

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.

	Multifunctionals	Departmental Scanners	Desktop Scanners
Bar Codes on documents	<input checked="" type="checkbox"/> B	<input type="checkbox"/>	<input checked="" type="checkbox"/> B
Separator Sheets	<input type="checkbox"/>	<input checked="" type="checkbox"/> A B	<input type="checkbox"/>
Image Flow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Separation Sheets recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> A B

**Separator Sheet-based indexing**

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 handled by ScanFlow over VPN or SFTP.

**iGuana ScanFactory**

File Imports

**Microsoft Office save to iGuana**

Save Excel, Word & Powerpoint files from within these applications to iGuana.

**Windows Directories Drag & Drop**

Drag&Drop import complete directories with automatic indexing based on directory names.

**e-mail import**

User- or central e-mail import with header-based indexing. Attachments can be stored as well.

**Multimedia import**

Import of pictures, audio and movies using drag & drop or right-mouse click.

**Single File import**

Import of single files from within Windows Explorer is easy with the right mouse click drop-down menu.

Enterprise Report Management

**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**

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

Functional icons

**Icons:**  
Only pages view of 2, 4, 8, 16 of 32 pagina's

**Rotation**

**Print Basket**

**Print**

**Print the last 2 pages**

**Change colour and Black/White**

**Zoom**

**View/Hide Blanco Pages**

**View the FullText Pages. Installation of OCR.**

**Selection of all the icon**

**Undo the Selection of all the icon**

Version Management

**Version Management**  
Create documents with a collaborative team using iGuana version management.

**Revision number**  
At each revision, a revision number is being automatically added to the newly created document.

**Check-in & Check-out**  
When editing a document, it is being checked out and its version is no longer available for editing until the edited version is being saved.

Workflow

**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.

**Advanced Flow**  
Make use of the graphical interface to model and visualize complex Business Process into conditional document workflows.

**E-mail alerts**  
E-mail alerts users that a newly arrived document requires their attention.

**Create your Business Process Management in 4 steps**

- Business Process Modelling:** Create different value-adding workflows, based on Critical Success Factors, legal requirements and strategies.
- Business Process Deployment:** Create modular workflows with external data access, plausibility checks and subflows.
- 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 document 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.

**SAP NAVISION**

**Document Viewer**  
View images

**Agenda**

**Favoriets**

**Functional icons**

**Document Information**

**Search Full Text**

**Documents Archives:**  
Open Virtual Tree Structure

**Close Virtual Tree Structure**

**Search Full Text**

**Notes**

**Related documents**

**iGuana**

**Web-Based user interface**

Capturing features (iForm)

**Optical Recognition**

**A Patch Page Recognition**  
Split files based on patch pages

**B Bar Code Recognition**  
Recognize Bar codes to index documents or files

**C Optical Character Recognition**  
Recognize machine-typed characters

Indexing technologies (iIndex)

**1 Zonal Data extraction**

**2 File Properties 2 index**

**3 Directory names 2 index**

**4 e-mail Header data**

**5 Full Text Extraction**

**6 Point & Click**

**7 Manual Indexing**

Search documents (iSearch)

**Multidimensional Index Search**

Extended search for document based on several criteria such.

**Full Text - OCR search**

Enter any keyword to find a document in your digital archive. The found keywords are highlighted when you open the document.

View documents (iView)

**Multiple Virtual Tree Structure**

iGuana automatically builds a tree 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.

**Miniature**

Any document can be previewed in thumbnail style.

Print Engine

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

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

Applications

**Mailroom Processing**  
Scan your incoming mail and organize an automated workflow to distribute your mail electronically.

**Invoice Approval**  
Create advanced and conditional document workflows with e-mail alerts.

**Electronic Invoicing System**  
Create advanced and conditional document workflows with e-mail alerts.

**Electronic Delivery Notes**  
Offer your customers web-based access to delivery notes they signed.

**Accountancy document backup**  
Scan your accountancy documents and build a perfect legal archive accessible to whomever in your organization.

**Sharepoint Portal Image Repository**  
Dramatically add power and capacity to your Sharepoint by using iGuana as your Image Repository.

### Storage

#### iStore image repository

The container-based image repository ensures a non-modifiable and easy to backup content.

#### OCR & Index Database (iContent)

Both OCR and all index and application data are being stored in a standard Microsoft SQL database.

#### Clustering

Improve speed and reliability by interconnecting servers to a cluster, with full switchover in case of server failure.

### Integration

#### Integration technologies

##### Application Program Interface

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

### Access rights & security

#### 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.

#### Business Applications Integration

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

iGuana modules	
	Description
<b>iDMS Server Licenses</b>	
<b>iDM Platform Server</b>	DMS Platform Server Multi Company License Cluster License SDK License
<b>iContent</b>	Full Text Server
<b>iStore</b>	Storage Server
<b>iFlow</b>	Workflow Server
<b>iCold</b>	Cold Server
<b>iForm</b>	Form Server
<b>Client Applications Licenses</b>	
<b>iManage</b>	Platform Administrator
<b>iMonitor</b>	Platform Dashboard
<b>iDesk</b>	Desktop Client
<b>iSearch</b>	Search Client
<b>iCapture</b>	Capture Client (Scan+Indexing)
<b>iScan</b>	Scan Client (Only Scan)
<b>iIndex</b>	Indexation and Verification Client
<b>Integration and Runtime Licenses</b>	
<b>iView</b>	Document viewer
<b>iDo</b>	iDM Platform Runtime
<b>Add-On Licences</b>	
<b>iReader</b>	Abbyy Finereader Engine V10

# iGuana



The art of Electronic Content Management

# iGuana

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