# Document scanning

# **Central High Volume Scanning**



# Any number of scanners, any type of scanner Connect multiple scanners, from a standard

desktop scanner to a high volume production scanner, to scan complete files Dual Stream output Use dual stream scanners (B/W and color in

one scan) and dual side scanners (front/rear).

# **Departmental scanning**

Add single documents or small volumes to your archives using existing multifunctionals, desktop scanners or departmental scanners.

			1 miles
	Multifunctionals	Departmental Scanners	Desktop Scanners
Bar Codes on documents	B	×	
Separator Sheets		<b>AB</b>	×
Image Flow	$\checkmark$	$\checkmark$	×
Separation Sheets recognition			

# Separator Sheet-based indexing

**N**  Print your own separator sheets to split documents or document subsections.

## Automatic index entry When adding bar codes to separator sheets, your

documents can be automatically indexed.

# Outsourced scanning import High Volume ScanFactory import Massive import from scanned images provided by the ScanFactory are being ScanFactor Juana handled by ScanFlow over VPN or SFTP. File Imports Microsoft Office save to iGuana 2567

	Save Excel, Word & Powerpoint files from within these applications to iGuana.
indows	Windows Directories Drag & Drop 3 5 7 Drag&Drop import complete directories with auto- matic indexing based on directory names.
-mol Impor	e-mail import 4 5 7 User- or central e-mail import with header-based indexing. Attachments can be stored as well.
J.	Multimedia import 2 3 7 Import of pictures, audio and movies using drag & drop or right-mouse click.
R	Single File import 2 3 7 Import of single files from within Windows Explorer is

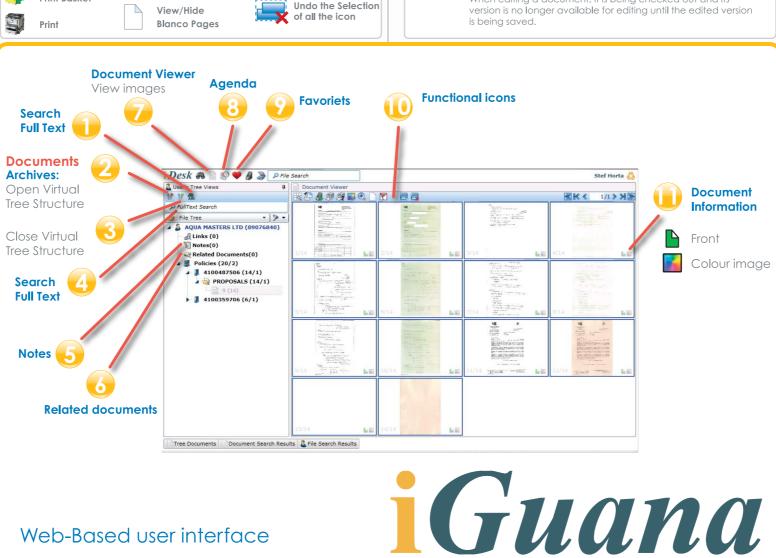
easy with the right mouse click drop-down menu.

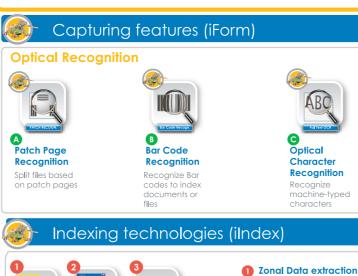
<u>}</u>	Enterprise	Report	Managemer	nt

Direct reports printing to your ECM Directly point your report printspool file to the input of your ECM software.

Compatible with different PDLs Accepts different PDLs such as PDF, ASCII (TXT) and AS/400 printspool files. Zonal Data Extraction 000

Data is automatically extracted from your printed files for indexing using Zonal Data Extraction.





XXX BT

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ABCD I FF GHI LAN O QQ ISI VWW W YII AA

6

AA XXX AA XXX ABC

4

**Functional** icons

Change colour and

Black/White

Zoom

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Print the last 2 pages View the FullText Pages.

stallation of OCF

Selection of

all the icon

Icons

**₽** 

P

AB

AB

Only pages view

of 2, 4, 8, 16 of

32 pagina's

Rotation

Print Basket

# Search documents (iSearch) **Multidimensional** Extended search for document based on several Index Search criteria such. Full Text - OCR Enter any keyword to find a document search in your digital archive. The found keywords are highlighted when you open the document

Version Management

Create documents with a collaborative team using iGuana

At each revision, a revision number is being automatically

When editing a document, it is being checked out and its

added to the newly created document.

**Version Management** 

version manaaement.

Check-in & Check-out

**Revision number** 



# View documents (iView)

**Multiple Virtual** iGuana automatically builds a tree Tree Structure based on a hierarchy you assigned to index fields. Multiple Virtual Tree Structures offer different viewing angles on your digital archives - regardless of their size. Any document can be previewed in thumbail Miniature style.



Print Engine



2 File Properties 2 index

4 e-mail Header data

6 Full Text Extraction

7 Manual Indexina

6 Point & Click

O Directory names 2 index

Print to Adobe® PDF : Print one page or a complete file to an Adobe PDF document

Stamp printed documents: Automatically stamp your documents avoid rescanning scanned documents.





# **Basic Flow**

A workflow can easily be setup by anyone in the organization. Mostly, the purpose is to ask colleagues to approve a document, with the final feedback to the routing creator.



Business Process Execution: Check and enforce the use of the workflow by all employees. Create email-based alerts and feedback

Business Process Reporting: Monitor and measure the efficiency of your cument processing procedures and focus on the exceptions.

Share your documents over the web



# **Online Portal**

Offer your users or customers web-based access to the documents or create an online portal with selective access to groups of documents.

# Integrate ScanView in your applications

ERP and Accounting Software image Repository Integrate Document viewing in your ERP or accounting software

NAVISION





SAD









Microsoft Oramatically add power and capacity to your Sharepoint by SharePoint using iGuana as your Image Repository.

# -Storage

image repository

ensures a non-

backup content.



**OCR & Index** Database (iContent) reliability by intercon-Both OCR and all index necting servers to a and application data cluster, with full are being stored in a switchover in case of modifiable and easy to standard Microsoft SQL server failure.

Cluster Clustering Improve speed and

# Integration

Integration technologies



SAP

# **Program Interface**

API's offer the possibility to integrate the features of the Medical Viewer and of iGuana in third party applications.

**Business Applications Integration** 

Microsoft Sharepoint application.

Integrate your document flow in your ERP or financial software. Add a powerful Document Management backbone to your

**NAVISION**°

SharePoint 2010

# Access rights & security

database.

<u> </u>	
User-based access	Access is applied per user, even when integrated in your EPR / HIS.
Multiple access limits	Limit the access to one document. Limit the access features (open, search, print).
LDAP/ActiveDirectories	Synchronize the access to iGuana with your existing LDAP/ActiveDirectories.
Logging	Full logging of all user actions.

# iGuana modules

	Description	
iDMS Server Licenses		
iDM Platform Server	DMS Platform Server	
	Multi Company License	
	Cluster License	
	SDK License	
iContent	Full Text Server	
iStore	Storage Server	
iFlow	Workflow Server	
iCold	Cold Server	
iForm	Form Server	
Client Applications Licen	ses	
iManage	Platform Administrator	
iMonitor	Platform Dashboard	
iDesk	Desktop Client	
iSearch	Search Client	
iCapture	Capture Client (Scan+Indexing)	
iScan	Scan Client (Only Scan)	
ilndex	Indexation and Verification Client	
Integration and Runtime Licenses		
iView	Document viewer	
iDo	iDM Platform Runtime	
Add On Beauses		

Add-On Licences iReader

Abbyy Finereader Engine V10

# iGuana N.V.

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# Guana



# The art of Electronic Content Management

# Guana

