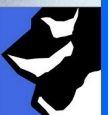


ScanFile®



Manage all your documents with
one software solution

Spielberg



The Solution That Fits Your Needs

ScanFile

offers a flexible and easy to use platform for the storage, indexing and retrieval of your organizations documents.

ScanFile supports a vast range of standard features which allow you to design and create archives to store your documents. Documents can be scanned, imported and send to these archives. The huge number of tools for searching and displaying are comfortable and easy to use.

Nearly all standard black&white and colour scanner are supported by ScanFile (TWAIN/ISIS).

Electronic files, for example Word and Excel files, can be stored directly to ScanFile.

ScanFile has been designed to be modular, so that you only have to purchase the features you require. In spite of these different modules you manage your daily work with a single application.

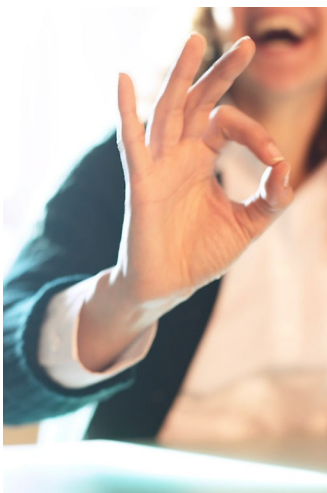


Document Management Made Easy



*“The basic concept of **ScanFile** is quite simple; the software provides a secure, quick and easy storage and retrieval of documents.”*

*“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 an easy-to-use multi-talent for the user to control all the functions he needs to cope with the everyday tasks of a document management system”*



Capturing Made Easy

Capturing

By supporting most of the scanning and digital input devices, scanning has never been simpler. Microsoft Office and Windows Explorer integration allows electronic documents to be saved directly to ScanFile. Additionally, all printable documents can be converted to TIFF or JPG files and can be archived using the TIFFWriter.

Indexing

Entering index information can be a time consuming process. Of course you can index all documents with ScanFile manually. However, ScanFile can speed up this process with many different functions. Forms Recognition reads the information from a document out and fills the index fields for that type of document automatically. Barcodes can be recognised and can be assigned to preselected index fields. 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 based on its content. Furthermore, index fields can be set for automatic values, such as dates or counting fields. All mentioned possibilities can be combined individually to fit your needs.

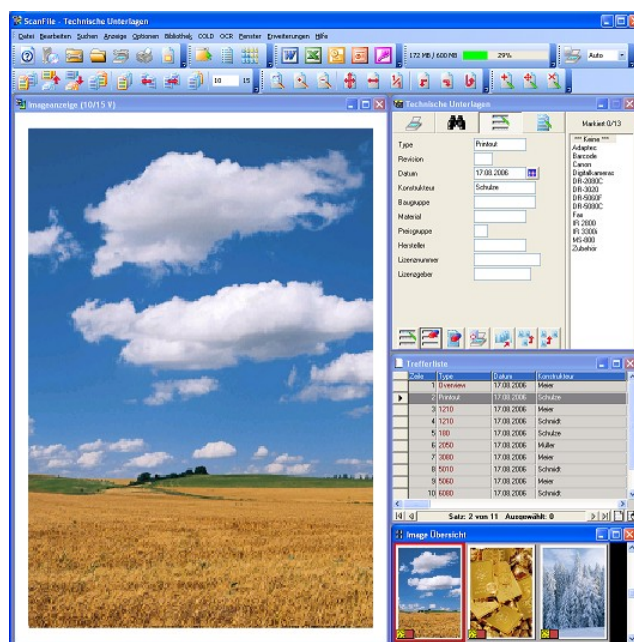
Retrieving

Finding documents is a simple task. You can search across a whole library, or just within one folder for the information you are looking for. Just use the index fields that have been defined within the archive, which can be set to do specific match searches, wildcard and range searches, and you will get a list of documents. Use the full text search option to find documents containing the content you are looking for.

Display

Viewing documents cannot be more straightforward. Just click on the hitlist and it will be displayed. ScanFile supports over 200 different file formats. In this way a document can be displayed without installing the corresponding application.

You can easily page through, view thumbnails of it, or look at any previous versions of it, if it has been revised.



Automated Document Management

Document Routing

This option allows you to send documents to user via a set of predefined steps, where each user must perform specific tasks, such as commenting or approving a document. Various additional options can be selected to provide different routes for the documents dependant on the status of the previous step. An ideal tool for applications such as invoice processing.

Codeless Connector

The ScanFile Codeless Connector allows you to easily make third-party applications 'document capable' by creating links between data fields in ScanFile and the other application. Once done, you can search for documents from the other application, edit or index data in ScanFile, and even tell ScanFile to scan documents, passing over the index data. All this without a single line of program code required.

Route bearbeiten

Routename: Buchhaltung Deaktivieren

Empfänger: Benutzer Meier ...

Alle Benutzer müssen die Aktion durchführen

Archive: ...

Benutze Zeitüberschreitungsaktion

Verweildauer: 0 Tage 4 Stunden

Standard Route: Weitersenden

Test

- Schritt 1 Müller - Darstellung
- Schritt 2 Meier - Darstellung
- Schritt 3
- RECHNUNGEN

Hinzufügen

Abbruch

Speichern

Löschen

Schließen

Aufbewahrungseigenschaften

Eröffnungsdatum: 30.08.2006

Abschlussdatum: 30.11.2008

Letzte Ergänzung: 08.08.2007

Letzte Benutzung: 16.03.2008

Aufbewahrungsaktion bei ...: Letzte Benutzung

Aufbewahrungsdauer in Monaten: 6

Aufbewahrungsaktion:

Export Vernichten Bewegen nach ...

Projekte: ...

OK Abbruch

Retention Control

A retention period can be set for each document. This is specified in months and will be applied either from the date of original creation or from the date of last updating. At the end of the forward period each document may be selectively moved, exported or destroyed.

Remote Services

A real Windows service with scheduled import and update functions. Following functions are available:

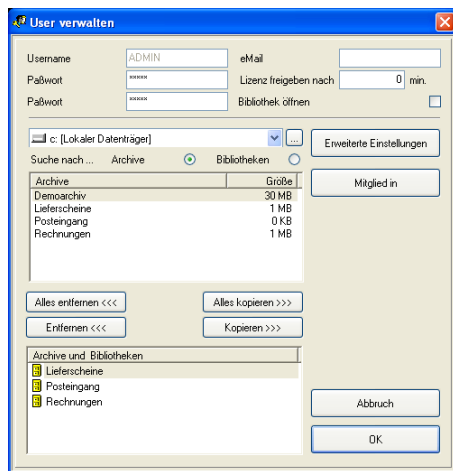
- ▶ Import and indexing of electronic documents
- ▶ Import of files and index information in ASCII or ANSI format
- ▶ Update of index information by the import of index information
- ▶ Library update
- ▶ Import of COLD data with preselected user-defined masks
- ▶ Import and indexing of TIFF files with Forms Recognition
- ▶ Full text OCR reading of unprocessed documents
- ▶ Forms Recognition and indexing of unprocessed documents



Security

Hidden Records

A user within a default security level group of 'Trustee' or above has the option of hiding records with a simple mouse click. Hidden records will not be shown to user within the 'View' security level group. For all other groups with a higher security level the documents are displayed.



User Management

ScanFile works with user accounts which are scalable depending on the task or the position of trust. You have a range from user with administrative rights and full access to the newly introduced retrieval-only user who can simply search and view documents.

In the user administration you can additionally set time-restrictions for the user licences to provide that licences become available after a specified period, making this a very economical and convenient way to make the most out of your investment.

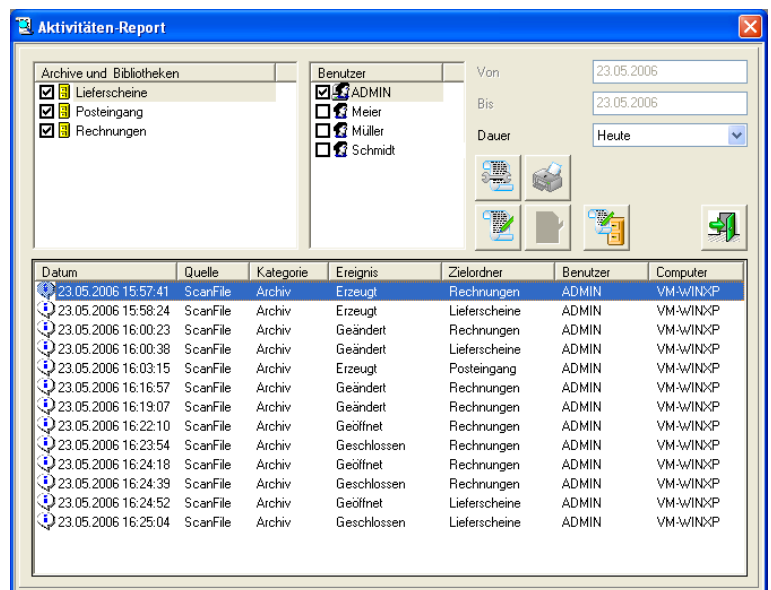
ScanFile Account

The ScanFile account allows you to run ScanFile using a specified windows user account. ScanFile folder and libraries protected with this windows user account are protected from unauthorized access.

Auditing

The Audit Trail option in ScanFile tracks and records every event performed in the application. This is used primarily by system administrators and can be customized to track a number of selected events.

A full report with detailed information containing user activities and program operations can be created on different aspects. These could either be displayed or printed.



Integration



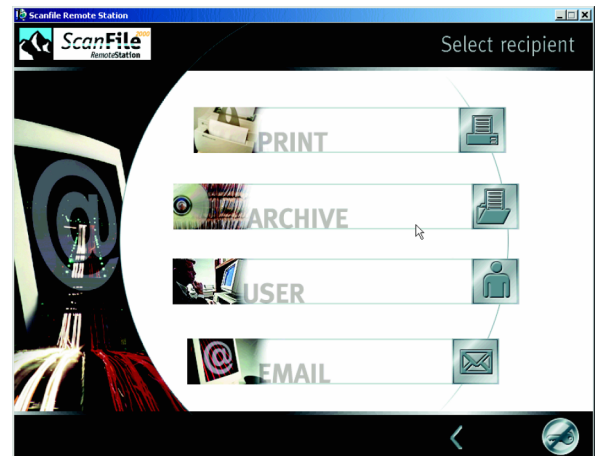
WebServer

Companies have rapidly taken advantage of internet technologies, supporting remote and mobile user and setting up corporate intranets using the web-browser as the universal desktop client application. ScanFile WebServer can deliver the vast benefits of this technology to the user.

ScanFile WebServer is an internet-based application that provides the opportunity displaying documents via web-browser. Using this application, you can give to anyone, anywhere in the world access via intranet or internet—fast, easy, secure and reliable—to your document libraries.

RemoteStation

RemoteStation provides a perfect solution to store existing documents from a remote workstation to a central archive. In combination with a centralised ScanFile system you get the ability to send documents without delay from external locations to a centralised archive. The RemoteStation module provides an integrated client/server archiving solution, which administers and configures associated stations creating a global user-list. Data transfer is at internet speed and as a matter of course encrypted.



eCopy ShareScan Connector

The ScanFile Connector for eCopy ShareScan allows any eCopy-enabled device to be used to scan and send documents to ScanFile. Using TCP/IP connectivity, combined with ScanFile security, the eCopy ScanStation can send documents to the ScanFile RemoteStation Server, which stores them into the selected ScanFile document folders. The RemoteStation Server together with ScanFile Connector for ShareScan is an ideal application to centralise ScanStation and provides remote offices access to your ScanFile document store.



Capabilities Summary

- ▶ User-friendly interface
- ▶ Nearly unlimited document folders
- ▶ 10 index fields per folder
- ▶ Automatic field values as dates and counting numerical values
- ▶ Keywords
- ▶ Thesaurus
- ▶ Colour and black & white scanning
- ▶ Supports multitude TWAIN/ISIS scanning devices
- ▶ Skew correction, rotate and clean-up options
- ▶ Document append/insert
- ▶ Duplicate index checking
- ▶ Document revisions
- ▶ Direct archiving of all printable documents via TIFFWriter
- ▶ Scheduler-based import and update features
- ▶ Built-in viewer supports more than 200 document formats
- ▶ Document thumbnails
- ▶ Microsoft Office integration
- ▶ Automatic indexing with default values, file name
- ▶ Comprehensive security options
- ▶ Document annotations
- ▶ All in one application for filing, classification and retrieval
- ▶ Personal hitlist
- ▶ Documents can be printed faxed or saved externally
- ▶ E-Mail attachments in original format or merged as PDF
- ▶ Libraries
- ▶ Barcode recognition
- ▶ OCR including Forms Recognition
- ▶ Batch Separator Recognition
- ▶ Lura Compression
- ▶ Audit Trail
- ▶ Virtual Network Printer (VNP)
- ▶ Export
- ▶ Document Routing
- ▶ RemoteStation
- ▶ ShareScan Connector
- ▶ WebServer
- ▶ COLD