

SHARP



SIMPLIFYSCAN: FEATURE EXPLANATION GUIDE

A sharp choice in intelligent scanning

Digital archiving has never been easier with SimplifyScan due to the four simple steps of Authentication, Capture, Process and Store. This Feature Explanation Guide is a reference which explains the four steps and accompanying features in a more detailed way.

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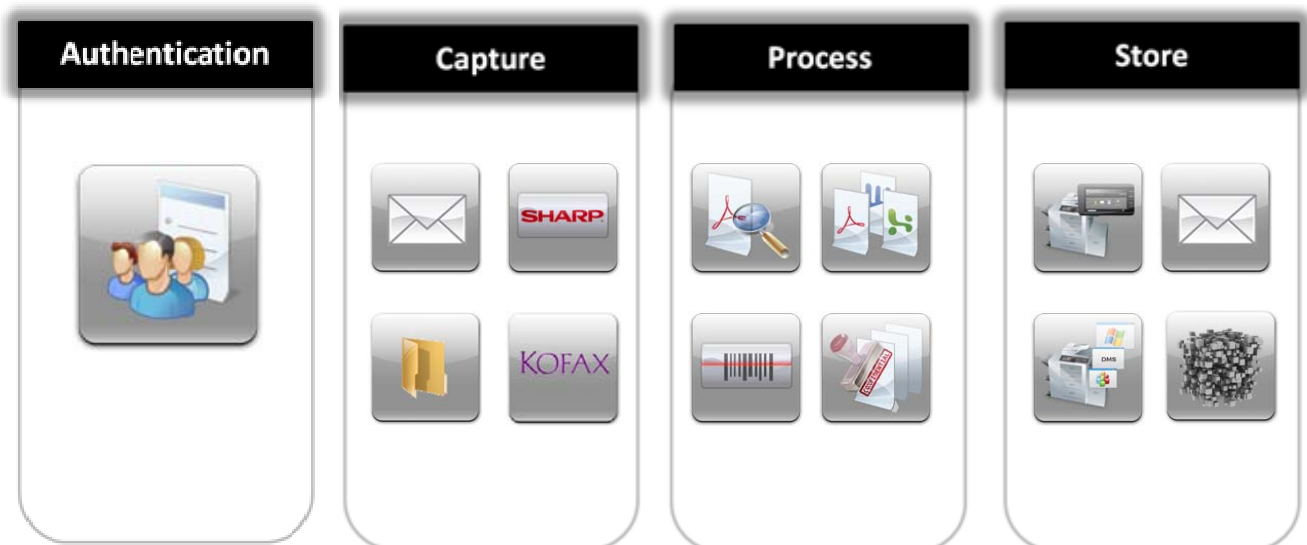
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SimplifyScan: A Sharp choice in intelligent scanning

Digital archiving with SimplifyScan is just as easy as making a copy. With one press of a button, a Sharp multifunctional creates a digital copy which can be stored anywhere. SimplifyScan ensures that the document is stored in the proper folder as a text searchable document, for example as a text searchable PDF or PDF/A file. In a PDF file, you can conduct a search using any word or attribute specified by you. You can also find the correct document again very quickly. This is the most important aspect of archiving. With SimplifyScan client it is possible to have real time bidirectional communication with your network. This means that it is very easy to specify the location where you want to store your scanned document.



SimplifyScan is a very user-friendly program that resides on a centrally installed (non-) dedicated server. The end-users do not see the program since it works in the background. Therefore, no product training is required. This gives the ability to capture, process and store documents immediately from all Sharp multifunctionals within your network.



Authentication

As the user logs onto the device via the authentication module, the user will get immediate access to the personalized scan menu. The authentication module also allows for users to easily scan to a home directory and browse through it. The user is able to scan to his/her email address without entering any data on the MFP. All needed information is populated via the authentication process, which gives greater control and security to scan destinations.



Benefits without authentication:

- Direct communication between MFP and database/network
- Start from a predefined place within Windows and open each subfolder on the MFP

Benefits with authentication:

- Access to personalized scan templates
- Access to personal home folder
- Upload documents as user instead of a general account

Capture

The scanning of a (paper) document is the beginning of a workflow. Documents can be scanned from the multifunctional or can be captured from almost any file format.



Sharp multifunctional

Capture and scan documents from a Sharp multifunctional printer. SimplifyScan supports all OSA enabled Sharp devices. SimplifyScan has been designed in the same user friendly way as the Sharp multifunctional to ensure an easy scan experience.



Email

Besides scanning from a multifunctional device, it's also possible to convert TIFF, PDF or JPEG attachments from an email. Within SimplifyScan, it's possible to point each scan template to an email address. Every email which enters this mail box will be checked by SimplifyScan. When there is an attachment, SimplifyScan imports the attachments, deletes the email and converts this attachment to a searchable PDF file and stores this PDF file in every preferred location.



Windows folder

In certain circumstances a user may not use a multifunction device only for scanning. For these cases, the 'Winshare In' module for SimplifyScan has been created. This module makes it possible to define an import folder which SimplifyScan retrieves the scanned documents and converts and transfers the document(s) to a destination chosen. This module can convert JPG and TIFF to a file format supported by the software such as searchable PDF, Word, Excel, Jpeg, OpenOffice, etc.



Kofax Ascent Capture

Kofax Ascent Capture automates information captured from scanned paper or imported electronic documents. This can be any data which is on the paper document. Based on criteria you define, the entire document or extracted data is digitized, and then routed to SimplifyScan. SimplifyScan can archive this document based on the information which is extracted from the document. The store location of this document can have a variety of destinations such as a Windows file server or database. This means that all scanned documents are interpreted and stored without any further action from a user.

Process

SimplifyScan processes digitized documents with the use of the latest technologies. In different businesses, information needs to be processed in different ways. For example, it is possible that a document needs to be sent as text searchable PDF file or in an Excel format. The processing features of SimplifyScan allow you to:

- Create text searchable files
- Improve image quality
- Barcode capability
- Convert the format of the scanned documents
- Options with PDF and PDF/A files
- Bates stamp



Create text searchable files

OCR engine:

With the OCR engine that SimplifyScan uses, it is possible to create a searchable text. (OCR is available in over 40 languages). This is obviously necessary for retrieving documents from a digital archive. Now documents can be retrieved easily, while improving productivity and efficiency.

Improve image quality

Deskew/Despeckle/Auto Rotate:

SimplifyScan uses image cleaning to enhance OCR results. Deskew is a function that properly aligns documents that have become slightly skewed during input. The deskew function can correct the documents by up to 5%. Despeckle is also performed in SimplifyScan. Dust particles and specks are removed from the document so that the scan is less contaminated. The lack of contamination on the document means that the file sizes are smaller and can therefore be retrieved, searched and distributed faster. Auto Rotate ensures that documents that are scanned upside down, will be stored upright in the correct position. This guarantees immediate readability without the need of manually turning the document.

Blank page removal:

With SimplifyScan blank pages are no longer part of scanned documents. All blank pages can be removed from the documents. This enables users to store more files, due to the smaller sizes of scanned documents.



Convert the format of the scanned documents

With SimplifyScan it is possible to send one scan to multiple output formats. SimplifyScan can convert scanned documents into different text searchable file formats. Store your scanned documents as editable Microsoft Office Word and Excel files, convert documents to Jpeg files, create Tiff files, convert documents into editable Open Text documents, editable Rtf files and PDF &PDF/A files.

More information about PDF and PDF/A can be read in the chapter “Options with PDF and PDF/A files”.



Barcode capability

A barcode (also bar code) is a machine-readable representation of information (usually dark ink on a light background to create high and low reflectance which is converted to 1s and 0s). Originally, barcodes stored data in the widths and spacing of printed parallel lines, but today they also come in patterns of dots, concentric circles and text codes hidden within images. Barcodes can be read by optical scanners called barcode readers or scanned from an image by special software.

SimplifyScan has the ability to read and interpret almost all barcode fonts that can be found on documents, for example code 39, code 2 of 5, code 93, EAN 13, EAN 8, PDF 417, UPC-A, etc. This functionality can be used for batch scanning and for adding the same information in the barcode as a user would normally give on the display of the multifunctional. The barcode module from SimplifyScan can be used in different ways: to separate documents (with a separation sheet) and also in the same way as metadata, i.e. to create filenames, folders and send emails.

Benefits with the barcode capability:

- No more data entry on the MFP
- Batch scanning
- Optimize efficiency

Why use barcodes:

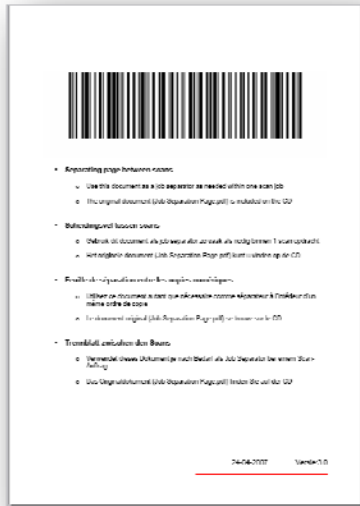
Barcodes are widely used to implement Auto ID Data Capture (AIDC) systems that improve the speed and accuracy of computer data entry. An advantage over other methods of AIDC is that barcode is less expensive to implement.

Since the invention in the 20th century, barcodes have slowly become an essential part of modern civilization. Their use is widespread, and the technology behind barcodes is constantly improving. Some modern applications of barcodes include:

- Practically every item purchased from a grocery store, department store, and mass merchandiser has a barcode on it. This greatly helps in keeping track of the large number of items in a store and also reduces instances of shoplifting (since shoplifters could no longer easily switch price tags from a lower-cost item to a higher-priced one). Since the adoption of barcodes, both consumers and retailers have benefited from the savings generated.
- Document Management tools, like SimplifyScan, allow for barcoded sheets to facilitate the separation and indexing of documents that have been imaged in batch scanning applications.
- The tracking of item movement, including rental cars, airline luggage, entry tickets, nuclear waste, mail and parcels.

Scanning batches with additional barcode separation sheet:

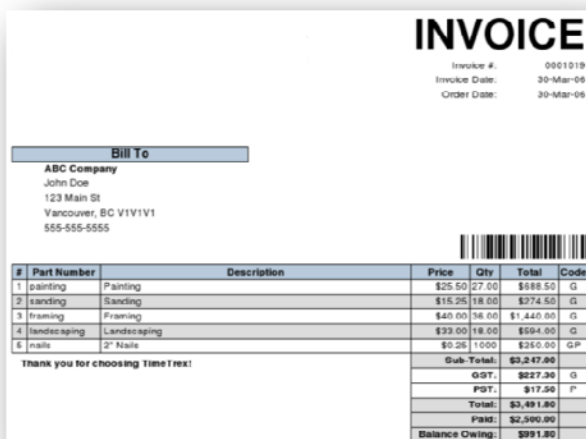
A barcode separation sheet makes batch scanning possible. When scanning big amounts (batches) of documents, the different batches can be separated and stored in different places by using barcode separation sheets. The barcode separation sheet can contain metadata to store documents in the correct repository.



It is possible to create rules around barcodes. For example, if the barcode value starts with an “S”, the document can automatically be stored in the “Sharp” folder. Additionally, it is possible to use only a certain part of the barcode. E.g. the first part of the barcode should be used for the customer folder and the second part of the barcode should be used for the document name. Finally it is even possible to let a barcode start with a certain value. For example every barcode that should be used, starts with an S. With the barcode module of SimplifyScan it is possible to define, that only the barcodes, which start with an S, will be used for the document processing.

Reading barcodes that are already printed on the document:

There are documents that already contain a barcode. This is often the case with, for example, packer’s numbers or invoices. SimplifyScan can read the barcodes on these documents. And by means of the content of the barcodes, SimplifyScan can store the document in the right place.





Options with PDF and PDF/A files

Append PDF files:

SimplifyScan can combine new scans with existing PDF files. This makes it easy to create complete files, for example scanning a contract into an already existing customer file. This means that not all the documents for a particular project or client have to be scanned at the same time.

PDF-to-SPDF:

From the moment that you start using SimplifyScan you start creating text searchable PDF files from your scanned documents. With this functionality it is possible to transform existing PDF files into text searchable PDF files. This way you can convert an existing archive of standard PDF files into an archive that is completely text searchable.

Scan to PDF/A:

A scanned document can be stored in PDF/A format with SimplifyScan. This feature is part of the basic configuration of SimplifyScan.

PDF/A is the latest standard which guarantees long term archiving. All of the information necessary for displaying the document in the same manner every time, should be embedded in the file. This includes all visible content like text, raster image, vector graphics, fonts, color information and much more. Select the destination of the digital copy using the templates within the Sharp MFP. SimplifyScan ensures that the document is stored in the proper folder as a text searchable document. You can conduct a search using any word or attribute specified by you. You can also find the correct document again very quickly. This is the most important aspect of archiving.

In a first step towards digital archiving, many organizations implemented TIFF archives. TIFF is also easy to transmit in a worldwide business environment, but is not easily searchable.

Why is PDF more attractive than TIFF:

- PDF stores structured objects (e.g. text, vector graphics, raster images), allowing for an efficient full-text search in an entire archive.
- PDF files are more compact and require only a fraction of the memory space of respective TIFF files, often with a better quality.
- Metadata like title, author, creation date, modification date, subject, key-words, etc. can be embedded in a PDF file. PDF files can be automatically classified based on the metadata, without requiring human intervention.

PDF Security:

This option allows the user to use PDF security. It is possible to secure a PDF file with a fixed defined password, which can be different for each trigger. Even when the password is known, it is possible to restrict a user on the following items:

- Allow printing: enable or disable printing of the PDF document.
- Allow copying: enable or disable copying of the PDF document.
- Allow changing: enable or disable changing of the PDF document.
- Allow AcroFormFields: enable or disable filling of form fields in the PDF document.

Benefits with PDF and PDF/A:

- PDF/A is the new electronic archiving standard.
- Possible to create secured PDF files



Bates Stamp

The bates stamp, created by SimplifyScan, is a digital stamp for a PDF file and is used frequently in the legal and business field. The stamped text becomes a permanent part of the PDF file and is therefore undeletable and not editable. It is used for sharing documents between different groups with the guarantee that everybody is using the same document.

The bates stamp can be created both with the metadata information as well as with fixed values such as the date/time, sequence etc. Users have the ability to customize the text and/or number that is stamped on the document as well as the position and orientation of the stamp. This means flexibility – the document can be stamped in any way you want.

An audit file is kept by the system, meaning that the system administrator or any authorized person will be able to see when a scan is made and what the bates stamps consist of.

Benefits with bates stamping:

- Guarantee authenticity by sequentially numbering or date/time-marking documents as they are scanned.
- An audit file is kept by the system, meaning that the system administrator or any authorized person will be able to see when a scan is made and what the bates stamps consist of.

Store

Capture documents from anywhere and store them directly in the application you use. This can be a Windows environment or any other CRM, ERP, legal or financial application. All scanned documents are text searchable and easy to retrieve.



Intelligent filing

SimplifyScan will use intelligence when filing scanned documents. If the necessary folders and subfolders, where a document should be stored, already exist, SimplifyScan will use the existing folders. If they do not exist, SimplifyScan will create them automatically. Allowing for the scanned document to be intelligently filed every time and eliminating the need for the IT administrator to pre-create all necessary document folders.

Benefits with intelligent filing:

- No more lost documents
- Automatic folder & file name creation based on date, time, barcode data, etc. (no pre-creation of folders)



Scan to email

Sharing information internally is very important within organizations and a simple scan to email is often used. Save time searching for a person's email address with the LDAP connector. Through a connection with Active Directory you can easily browse through a company's address book to find the appropriate contact to send the scanned document to.



Multiple destinations

Also, the user can make a scan and store this in, for example, Microsoft SharePoint, send it as an e-mail, print it through LPR and at the same time place it in a workflow in e-Synergy. This ensures that the right people receive the right documents within the shortest possible timeframe.



Business application connectors

X-Solutions has developed connectors between many standard applications, based on industry standards. It is also possible to create a connector between many other applications with minimum customization.

Content Management:

Store documents directly in the correct repository in your existing Content Management system. Easily integrate scanned documents into your existing business processes by scanning directly into your business application.

The destination of the scanned document can be entered on the display of the MFP. It's even possible for users to browse through their Windows file structure directly from the MFP and easily select the correct folder to store their document in. New folders can also be created directly on the display of the MFP.

Also, users can scan directly into Microsoft SharePoint, Open Text LiveLink, Open Text eDocs, ELO Digital Office, Worldox GX, Interwoven worksite, Open Text Captaris Alchemy, Windream, INVU, Docuware DMS, ADOS and ProArc.

Fax:

With SimplifyScan it is possible to scan documents directly to a fax server. Documents can be sent as fax messages directly from the MFP to any fax number.

With SimplifyScan it's possible to scan documents directly to a Captaris Rightfax server. The documents can be sent as fax message directly from the MFP to all fax numbers entered by the user or selected from the Captaris Rightfax number book presented on the display of the MFP

ERP:

Easily integrate scanned documents into your existing business processes by scanning directly to your ERP system. Scan documents directly into every account within Exact e-Synergy Enterprise and e-Synergy, and also into any repository within AFAS Profit.

CRM:

With SimplifyScan it is possible to scan directly to your CRM system. Easily integrate scanned documents into your existing business processes by scanning directly into your business application.

Users can scan documents directly into all accounts, relations, etc. within Microsoft Dynamics CRM. Also scanning directly into Super Office's companies, contacts or projects is possible.

Database:

The database connectors of SimplifyScan can store scans directly in every table available in different kinds of databases like Oracle, SQL or many databases supported via ODBC.

Financial:

With SimplifyScan it is possible to scan directly into your financial business application, such as Microsoft Dynamics Nav, Sage and several others. Easily integrate scanned documents into your existing business processes by scanning directly into your business application.