



CAPTURE

V 4.10



Scanshare Server V4
Outstanding Document
Workflow Solution

Scanshare Capture is the powerful yet easy-to-use solution that lets you integrate your paper-based workflows, inbound emails and faxes to your document management systems, databases, corporate file servers and content management applications.

Paper processing and digitizing can be very difficult and time consuming. Scanshare helps you improve efficiency by reducing the time needed to scan, process and file these documents.

The user friendly and intuitive scanning client enables the users to enter key information (variables) at the time of scanning, directly at the panel of your office multifunctional device. Scanshare Capture analyses, processes and delivers the digital documents to the destination of your choice.



Capture

Capture and convert your paper documents by using your office multifunctional device (with apps for most popular brands) via the Scanshare Capture embedded client. By answering questions and making decisions at the multifunctional panel, document metadata can be used to route and store the data in the correct place. The PC capture client can drive dedicated scanning devices or import existing electronic documents. Scanshare Capture can also monitor, analyse and process inbound email and attachments, from multiple email addresses, as well as integrate with other applications web services to receive data.



Process

Process your documents: Scanshare Capture offers an intelligent barcode detection and separation function in addition to smart page splitting, which enables you to capture multiple pages but store each page separately. Zonal character recognition enables the extraction of specific information from the document by analysing specific zones. This information may be used to route, rename or store the document in a specific location. Workflow triggers are activated when processing conditions are met (for example, a specific client name, invoice value, document type or content, number of pages etc.) and dynamic decisions are made on the processing routes. Custom notifications can be raised with specific users and groups, alerting them to documents which require attention. And advanced scripting means a solution can be created for any situation.

Store

Store your document to a variety of locations including our own file repository, plus a large selection of 3rd party applications. Scanshare Capture's connector library supports many popular global document management systems, ERP platforms, CRM applications and a host of cloud-based file storage platforms, with an SDK to extend those connections. With full integration to Active Directory and OAuth, accessing shared resources couldn't be easier. Via their single sign-on, users have access to only the resources that their network credentials or AD group permits, making life easy for system administrators, too.

APPLICATION MODULES

When you need more power to automate your information workflows, Scanshare has the functionality you need.

The Free Form can recognise and classify the captured document and apply the correct processing settings automatically, all without user intervention.

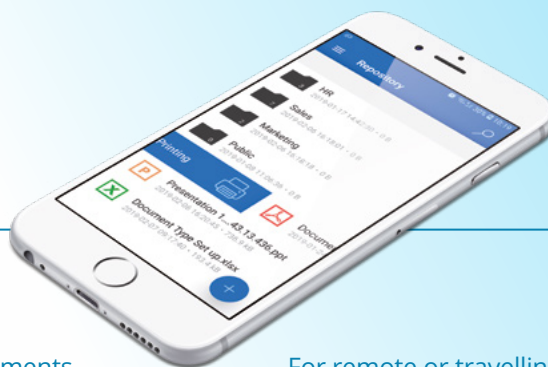
Once the correct workflow has been selected the document is automatically processing according to the set business rules.

Verification

For information that needs to be integrated into critical line-of-business or financial applications, the Verification module ensures that all data has been validated and is correct, before uploading to your business system. Scanshare's web-based verification module enables users to review, correct and approve or reject documents at critical points in the workflow based on conditional triggers. With the verification web interface, users may approve, correct or reject supplier invoices; review contracts and applications; verify inventory and shipping details and approve documents sent for publication.

The verification module gives users full control over key decisions in their business process workflows, ensuring only validated, approved data is passed to integrated business systems. The verification module is also available from the dedicated iOS and Android mobile clients, ensuring that your business doesn't have grind to a halt when document approvers are out of the office.





Repository

When it comes to securely storing documents in a centralized location, the Scanshare Repository offers a fully-integrated, standards-compliant method of retaining the digital information. Equipped with an advanced enterprise file indexer (capable of indexing billions of documents) the Scanshare Repository offers users a secure method to store their personal documents, as well as a convenient way to securely share information with others in the organization, backed by a military-grade encrypted file store. The contents of all submitted documents are analysed and indexed to enable keyword search and rapid retrieval via the web or mobile clients. In addition document type can be configured with selected metadata fields. When a document is submitted and classified these metadata fields can be populated with information which can be used to automatically file the document and aid in the search and retrieval process when required.

Mobility

For remote or travelling users, the Scanshare Capture Mobile app provides all the power of Scanshare Capture in the palm of their hands. The dedicated iOS and Android applications enable users to connect to workflows in the office and send documents on their phone, or scanned via the smartphone camera.

Interactive metadata questions appear. The Scanshare Repository is also available via the mobile app, enabling users to access their centrally-stored personal or business documents, or those shared by other users, whilst on the move.



Print Management

Scanshare's print management functions enable users to release their print jobs "just in time" whilst at the operating panel of their multifunctional device. This minimises paper wastage as users only release their print jobs when required so they are not left unclaimed in the output tray. It also enables users to switch to an alternative print device, should their chosen device be unavailable, without having to reprint to a different print driver.



Scanshare Capture app designed for:



RICOH



OKI®



TOSHIBA



SHARP®



Canon

olivetti

plustek

DEVELOP

Capture sources

- Multifunction devices
- iOS/Android smart phones
- Network/local scanning devices
- Email (SMTP, POP3, IMAP, Exchange and Office365)
- Local, remote or network folders
- FTP sites
- PC desktop client
- Printer client
- Web services

Processing Modules:

- Full text recognition
- Zonal and Smart text recognition
- Intelligent Character Recognition (handwriting)
- Automatic FreeForm recognition
- Optical Mark Recognition (OMR)
- Interactive document verification and approval web module
- Intelligent document recognition
- Image enhancement
- Barcode recognition (1D/2D)
- Encryption/Decryption
- Document annotations (including stamping and security redaction)

Storage Connectors:

- Network Folders
- Cloud storage providers, including Microsoft®, Google®, Box®, Dropbox®, Citrix®
- Dozens of content and document management system connectors
- Email
- Printing devices
- ODBC-compliant databases
- Structured output (CSV, XML etc.)
- Embedded document
- storage module with web/mobile UI

Enterprise features:

- Centralized, HTML5-compliant administrator user interface
- Digital signature module (digital signatures may be applied to PDF documents during processing)
- Military-grade encrypted storage
- Clustering and load balancing
- Authentication services (MFD Single Sign On, Windows, Active Directory, LDAP, Azure, G Suite, OAuth)

SIMPLE TO USE wizard-based document workflow creator - create new data capture and integration workflows with ease.

POWERFUL DOCUMENT ENGINE output to many formats and languages, including searchable PDF, PDF/A, TIFF, Microsoft® Word, Microsoft® Excel, JPEG, TIFF and other image formats as standard.

SMART EXTRACTION automatic barcode and QR code recognition and document zone analysis drives business processes directly from the data stored in your paper documents, electronic files and emails.

CAPTURE APP compatible with a wide range of office multifunctional devices and digital capture devices, enables the creation of one-touch capture workflows, directly from the operating panel or desktop.

DATA INTEGRATION link to existing client data from CRM systems, financial information from ERPs and corporate databases; dynamically browse through file systems from the multifunctional panel; create your own capture source web service or output connector with Scanshare's SDK framework.

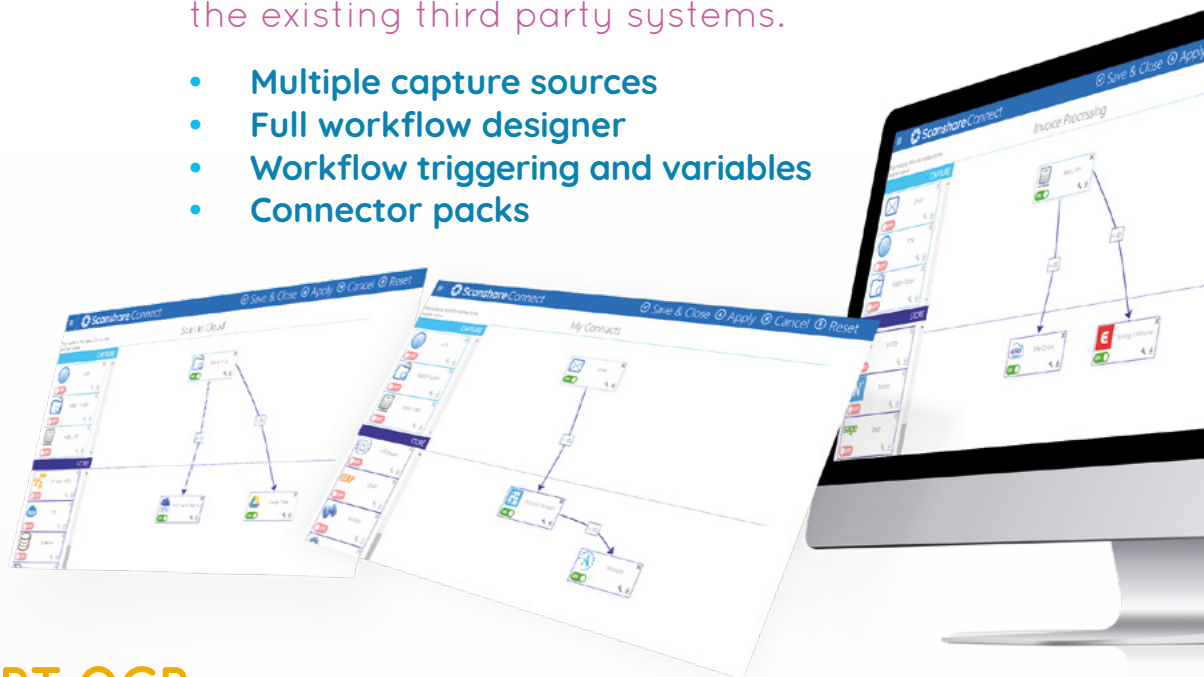
ADVANCED FEATURES free form, automatic document recognition and classification, with user verification, ensures accuracy and data integrity. Fully integrated repository keeps information secure, indexed and fully discoverable.

STORE your scanned and electronic files in the integrated document management system, with document classification and variables, and an enterprise content indexer enable rapid retrieval.

CONNECT

Store packs “out-of-the-box”, integrate your existing scanning applications with the endless possibilities of Scanshare’s connectors. With the flexibility of the platform, Scanshare can streamline existing processes filling the gap with the existing third party systems.

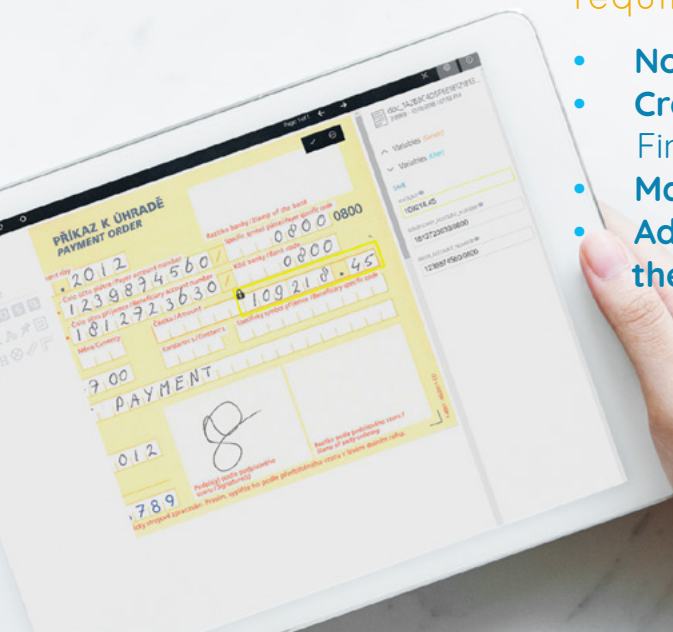
- **Multiple capture sources**
- **Full workflow designer**
- **Workflow triggering and variables**
- **Connector packs**



SMART OCR

The most critical part of today’s business is the challenge in managing a variety of structured and unstructured data. Scanshare Smart OCR module enables intelligent data capturing to optimize inefficient document workflows where the user still requires manual data entry.

- **No pre-classification required**
- **Create patterns based on verticals**
Financial, Accounts Payable, Healthcare, Education
- **Match and validate the data with your database**
- **Add data and error validation combining the Verification module**





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