



Academic Testing Solutions

Optical Mark Recognition - OMR

Optimize your teaching time

Eliminate the tedium and expense associated with grading tests and assessments.

- Easily create your own tests
- Students use your standardized answer form
- Grading is as easy and fast as using your scanner



Automatically Generated Reports

- Student Grade Report
- Student Statistics Report
- Item Analysis Graph
- Condensed Item Analysis Report
- Class Frequency Distribution
- Test Statistics Report
- Detailed Item Analysis Report
- Test Item Statistics Report



Your Solution will include:

- ✓ Customized grading form
- ✓ Automatic answer key recognition
- ✓ Automated grading and report generation
- ✓ Data export capabilities
- ✓ Data analysis tools



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605-335-7367 www.cbp-sd.com 800-529-1950





Academic Testing Solutions

Optical Mark Recognition - OMR

System Requirements

Scanner

Choose from among our full line of desktop, MFP, and network scanners.



Computer

Dedicated PC or server with...

- 1GHz or faster Intel or AMD processor
- Windows XP w/SP2
- 1GB RAM
- 80GB hard disk (w/10GB free space)
- CD or DVD drive
- Monitor with 1024x768 or higher resolution
- Keyboard / Mouse
- USB or network connected scanner
- Anti-Malware software
- Easily accessible USB port
- Portable USB drive

Priced At Only: \$2995

Package includes:

- Customized answer form development
- System installation and configuration
- All software and licenses
- Scanner and computer are not included



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Document Management Solutions

Capture • Index • Store • Retrieve

- ✓ Scan, Index, and Store your important documents directly from your copier or scanner
- ✓ Create searchable documents from Faxes, Emails, Desktop Scanners, even Pictures
- ✓ Easily and Quickly Search for any text in any document
- ✓ Conveniently and Securely Access all your documents from anywhere
- ✓ Turn your unstructured data wasteland into a goldmine of business and competitive information
- ✓ Archive your documents while maintaining the ability to search those documents
- ✓ Safeguard your documents with proven, non-tape based, industry standard technologies
- ✓ Secure and Track Access to your documents (HIPAA, FERPA, GLB)
- ✓ Organize all your documents in one location



Century Business Products has a Document Solution to fit your needs.

Choose from among our packages designed for:

- ✓ Small Offices / Home Offices
- ✓ Small to Medium Size Businesses
- ✓ Medium to Large Size Businesses
- ✓ Any Business Looking for a Customized Solution



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Document Management Solutions

Scan, Store, Retrieve, and Manage

Scan your documents

Use one of our Document Solutions with your copier or scanner to “image” your documents and store them electronically. Imaging your documents is the process of converting the paper into an electronic computer image.

Store and index your documents

Filing your documents is the process of organizing and indexing your digitized documents. At any time in the future, you may then use your document management solution to quickly and easily retrieve the information you are looking for.

Retrieve the information you need

Similar to the way you use the Internet, our document management solutions provide the customized search tools you need to turn your mountain of unstructured data into critical business and competitive information.

Scan Document

File Document

Find Document

Manage Access

Manage access

Choose the documents you wish to share with your co-workers while keeping your other documents private. You can give individuals or groups of users access to specific parts of your document library. You can even control specific features such as the ability to print, scan, email, etc. Integrated auditing allows you to log both user access to your documents and feature usage.

Adapted from Cutcom Inc., SentryFile brochure

Source: Active Innovations Inc.

Facts and Statistics

“IDC has estimated that the typical enterprise with 1,000 knowledge workers wastes \$2.5 million to \$3.5 million per year searching for nonexistent information, failing to find existing information, or recreating information that can't be found.” (Source: IDC, [www.IDC.com])

BAE Systems conducted a study which discovered that 80% of employees waste an average of half an hour per day retrieving information, while 60% spend an hour or more duplicating the work of others. (Source: “Show me the Money, Measuring the Return on KM”)

Additional statistics from Coopers and Lybrand supporting the need for document management (Source: Imersion Technologies, Inc.)

- 90% of corporate memory exists on paper
- Of all the pages that get handled each day in the average office, 90% are merely shuffled
- The average document gets copied 19 times
- 7.5% of all documents get lost, 3% of the remainder get misfiled
- Companies spend \$20 in labor to file a document, \$120 in labor to find a misfiled document, and \$220 in labor to reproduce a lost document
- There are over 4 trillion paper documents in the U.S. alone - growing at a rate of 22% per year

In a study by Nucleus Research, 86% of companies that invested in document management systems cited increased productivity. The average participant reduced document retrieval time by 52% with their document management solution.



Packaged Solutions

Server and Network Health Management

A well-maintained, proactively-serviced server and network will always run better and be more reliable than ones that are neglected and ignored.

✓ **Remote Health & Performance Monitor**

CPU, Disk, Memory, UPS, & Services

✓ **Anti-Virus (Malware) Reporting and Definition Updates**

✓ **System Backup Status**

✓ **Patch Management**

✓ **Event Log Analysis**

✓ **Firewall Availability**

✓ **Quarterly Status Report**

✓ **Additional Device Monitoring**

Technology Support Packages

Receive a discount off of our regular professional services rate by signing up for one of our pre-paid support packages.

- ✓ **5 hours - Receive a 10% Discount**
- ✓ **10 hours - Receive a 12% Discount**
- ✓ **20 hours - Receive a 14% Discount**

Receive additional discounts by signing up for one of our pre-paid, monthly support programs.

Document Solutions

Create, Scan, Index, Store, Secure, and Search all your documents

SMB Edition

- ✓ **All hardware and software**
- ✓ **Anti-malware** (1yr subscription)
- ✓ **Automatic data backup** (Subscription based)
- ✓ **DMS with advanced search features**
- ✓ **Cross-platform support and integration**
- ✓ **50Gig document storage**
- ✓ **DMS customization service**
- ✓ **End-user training**
- ✓ **First year maintenance & monitoring**

PRO Edition (Enhancements to SMB edition)

- ✓ **Increase storage to 100Gig**
- ✓ **Professional DMS software w/advanced workflow and portal features**
- ✓ **DMS customization service**
- ✓ **End-user DMS training**

Platinum Edition

- ✓ **Complete turn-key solution customized to your specifications**

At **Century Business Products**, we recognize that your business is unique. Thus, all of our document management solutions include customized features to meet your specific needs.



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Document Management Solutions

DMS Solution Sizing Questionnaire

Document Volume

How many different “types” of documents will you be storing? (Examples include: Office, Employee, Customer-AR, Vendor-AP)

_____ # of document “types”

How many document pages per day for each of the types above will you be storing?

_____ # of pages per day per “type”

What percentage of pages will be stored in color?

_____ % Color _____ % Black & White

Equipment Requirements

Do you have a Kyocera Copier/Printer/Scanner (MFP)?

_____ Model Number(s) / Currently use for scanning: Y / N

How many non-Kyocera scanners will you have?

_____ Brand & Model #(s)

Will you be expanding your scanning fleet?

_____ # of additional desktop scanners

_____ # of additional MFP scanners (Kyocera / Samsung)

Notes



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Business Continuity • Disaster Recovery

Your Business and Technology Solutions Partner

Would your business survive?

Fire • Flood • Tornado • Equipment Failure • Theft

Are you sure your backups really work?

Don't wait for a disaster to strike!

Remove All Doubt Today

Your Business Continuity Plan will include:

- ✓ Fast recovery of documents and email
- ✓ Damaged equipment repair or replacement
- ✓ Vendor Management and Cost Containment
- ✓ Reliable, set-and-forget data backup
- ✓ Convenient and low-cost data storage
- ✓ Employee workspace during recovery



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Your Business and Technology Solutions Partner

Technology and Managed Services

✓ Server and Network Management

- System Design and Implementation
- System Repair and Maintenance
- Disaster Recovery and Business Continuity
- System Health Monitoring
- System Upgrades



✓ Printer Fleet Management

- Kyocera, Samsung, HP, and others
- Analyze, Gain Control Over, and Reduce Your Printing Costs
- Capture Information Regarding Print Usage, Trends, and Problem Histories
- Unburden Staff from Printer Maintenance, Repair, and Toner Replacement



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