

you can
Canon

ScanFile v7.0 Document Management Software

*Can I manage all my documents
with a single software solution?*

ScanFile specifications

MINIMUM RECOMMENDED

- PC using a Pentium III 700
- 256MB RAM
- 17" display @ 1280 x 1024
- Windows 2000 or Windows XP
- ScanFile can be installed on to Novell or Windows NT4/2000 servers to allow multiple users to access it. ScanFile does not support the use of Windows 95/98 or ME as network servers
- ASPI compliant SCSI adaptor card
- Storage media, fixed or removable

STORAGE

- Hard Disk Drive (FAT16, FAT32, NTFS & Netware)
- Optical Storage Media (Rewritable & WORM)
- CD Recordable
- Network Devices
- CD-Rom (Single drives, CD Towers, autochangers & jukeboxes)

HIERARCHY

- Library (1 or more folders)
- Folder (1 or more documents with same indexing structure)
- Document (1 or more pages)

DONGLE LICENSING

Physical firmware licence key (dongle) only. This physical element as opposed to software licensing gives enhanced reliability and portability. Dongles will be available in parallel and USB formats.

MULTI-FORMAT DOCUMENT VIEWER

Specifications available on request.

OPTIONAL MODULES

- Keywords
- Global Index
- Tiff Writer
- Export
- OCR (zone recognition & full text OCR)
- Barcode Indexing
- Forms Recognition
- Lura Super Compression
- Audit Trail
- Document Routing
- COLD
- ScanFile Conversion
- Web Server
- ScanFile Remote Station
- Executable CD (Tickers)

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you can
Canon

Canon (UK) Ltd,
Woodhatch, Reigate,
Surrey, RH2 8BF
Tel: 08000 35 35 35
www.canon.co.uk



AUDIT TRAIL

A log of all activity within ScanFile can be maintained. The activities to be logged can be selected by activity type i.e. folder activity, or by specific actions, such as deleting pages or records within a folder. The log can then be viewed and filtered to only show actions that have taken place within certain folders and/or libraries, by a user or number of users, and within a time period.

DOCUMENT ROUTING

Documents can be assigned to a Route, which will direct them along specified route steps, to a user or users. Actions can be assigned to each step as to whether a document must only be viewed by a user, or viewed and commented upon or viewed and approved or rejected. For approval / rejection actions, different steps can be set dependent upon whether the document was approved or rejected. Full information concerning documents on a route can now be viewed.

FORMS RECOGNITION

An additional option to the Zone OCR module is the ability to recognise forms, and read the index information from the zones selected for the form specified. Keywords can also be set, linked to the form type, checkbox reading is also supported. The result of a checkbox read can be placed in an index field and also have a keyword associated to it. Document Skew Correction and Border Removal are supported, which will offer more reliable OCR results.

REMOTE STATION

Remote Station provides an efficient solution for scanning to a central archive directly from a remote workstation. Used with a centralised ScanFile system, the ability to incorporate distant documents within a core archive is immediately realised. The Remote Station module provides an integrated client server archiving solution and administers and configures associated Stations, creating a global list of users. Data transfer is at Internet speed.

CD EXECUTABLES (TICKERS)

CD Executables are licenses which allow users to search, view and print files without a version of ScanFile installed on the hard drive. These licenses enable users to transport all files on removable CD's and access information on any PC..

KEYWORDS

Keywords act as a high level structure above 'fields' - defined by the user, allowing:

- auto indexing for batch scanning (unlimited categories)
- no keyboarding
- an easy search device using any combination of keywords (categories)

WEB SERVER

The ScanFile Webservice allows ScanFile users* to retrieve documents from anywhere in the World using just a standard Web Browser. Whether you wish to make documents available over the Internet or on an Intranet, ScanFile is the fast, secure, reliable and easy way to do it.

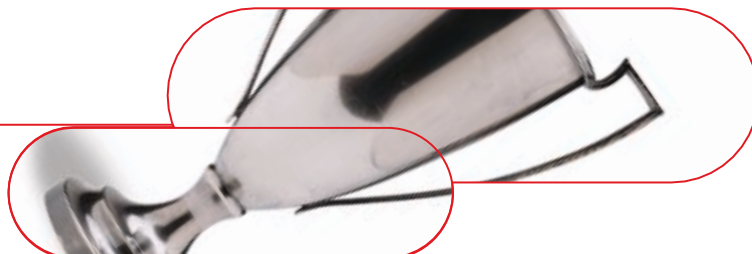
* Recommended maximum 200 users to view only. Download is restricted when multiple users.

Can I be confident that I've got the best document management solution for my business?



You can with ScanFile. You can store information and make it available to a host of users, or archive it in black and white, greyscale or colour.

You can also access the web remotely, enjoy flexible indexing options and benefit from Canon's comprehensive network support. And you can do it all with ScanFile, the single, modular, document management software system.



Can I really transform the way my office operates with document management software?



You can with ScanFile v7.0, Canon's flexible network document management solution. A modular solution that's compatible with Windows 2000 or XP, ScanFile offers effective storage, control and management of paperwork - the key to modern day office efficiency.

Packed with cutting edge document management innovations and time saving options, ScanFile enables you to work with more speed and security in less space.

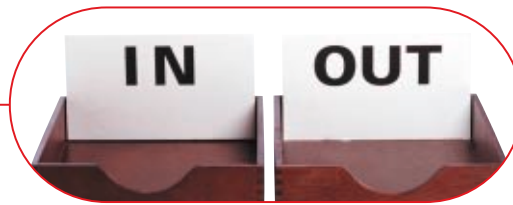
ScanFile v7.0 has been enhanced to offer more developed core features and additional optional modules. The optional modules include Audit Trail, Document Routing, Forms Recognition and Remote Station.



Can I access and manage paperwork directly from my desktop?

It's amazing how much you can achieve with the latest edition to the Canon imaging software range.

With its host of flexible features, ScanFile gives you added control and the ability to share information across a network of users.



SCANFILE CONVERSION

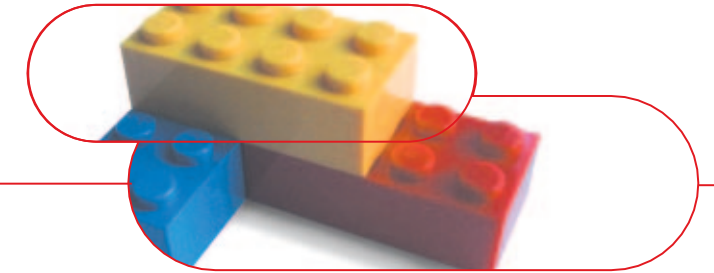
This option allows full import of indexing and images from a Canofile Electronic Filing System to ScanFile.

- You can convert Canofile data into open Group 4 TIFF format.
- You can transfer data stored on Canofile optical disks to ScanFile via a PC SCSI line, using a Canon Diskfile Drive or a Canofile Electronic Filing System.
- Where the original libraries have been converted to CD via the CF-File or Allbase software suites for Canofile, you can copy the libraries across using a conventional CD drive.

OCR

ScanFile's Optical Character Recognition offers full page text search and zone recognition for truly automatic indexing.

- Full text search creates a controlled 'word' list for each page within the parent folder. This enables the user to locate all documents within that folder, relevant to the search. Searching has been enhanced to allow for multiple word searches.



- Zone recognition relates a targeted area on the first page of a standard document to a selected index field. Up to 10 zones can be selected and the OCR plug-in examines each in turn. The alpha-numeric values found within the zone are then entered into the index field designated for each of the target areas.

- Both full text and zone OCR can be performed on all documents / selected documents or pages within a ScanFile folder.

BARCODE INDEXING

This enables users to target a zone on a document and automatically create index criteria based on a standard barcode. Up to 10 barcodes per page can be used for automatic indexing.

TIFFWRITER

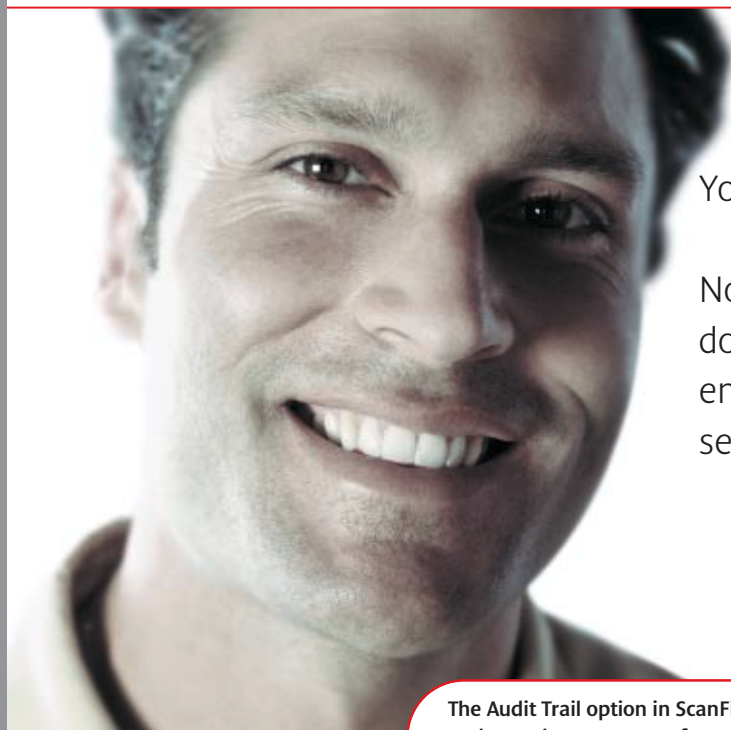
This converts Windows documents into TIFF format, enabling them to be directly archived into a ScanFile folder.

TIFFWriter now has the option to print colour documents in black & white. (Please note this option is only available in Windows 2000 and XP versions of TIFFWriter).

COLD

The Computer Output to Laser Disk (COLD) module allows full import of ASCII and spoolfile data. This is particularly suitable for the integration of standard mainframe information such as the import of customer invoices into ScanFile's indexing database. The simple design uses search templates which incorporate the display of the text file page. It also incorporates full text search and update of the database by progressive import of new data.

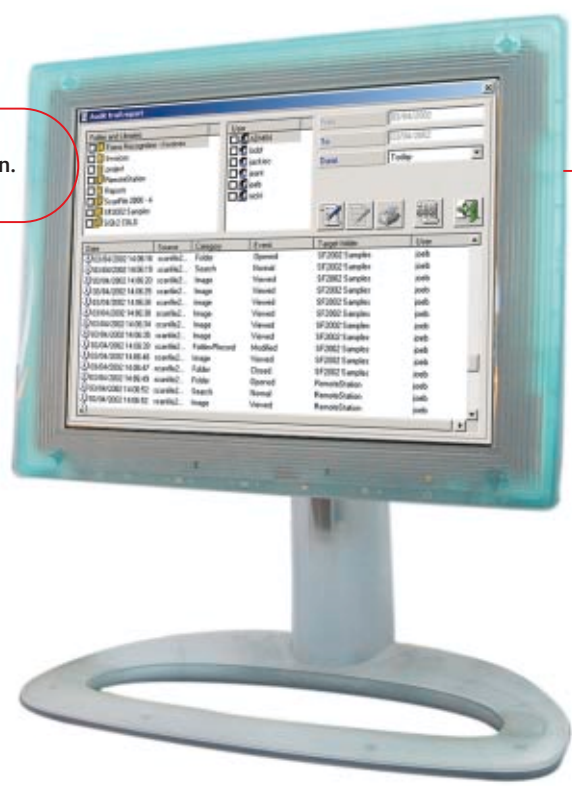
Can I build on my document management capabilities as and when I need to?



You can with ScanFile's optional modules.

Now you can cost effectively enhance your document management system in a way which enhances your business functionality and offers serious business benefits.

The Audit Trail option in ScanFile v7.0 can track and record any event performed in the application. It can be customised to record specific events.



SEAMLESS OPERATION

By using a microfilm scanner, you can create a perfect hybrid solution between analogue and digital systems. You can digitise your existing microfilm library and view it all from your PC, bringing all your organisation's documents – subject to security rights – to your desktop. And nothing makes the information more readily available than ScanFile. The personal hit list enables you to copy, view or retrieve documents with greater ease. You can also update and change each personalised list according to your needs, making ScanFile a part of the way you work.

COMPLETE NETWORKABILITY

ScanFile enables multiple users to store and access documents on the system, so they can work with information simply and conveniently from their desktops. You can also retrieve documents quickly using ScanFile. Indexing is based on a user friendly 10 field index structure and referencing is helped by keywords, OCR and barcoding. For fast file access, users can retrieve documents from the general hit list, personal hit list or ScanFile's powerful extended search capabilities, when exact details aren't known.

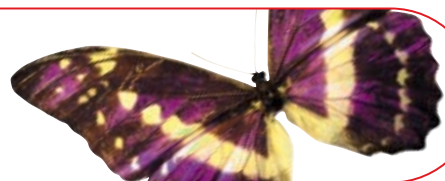
TRUE COMPATIBILITY

Because you can store scanned documents as either G4, TIFF or JPEG files, many other packages can also use the documents stored by ScanFile. Where large storage capabilities are needed, you can use ScanFile to retrieve images from a range of mass storage devices. It also creates executable CDs, enabling thousands of documents to be stored on one disc which can be viewed on any PC with a CD drive.

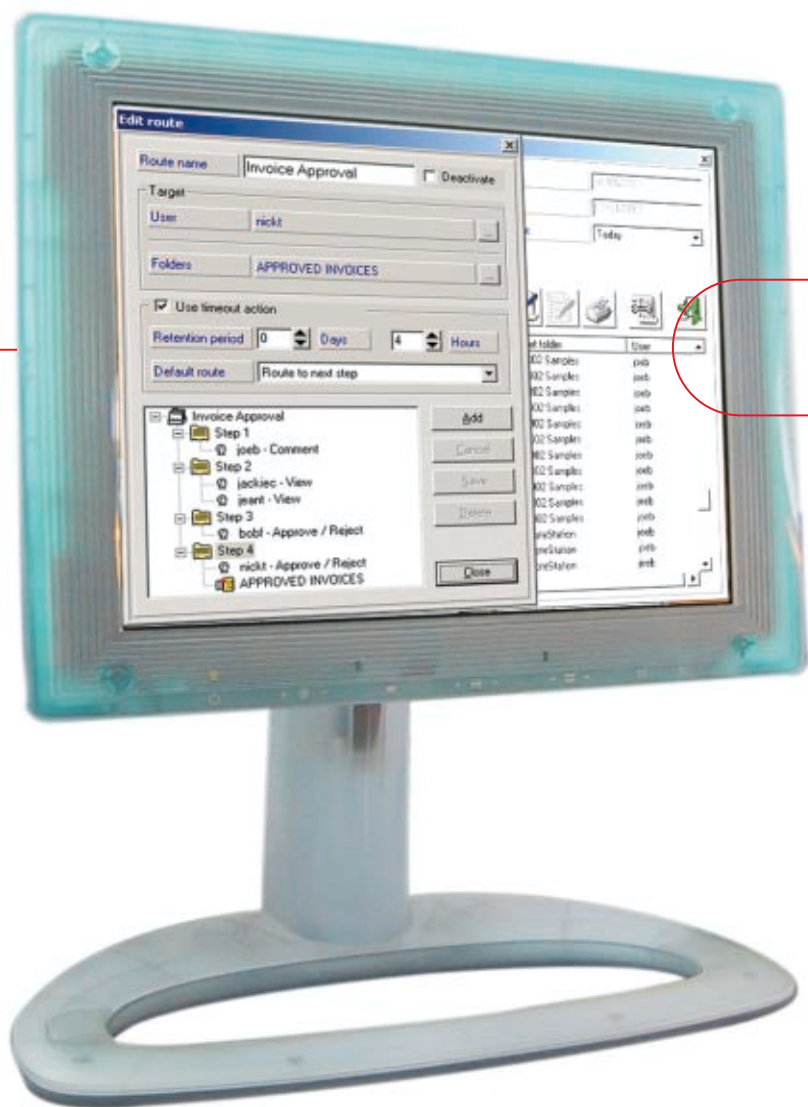


ScanFile supports up to 10 Index Fields

Can I bring a bit more colour and compatibility to document management?



You can with ScanFile because it links seamlessly with Canon's range of document management scanners. So whether you need to scan colour documents, black and white documents or import images from microfilm, you can turn to ScanFile for the easy answer.



Document Routing

This feature allows you to assign documents to pre-defined network routes, directing the documents to Users in sequence. An action is required at each stage.

FLEXIBLE BUILD

ScanFile's modular build enables a tailor made solution to be built to your specific application requirements. Flexibility is enhanced by options for COLD (Computer Output to Laser Disc), barcode indexing and full text OCR modules. Thanks to electronic document support, users can store any Windows based document into a ScanFile folder. This includes word processed documents (Word), spreadsheets (Excel), email, voice mail, movie files and audio files. Documents are then saved into their native format and retrieved using the original program.

SAVE AS PDF

Black & white and colour image documents can now be saved or emailed from ScanFile in PDF format.

MULTI-FORMAT DOCUMENT VIEWER

This enables ScanFile to read and display some 200 document formats without the need for those applications to be installed on the retrieval desktop. These formats include everything from word processing packages to graphics and CAD programs. Available as part of the ScanFile version 7.0 core application. *

COLOUR CAPABILITY

From archiving to multi-user access, ScanFile can capture all your document types with ease. Colour, greyscale or black and white documents can be scanned at high speed. Information is stored simply and efficiently without time consuming manual duplication of original documents. You can highlight information, capture reports including graphics and charts, or save important pictures within a file.

SECURE DATA CAPTURE

All information saved by ScanFile is secure, as revisions cannot be saved over original archives. You can store documents with perfect confidence and peace of mind. ScanFile complies with the BSI DISC Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically (PD0008).

Security is significant within ScanFile. Groups can be created, with users assigned to a group, to then be given rights to folders or libraries. It is now possible to enable or disable each ScanFile function and assign those access rights to a group or user.

CONVENIENT FEATURES

ScanFile Scheduler enables files copied or saved to specific directories to be saved automatically to selected ScanFile folders. With enhanced email facility, you can paste documents straight from ScanFile into an email format. Retention Control enables you to time stamp documents with individually defined retention period and expiry events. Another useful feature is Extended User Rights Definition which enables the creation of detailed 'feature permissions' for Users or Groups applied to a range of ScanFile folders and/or libraries as appropriate.



* Multi-Format Document Viewer does not guarantee to give a complete likeness of the original