700 daily orders with easy order entry and organization that was capable of handling a wide variety of document types.

SOLUTION: Imaging Office Systems installed data management and capture tools that made an instant impact on the sales process and moved Da-Lite closer to becoming a 100% paperless workplace. The solution converted all incoming orders (FAX, email, paper) to digital files, improved visibility into their sales processes, reduced overhead for sales and order entry, and improved customer service.

Case Study - Allen County Indiana

County Government takes digital transformation

Allen County is the largest county in Indiana by area and employs over 1,350 full-time employees and 400 part-time and season employees across 15 county-wide locations.

The county was relying on large quantities of multi-page paper documents and forms to transact business with the public and manage county departments. While going fully paperless would not be possible, the county hoped to eliminate some of the costs and inefficiencies of paper with a centralized solution that would reduce the time and work required to receive, route, process, and file paper forms, while ensuring compliance with state regulations for retention

and archiving, and preserving historic information across all departments.

SOLUTION: Imaging Office Systems developed a solution that stored, organized, and managed every type of business content, while providing for cost-effective scanning and document searchability capabilities.

We initially implemented the system for four of 15 county departments, but after the benefits of the system became obvious, the rest of the departments also adopted the system.

“Imaging Office Systems helped our county become a better public servant,” said Ed Steenman, director of technology for Allen County.



“Here’s my ultimate testament: my wife works for the city of Fort Wayne, and I recommended Imaging Office Systems to her. That shows I really believe in you guys because if it didn’t work out, I was going to hear about it.”

- Ed Steenman

*Director of Technology
Allen County, Ind.*

Case Study: GE Aviation

Enabling 24/7 Access to Jet Engine Service Records Everywhere in the World

As the world's leading producer of large and small jet engines for commercial and military aircraft, GE Aviation needed a budget-friendly solution to provide its customers unlimited 24/7 access to their aircraft engine service records from anywhere in the world.

SOLUTION: Imaging Office Systems developed a system for web-based user access to the records management system, which allowed for service records to be viewed from anywhere, anytime.

In addition, we also make weekly pickups and deliveries of approximately 25 boxes of paper documents, which we then scan and

index into the records management system. We also implemented a workflow in which GE Aviation prints and inserts custom break sheets with a unique bar code at the beginning of every document set, which eliminated the need to index the records before applying associated customer data required for indexing. This workflow

dramatically reduced the cost of preparation and indexing for GE Aviation.

Once captured and validated, the images upload to a hosted content management site. We also helped GE Aviation better control storage fees through delivery of a “search from archive” feature within the software.



GE
Aviation

Meet Our Management Team

Our management team brings a combined wealth of knowledge and experience to help lead and give our customers the best product possible. It's the Idea That Matters...



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Why Imaging Office Systems?

“All I had to do was tell them what I wanted to do, and they figured out how to make it happen. And that’s all I really care about—I don’t need to know how it works, I just want it to work. And that’s what has happened. We’ve had no problems.”

- Jeff Hersh

Asst. Superintendent of Human Resources and Student Services, Goddard Public Schools, USD 265

“I saw how the other vendors’ systems worked and quickly realized how much I liked the system Imaging Office Systems offers. They can modify the system as needed quickly and efficiently. We will be rolling their program out to four more branches later this year and will create a similar

system for our loans department.”

- David J. Prows

*Network Administrator
Beacon Credit Union*

“Their ability to integrate with our accounting system is what really made the difference. IOS was the only vendor that could handle that integration. Over time their staff has been able to keep the interface working even as the accounting system evolves and is upgraded. This custom capability is what led us to expand the system into other areas such as HR and soon bids and project specs.”

- Ken Wahl

*Director of Finance
Sterling Boiler*

“

They would alert me on what files had been scanned, then I'd look through them and give them the final approval to go ahead and discard the paper record. It all went very smoothly. If I ever had a question, someone was just a phone call away.

”

*Teresa Frakes
Counseling Secretary
Pendleton Heights High School
Imaging Office Systems customer since 2018*





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