

PROXESS® Scan Client

With the PROXESS Scan Client, you can scan and index paper documents online and offline. The integrated barcode recognition enables automatic document separation and document indexing. A wide range of program functions support you with manual indexing. The scan documents can be archived in TIF or PDF format, in compliance with the applicable legal regulations, and transferred to the PROXESS Document Reader for further processing.

Twain standard offers security and flexibility

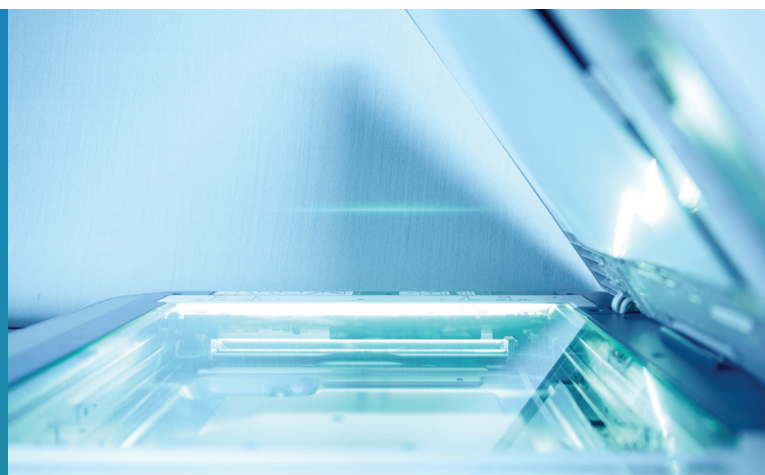
The PROXESS Scan Client supports locally connected Twain scanners as well as network scanners that support the “scan to folder” function. The scanner is thus integrated into the solution so that all of the functions of the PROXESS Scan Client can be used. Both black and white and color scans with various resolution levels are supported. Alternatively, with local devices, the manufacturer driver can be accessed directly and therefore also additional settings options of the connected scanner. The PROXESS Scan Client is usually run as a Windows PC. However, when using network scanners, the application can also be run on a terminal server.

Online and Offline Archiving

Scanned documents can be further processed or archived online or offline. With offline archiving, the scanned documents are first collected in a so-called scan job. From there, they can be transferred to the archiving system or to document recognition for further processing at any time, e.g. at night, via automatic time control. This is an ideal solution for companies with multiple branch offices and for connecting subsidiaries.

Intelligent barcode recognition

Through integrated barcode recognition, scanned pages are combined to documents in batches. This is a simple aid to facilitate document separation for multipage documents that are scanned in batches. If the barcode captured contains document information, it can also be



- Security through support of the Twain standard
- Quicker document capture through intelligent barcode recognition (handling and indexing)
- Time saving thanks to semi-automatic indexing
- Ease of use by way of user profiles
- Flexibility thanks to time-controlled archiving
- Ideal for branch offices and subsidiaries

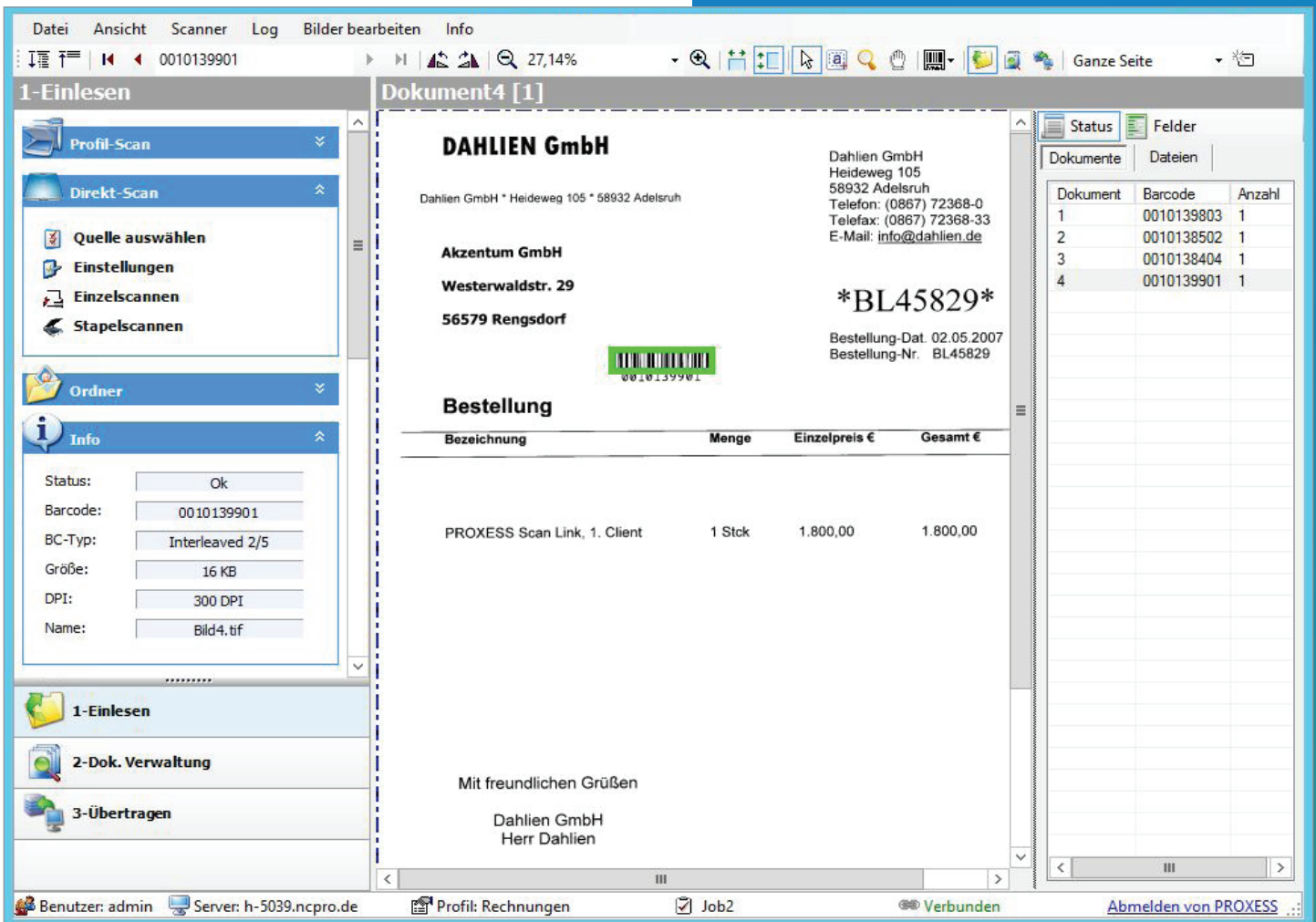
used for the indexing of the documents (e.g. barcode number = document number). Numerous functions such as test algorithms, allocation of the code to several index fields or automatic additions to the barcode are available for evaluating a logical barcode. Classic barcodes (2 of 5 interleaved, code 39, etc.), QR codes and data matrix codes are supported.

Quick indexing of documents

Manual indexing of documents is supported by the PROXESS Index Miner. In the process, the user enters a key criterion, such as the customer number, is shown related documents that have already been archived, and adopts their indices for the new document at the click of a button. This allows, e.g., for existing customer master data to be instantaneously adopted.

Different user profiles

To ensure simple and convenient operation, settings for barcode recognition, document separation, indexing and archiving mode are stored in scan profiles.



In this way, the customized settings can always be accessed conveniently via the scan profile with just one click of the mouse. For example, a different indexing automatism from the one used in the "Cost Accounting" profile can be stored for the "Incoming Invoice" profile. Settings for time-controlled job transfers are also specified in the scan profile.

Archiving in PDF or TIF format

With the PROXESS Scan Client, paper documents are scanned or TIF files are read digitally. For further processing with the PROXESS Document Reader and archiving in the PROXESS archive, TIF files can be converted into PDF format.

Optimal scanning with the PROXESS Document Reader

The PROXESS Scan Link is ideally suited for capturing documents for the PROXESS Document Reader. By creating different scan profiles, various companies and document types can be handled simultaneously in the

The functions at a glance

- Supports all common Twain scanners
- Supports multi-functional devices
- Batch scanning with automatic document separation
- Integrated barcode recognition with evaluation of logical barcodes
- Supports QR code and data matrix code
- Online and time-controlled offline archiving
- Archiving in PDF or TIF format
- Semi-automatic indexing through use of previously archived documents
- Storable user and scan profiles

subsequent document recognition process. At the same time, it is also always possible to transfer the documents to the PROXESS archive for legally compliant archiving.