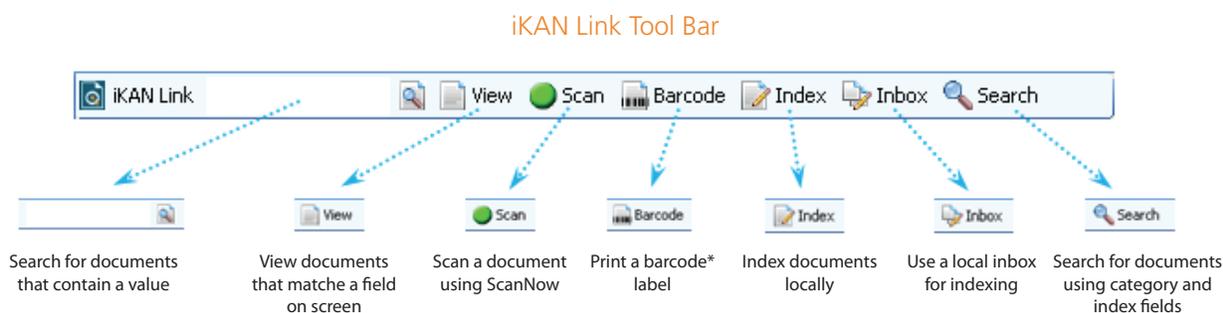## Your Application Connection

Tired of having to manually track and manage your workflow processes and paperwork? Now you can have important documents at your fingertips within seconds, never exiting the application you are currently using. Through iKAN Link, there is no need to launch and navigate other systems to obtain pertinent company information instantly.

What is Link?

Link is a separate toolbar that attaches to your favorite Microsoft Windows applications. It can be configured in less than a minute. Once Link is installed, it does not have to be reset for each use. You simply interact with the Link application when you need access to important company data. It's just that simple.

iKAN Link Tool Bar

| Search for documents that contain a value | View documents that matche a field on screen | Scan a document using ScanNow | Print a barcode* label | Index documents locally | Use a local inbox for indexing | Search for documents using category and index fields |

* Label printer required

- Link options are set by group permissions.
- Link can be attached to an application and in some cases application fields.
- Link is set up once per group – all users inherit the same setup in a gorup.
- Search for documents that contain a value that uses index fields. This can also include OCR data.
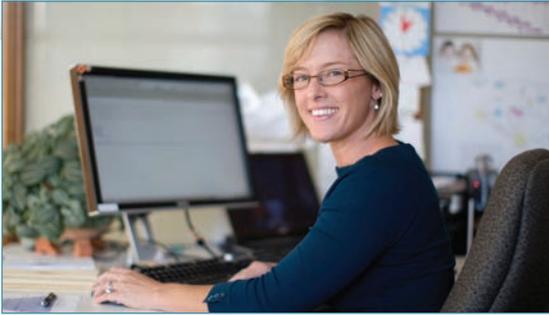
How Do I Use Link?

Link is incredibly simple to use. To find a document or to see a list of documents, all you do is key the value you are looking for into the search window. Link uses your security credentials to go to the company's data repository and locate all documents that match your search criteria. While the primary use for Link is to find documents already stored in your system, it can also be configured to scan a document, create a barcode label for a document and index a document.

What Can Link Do For Me?

iKAN Software offers a complete suite of applications for document capture and document management. iKAN Link is a productivity tool from iKAN Software that can help you gain control over the paper and electronic documents that run your business. With innovative solutions such as Link, your become more productive by minimizing time wasted on manually filing and finding documents.

> **Within three months of using the iKAN Virtual Document Center, we scanned an estimated 32,000 documents. Searches now take minutes compared to hours. The iKAN Virtual Document Center is a simple, cost effective way to provide a document management system for ourselves and our clientele worldwide.**
>
> John Lutz, VP, GL Noble Denton

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 Resource**s – 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. Process. Route.

Capture.	Process.	Route.
Ad Hoc Scan	MetaData Lookup	**Search**
ScanNow	Barcode Automation	Metadata Search
Link Scan	Optical Character Recognition	Content Search
Email Attach	Archive	Browse
Batch Scan	Document Validation	**Output**
Network Scan	Signature Validation	Box
Web Scan	Data Validation	Sharepoint
Client Scan	Data Formatting	FileNet
Import & Migrate	Custom Data Fields	OpenText LiveLink
Drag & Drop	Version Control	Oracle
Image Import		SQL Server
Image + Data Import		

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

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