

ScanFile[®]

Document Management System



manage all your documents
with one software solution



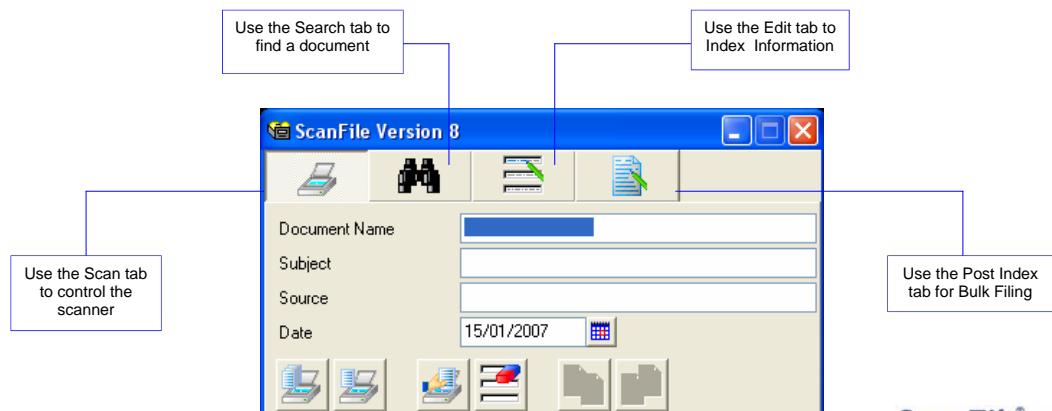
Secure, quick and easy document
storage, management and retrieval

Document Management Made Easy

“For those who want increased productivity by means of an information management solution that is designed around their specific needs, Scanfile is the answer.”

ScanFile is a powerful yet user-friendly document management system with an extensive range of features and options that will cater for the most complex of file management tasks. It need never be over specified; only add those options that meet specific applications to the core system, which can be extended at any time.

The ScanFile control panel provides the tools needed to capture, index, store and retrieve documents.



“It is a simple one stop shop for the user to control all the functions that need to be used to complete the everyday tasks of a document management system”

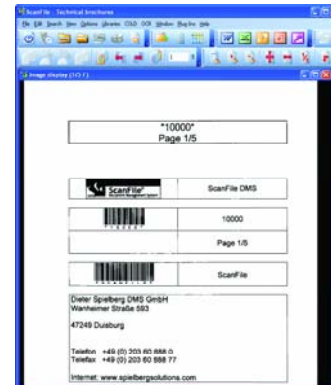
Capturing Made easy



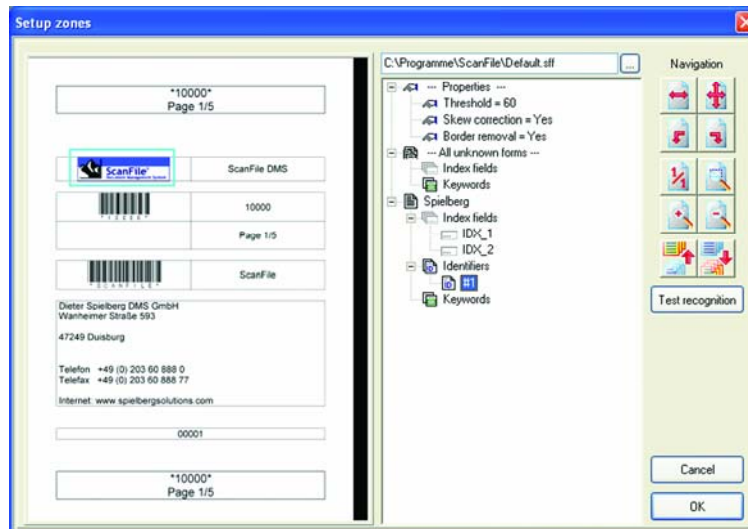
Capturing information is easy in ScanFile with support for thousands of scanning and digital input devices, scanning has never been simpler. ScanFile's MS Office Integration takes just a click of the mouse to capture documents, spreadsheets and email.

Indexing documents can be done manually, or taken from the documents themselves by zoned OCR, full text OCR or barcode reading. Index data can be imported from other databases or files, or values can be automatically applied when importing or capturing documents.

Different types of document can be automatically recognized and various index recognition applied by the type of document.



Entering index information so that you can find documents later on can be a time consuming process, so Forms Recognition can be set to automatically recognise a layout reading information from the documents being scanned, and fill the index fields for that type of document automatically. In addition, index information can be automatically imported from other systems, and the documents could have full text recognition performed on them, so you can search for a document on its content. Also, index fields can be set for automatic values, such as dates or counting fields.



Capabilities Summary

Standard Features

- Single user application for ease of use
- User-defined toolbar style
- Virtually unlimited document Folders
- 10 index fields per Folder
- Keywords
- Thesaurus
- Automatic field values
- Color and Black & White scanning
- Supports thousands of scanning and digital input devices
- Kofax support
- Image deskew, rotate and clean-up options
- Document Append/Insert
- Duplicate index checking
- Document Revisions
- TIFFWriter – document printing to ScanFile
- Document and index import Schedulers
- Built-in viewer with support for over 200 document formats
- Comprehensive document viewing tools with Fit-screen, fit to width, rotate, zoom.
- View multiple documents, or multiple pages within a document
- Document Thumbnails
- Microsoft Office integration, allows documents to be saved to ScanFile from Office applications
- Automatic indexing with default values, file name

- Comprehensive security options
- Dedicated Capture licences
- Cost effective Retrieval licences
- Single application for storing, classification and retrieval
- Document Annotations
- User personal document lists
- Documents can be printed faxed or saved externally
- Email documents with original format or PDF attachments

Options

- Libraries
- Barcode Recognition
- OCR including Forms Recognition
- Batch Separator Recognition
- Lura Compression
- Audit Trail
- Virtual Network Printer
- Export
- Document Routing
- Cold (Computer Output to Laser Disk) Remote Station
- ShareScan Connector
- WebServer