
STARTING A NEW DOCUMENT IMAGING BUSINESS SEMINAR

Starting a New Document Imaging Seminar <i>2 Day - including lab with field visit</i>	\$ 2250.00 <i>*Includes Imaging Business Start up Kit (\$5,000 value)& 2 attendees from each company registered</i>
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AGENDA

DAY 1

- Document Management and Management
 - A Brief History
 - The State of the Technology Today.
- The Business of Document Imaging.
 - What is it?
 - The Nature of the Business.
 - The Legal question: Rules and Regulations.
- Compliance
 - Facility
 - Staff
 - Systems
- Staffing
 - Sales Account Management
 - Facility Management
 - Operators
 - IT
- Best Practices
 - Facility Setup
 - Workflow
 - Imaging Systems

- Computing Environment
 - Rack Systems, Batch IDs, etc
 - Chain of Custody
 - Training
 - Etc.
- Profits Generation
 - Charging for Services
 - Online storage
 - Document Management Systems: Becoming a VAR
- Selling your Services
 - Customers
 - Service Contracts

DAY 2

- iScan Technology Demonstration
 - Business Unit Strategy
 - SimpleDOX Enterprise
 - Hands On Lab
- Field Trip
 - On site visit to one of ISCAN's partner imaging facility.

WHAT YOU WILL GET?

DOCUMENT IMAGING BUSINESS STARTUP KIT (VALUED AT \$ 5,000)

Upon completion of the seminar, you will get your copy of ISCAN's Document Imaging Business Startup Kit.

The startup kit is a collection of all of the essential materials that one needs to setup a document imaging business. It is provided as a first step in the process of transferring ISCAN's years of experience and knowledge to you.

KIT CONTENTS

- A CD media containing all materials presented in the seminar.
- A large collection of added references and Resources.
- A coupon for 2 hours of FREE consulting time with ISCAN group of imaging consultants to help answer your specific questions and provide advice and guidance.

Starting a New Document Imaging Business Seminar

OVERVIEW

PURPOSE

This training course is designed to take the attendee through the details of setting up and operating a document imaging business. The three day training course provides in-depth discussion, and presentation of what goes into running a successful imaging business. Hands-on lab demonstration of software and hardware technologies, as well as a field visit to an operational document imaging partner site are include.

LEARNING OBJECTIVES

By attending this 2 day seminar you will learn about:

- Document management and imaging and what it is?
- What is required to setup your document imaging business?
- Legal and compliance issues.
- Standards.
- Best Practices to setup the business.
- How to profit from document imaging?
- The technology of document imaging.

And you will get:

- The Imaging Business Startup kit:
 - Tools of the Trade
 - Service Contracts, operational forms and Templates
 - Facility Management
 - Resources & References
 - 2 Hours of consulting time with ISCAN management.

AUDIENCE:

- Executives/CEOs
- Project Managers.
- IT managers
- Marketing and Business Development staff

SEMINAR FORMAT

- 2 day seminar
 - 1 day of in-depth presentation, and discussions.
 - 1 day Technology Lab and field trip to one of ISCAN's partners operational document imaging facility.

INSTRUCTORS***Dr. Fathi Sikta, Ph.D.***

Dr. Fathi Sikta has more than 40 years knowledge management technology experience. Dr. Sikta is the president and chief technology officer of ISCAN and the technology architect of its software products and services. Dr. Sikta Alma Mater is Ohio State University of Columbus, Ohio, and is a recognized member of the United States National Engineering Honor Society [TAU BETA PI (τ β π)].

Ross Forncrook

As the vice president of Sales and Marketing, Mr. Forncrook brings more than 35 years of Senior Management experience in sales, marketing and business operation to iScan. Prior to joining iScan, Mr. Forncrook was the West Coast Regional Sales Manager for Maxwell Systems, Inc. of

King of Prussia, PA. Before Maxwell Systems, Mr. Forncrook was the General Manager of International Scanning Systems, Inc. (InterScan) of Roseville, CA. Prior to InterScan, Mr. Forncrook held an appointment as General Manager, Customer Accounts within the Department of General Services, State of California. Mr. Forncrook's Alma Mater is Portland State University of Portland, Oregon.