Scanshare

Sales Guide

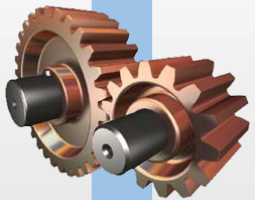Glocal Value S.rl. – Distributore per l'Italia

What is Scanshare Capture?

The document – business critical data, currently locked in paper form

The MFD – the *on ramp* to an organisation's digital information workflow

Scanshare Capture – the middleware/bridge from paper format to digital document

The Backend – an existing fileserver, or CMS/ERP/DMS, or digital archive

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Definitions

- Document Capture
  - Document Capture Software refers to applications that provide the ability and feature set to automate the process of scanning paper documents.
  - Document Capture is also a part of ECM
    - Enterprise Content Management (ECM) is the strategies, methods and tools used to capture, manage, store, preserve, and deliver content and documents related to organizational processes.
    - ECM tools and strategies allow the management of an organization's unstructured information, wherever that information exists.

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Definitions – Scanshare Capture

- It's document capture *middleware*

- The bridge between paper and electronic document flows

- Platform agnostic – it doesn't lock you in to a specific document system now, or in the future

- Integrates into your existing document and records management solutions, or server file structure

- Its job is to scan data, attach metadata, perform transformations and deliver to a document system or defined file storage

- It converts files to a searchable format and can extract data from areas (or zones) to automatically drive business processes and workflows

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Scanshare Capture Version Overview

Essentials

Enterprise

- **Scanshare Capture Essentials**
  - Easy to set up, low cost
  - Connectors to several popular storage services
  - Great for simple scan-to-searchable format applications

- **Scanshare Capture Enterprise**
  - Many more options to configure, much more capability
  - Huge array of customisation, recognition, integration and connection possibilities

* The multifunctional client is identical between versions; operators will not know which version they are using

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How it works - overview

Capture – scan document with MFD client or via watch folder, email, FTP, printer client or PC Client

Process – image enhancement, convert to desired format, extract data from the document (text, barcodes, marks etc.)

Store – connect to document system or fileserver, rename file and place in desired location

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Our first workflow

- Scanshare Capture navigation & overview
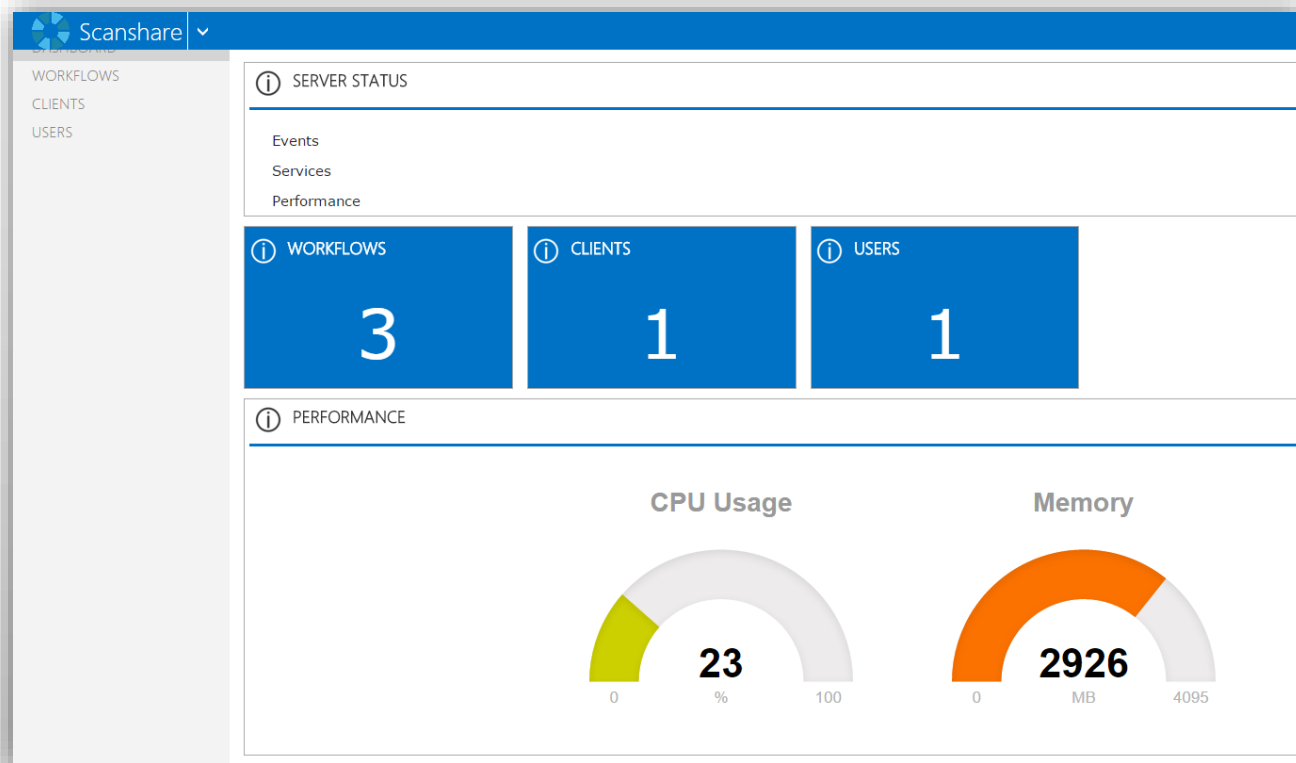
How it works – **Interactive Capture**

MFD Client – intelligent, dynamic document scanning client for multifunctional devices
(Bi-directional connection with folder browsing, dynamic DB lookup and real-time filtering)

Desktop Client – connect to *any* TWAIN-enabled scan device (Toshiba MFDs, other MFDs, desktop scanners, high-volume scanners etc.) or import existing scanned documents (TIFF, PDF etc.)

Printer Client – capture output from any application by printing it to Scanshare Capture

Scan to Folder	
Folder *	Customers
SubFolder 1 *	Acme Limited
SubFolder 2 *	Invoices
New Folder *	May 2013
Reference Number *	564987

Home   Settings   Scan

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How it works – **Indirect Capture**

Watch Folder – receive documents from *any* scan device or existing electronic files
(for example from an existing digital archive of raster PDFs)

FTP – receive documents via the FTP protocol, suited for transferring large files over long distances

Email – receive scanned documents as attachments to an email address – use the text in the email (body, subject, etc.) as metadata

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Document Extraction

Structured

Semi-structured

Unstructured

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Capture

- Capture settings
  - Resolutions, options
- Questions
  - Types
  - Required
- Picklists and lookups
  - DB lookup
  - Display/return values

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Dynamic routing

- Workflow Triggers
  - Mail
  - Script
  - Condition
    - The 'condition' rule
      - Making routing decisions on the fly
      - Using metadata or document contents to determine destination
    - Examples
      - Invoicing processing, based on value/customer
      - Select different output formats
  - Splitting

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Processing

Zone OCR – (zone optical character recognition) read an area of the document to extract the data which can be used to rename the file, select a location or email address, update a database etc.

OMR – (optical marks recognition) read an area of the document to analyse the areas which have been marked (useful for exam papers or for checking documents for signatures/form completion)

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Processing

Advanced Image Enhancement – deskew and despeckle; remove hole punch, lines and dots; delete empty pages, white space, empty pages and borders
(CSE support deskew and blank page removal only)

BCR – (Barcode Recognition) recognise and utilise the value of dozens of different types of barcodes
(supports 40 barcode types as well as 2D/matrix and barcode writing)

Annotations – add stamps, commentary, marks or area redaction to a scanned document, automatically

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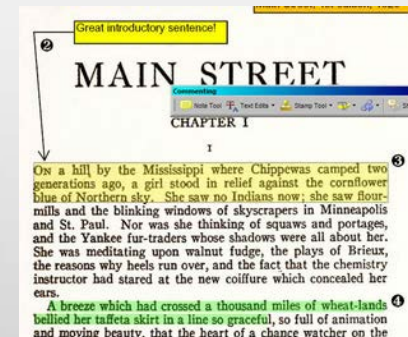
How it works - **Storage**

Email – delivers the file as an attachment to one or more email addresses; use metadata in the subject or email body and the attachment file name
(CSS also supports email notification as well as advanced MAPI email connector)

Windows File System – file documents to any shared drive or UNC path; the MFD client enables folder browsing as a convenient way to select a location

System Connector – connect to various cloud-based file hosting services, databases, DMS, ERP, CMS and records systems via the library of system connectors

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![Scanshare logo]

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