

Index	2
Ask The Experts	3
Basics	4/5
Overview	6/7
Features	8/9
Integrated Scanner	10
Changing Documents	11
Recording & Saving Files	12/13
Document Search	14/15
Document Display	16/17
Writing To CD/DVD	18
Send To E-mail	19
Libraries	20
Keywords	21
TIFFWriter	22
Virtual Network Printer (VNP)	23
Auto Indexing	24
Barcode Reading	25
Activity Reporting	26
Document Routing	27
COLD	28
Lura Document ®	29
The Schedulers	30/31
Wallet	31
ScanFile V8 Remote Station	32/33
ScanFile V8 Webserver	34/35



Dieter Spielberg
Document Management Systems GmbH
Wanheimer Straße 593
D - 47249 Duisburg
Tel.: + 49 (0) 203/60 888 - 0
Fax: + 49 (0) 203/60 888 - 77
eMail: info@spielbergsolutions.com
www.spielbergsolutions.com



Ask the Experts - Consult with a ScanFile Specialist

As developers of a high performance and highly integrated document management system, ScanFile is marketed only through selected and specialised distributors and resellers. All distributors have the necessary integration experience to shape ScanFile to meet customers' requirements. Competent and comprehensive advice is essential in the project development process.

Please confirm a meeting with your approved supplier, which would normally be without obligation, and allow them to show how ScanFile can complement and enhance your business processes.



Basics

The organisation, management and distribution of both data and documents in an electronic format.

The Internet - a worldwide revolution

Through use of the Internet vast amounts of networked information is available to anyone throughout the world and in their own timeframe.

Such heavy demands that cover a wide variety of content demand standardization of electronic document formats. There is need to handle still and moving images, text, audio and video sequences. As a result there is significant change in business working practices. Technology advances rapidly, access constraints become minimised.

Building on current Information Systems

Modern-day document management systems take account of the full range of business information sources. They should have the ability to combine any scanned document with office applications and databases that support administrative and production control tasks. The overall objective is to bring the benefits and security of managed information into all work areas.

All file types can be incorporated in a single subject document, irrespective of whether they be scanned, word-processed, sound, digital video, photo or even CAD-CAM. No longer need one juggle with many file types in order to review a complete subject history.

DMS solves the problems in the management, storing, searching and distribution of documents. Bringing the various multi-platform components under DMS control allows all elements to contribute to a single contiguous and comprehensive record.

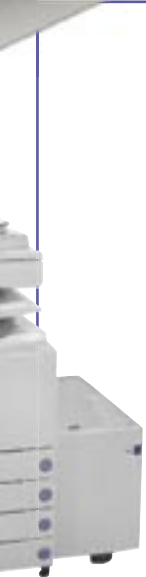


Information Era

Rapid developments in information and telecommunication technologies give rise to a revolution in how businesses inter-relate. It is essential to seek new options for the collation and communication of pooled information.

Customers are increasingly well informed. Price comparison and projected cost effectiveness are easily achieved. The final selection process now concentrates on levels of service, seeking to select a supplier on criteria that now recognise the “partner” basis in a trading relationship.

The supplier, whether of goods or service, needs to recognise this new process and establish an information technology and management of the corporate knowledge base that delivers precise answers even within the duration of a single telephone contact.



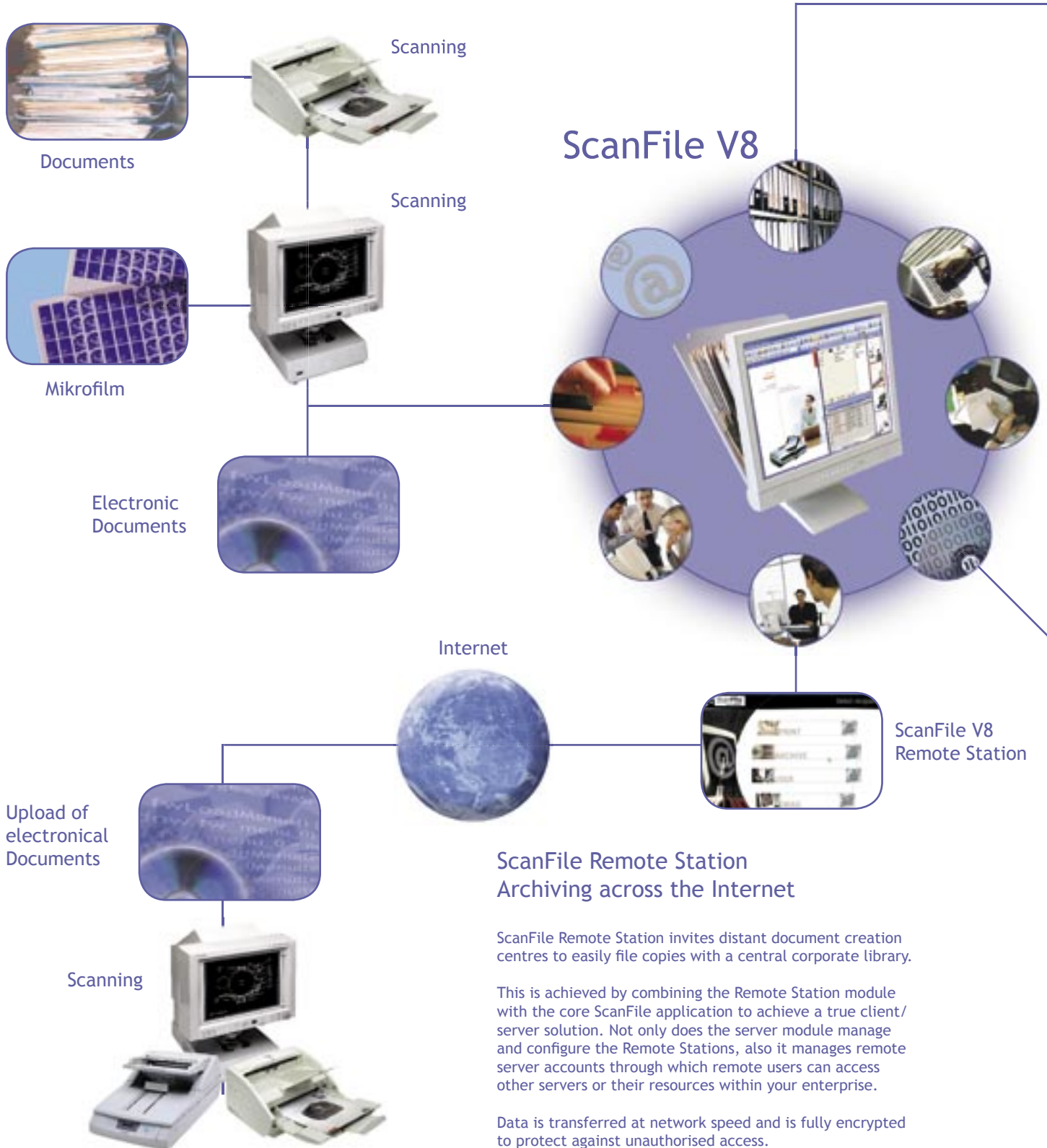
Dokument Management Systeme (DMS)

Commonplace levels of business technology invite the widespread use of DMS.

DMS compliments existing desktop installation, allowing those records to come under a managed system for organised filing and assured retrieval.

Expansion of Internet/Intranet facilities allows DMS to be used in virtually all business situations.

Overview



ScanFile V8

ScanFile Remote Station Archiving across the Internet

ScanFile Remote Station invites distant document creation centres to easily file copies with a central corporate library.

This is achieved by combining the Remote Station module with the core ScanFile application to achieve a true client/server solution. Not only does the server module manage and configure the Remote Stations, also it manages remote server accounts through which remote users can access other servers or their resources within your enterprise.

Data is transferred at network speed and is fully encrypted to protect against unauthorised access.

The use of "LuraDocument" super compression reduces the file size of colour documents so they can be transmitted effortlessly across any internet connection.

ScanFile V8

Document Routing



Print



eMail



Personal Hitlist

Van Archief	Van Beveiliging	Van Beveiliging	Van Beveiliging
1	Kredietverloof	ADMIN	06.00
2	Kredietverloof	ADMIN	06.00
3	Kredietverloof	ADMIN	06.00
4	Kredietverloof	ADMIN	06.00
5	Kredietverloof	ADMIN	06.00
6	Kredietverloof	ADMIN	06.00

ScanFile is a powerful yet most user-friendly document management system. The extensive range of options cater for the most complex of file management tasks. The basic concept of ScanFile is to deliver secure efficiency. It provides the user with his documents, in their entirety, as a virtual archive. ScanFile is aimed at those who want increased productivity by means of an information management solution that is designed around their specific needs. ScanFile needs never be over specified; only those options that meet specific needs are added to the core application, which can be extended at any time.

The essential purpose of ScanFile is to organise and manage current documentation so as to enable efficient and cost effective work processes. The organised and valuable archive that results is but a by-product. The ScanFile administrator establishes controlled and monitored access for all users and range of functions. Users may have access to all documents from their network workstation and can process tasks using conventional desktop applications.

Any type of file can be stored within ScanFile; it is therefore now possible to review a document in its entirety no matter the original application.

ScanFile provides all the tools needed for capturing and indexing documents, and the allocation of appropriate access rights. ScanFile establishes a secure environment for multifaceted corporate filing.

ScanFile offers the all important features for the import of electronic files, precise scanner control, bulk "near line" storage and hands-free indexing opportunity through targeted OCR and Barcode, with full page OCR providing a recovery opportunity in the event of retrieval criteria that may not have been anticipated.

All the tools needed to capture, index, store and retrieve are placed at your fingertips... the ScanFile core and option range.

ScanFile V8 WebServer



Internet



Internet browser search is supported

ScanFile WebServer: Retrieving across the Internet

Businesses increasingly make use of Web-based technology in order to join remote or mobile users to the corporate network. The ScanFile WebServer expands this concept.

ScanFile WebServer provides an exceptional opportunity to take advantage of conventional browsers. Access to a remote ScanFile archive is achieved in a secure and controlled fashion by using the conventions of IIS (Internet Information Server).

Prudent structuring of the ScanFile archive and assignment of user rights can allow instant access to designated sections of the archive from any Internet portal around the world applicable to both employees and customers alike.

Features of ScanFile

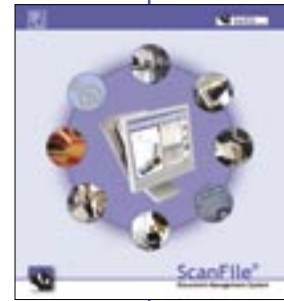
ScanFile is an intuitive document management system that provides all the tools needed to tackle even the most complex information management and retrieval tasks.

Standard Features:

- User friendly screens and processes
- Up to 10 index fields can be individually assigned to each subject Folder
- Import of non-ScanFile “electronic documents”
- Integration with Microsoft Office:
 - direct archiving of Word, Excel, PowerPoint, Outlook and Access documents
 - direct launch of Office applications from ScanFile V8
 - archiving and printing in one step
- Index by specific and complementary terms, generic keywords and full text search
- Comprehensive management of user rights
- Scheduler service
 - automatic, scheduler based activities and document collections
- Exporting up to 50 documents into a “ScanFile Wallet”
 - Licence-free Wallet viewer
- Document Retention Control- Exporting, deleting or review of documents when the retention time is expired
- Keyword module
 - Assigning of one or more keywords to a document
- TiffWriter archiving into ScanFile of any printable document

Optional Features:

- Library module for group searching across folder boundaries
- Form Recognition according to unique attributes of logo or placement of keywords
- OCR and Barcode modules to automate indexing and provide word tables of selected documents or entire folder collections
- Virtual Network Printing (VNP) to ScanFile archive in parallel with print job
- Document Routing workflow; defined, controlled and logged flow processing
- Audit Trail activity logging, administrator definable
- COLD import of mainframe data, to include a form overlay facility
- LuraDocument super compression of colour documents
- ScanFile Remote Station
- ScanFile WebServer



Extended User Management

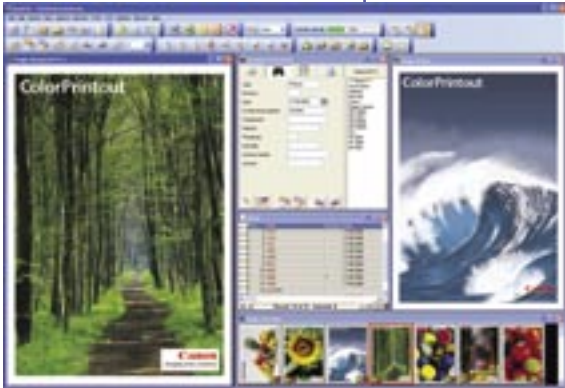
User rights tables are defined at group level. A user, when allocated to a group, will inherit the rights of this group as to specified data folders and permitted ScanFile functionality.

Users may be granted additional individual rights beyond the inherited group rights. Inherited group rights cannot be denied selectively.

A user may belong to several groups.

These extended functions help to lighten the administration of user rights in ScanFile V8.

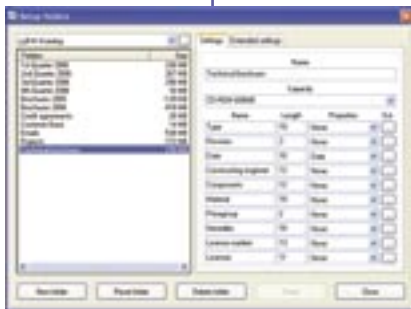




ScanFile Work Area

ScanFile opens with the main work area window following log-on. This window has a standardised Windows menu bar. In addition there is a ScanFile activity Toolbar that quickly instructs a variety of command and view functions.

The preferred size, organisation and position of the work area is saved for each individual User. The chosen layout is reproduced at the next login.



Creating Folders

ScanFile compiles the documents into folders. These generally store all data relating to the documents:

The document images, their index information, any remarks, highlights or attached memos, also scanner and user settings.

Word lists created by the OCR process are also integrated with their respective folder. Folders can be held on any writeable media, including network paths

A folder can be named with a maximum of 32 characters. Each folder has the opportunity of 10 index fields, with up to 255 characters each.

Individual field properties for different index fields speed up or automate the indexing process while scanning or post indexing.

Document Merge

New documents can be merged with a previous record that uses the same index criteria; controls can be set up that either allow or forbid this to take place. Even if merging is permitted a second record can be opened instead.

Retention control

A retention period can be set for each document. This is specified in months and will apply either from original creation or from the date of last updating. At the expiry of the forward period each document may be selectively re-submitted to the archive, exported "off-line" or destroyed.

Integrated Scanners



Integrated scanners

ScanFile has optimised drivers built in for the following Canon scanners

- DR-2050C
- DR-2080C
- DR-2580C
- DR-3020
- DR-3060
- DR-3080C / DR-3080C II
- DR-5010C
- DR-5020
- DR-5080C
- DR-5060F
- DR-6080 / DR-7580
- DR9080
- MS300
- MS350
- MS400
- MS500
- MS800
- Canofile 510
- CR-180



ScanFile supports general black and white and colour scanners through the TWAIN interface.

If a scanner is connected to the computer, all you need to do is to select it from the scanner list. Scanner parameters are saved individually per folder. More than one scanner can be setup for one folder.

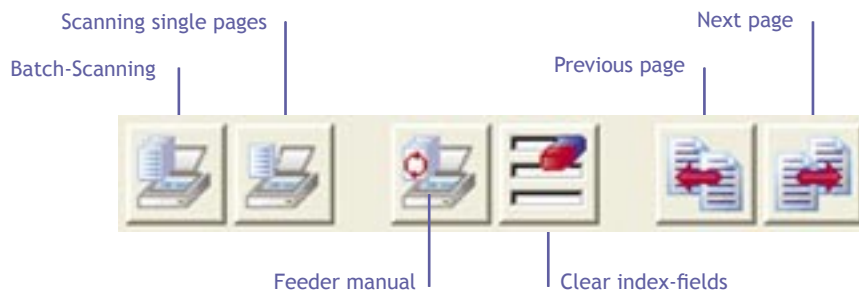
Document Scanning

Scanning of new documents is initiated by selecting “scan” from the action toolbox.

This will be either:

- Batch Mode creates a multi-page document. All pages loaded into the feeder will belong to the same document. When the feeder is empty the user may continue with additional pages or command the document be closed.
- Single Page Mode opens a new indexed document for each page that is scanned

Indexing during scanning is depending from the document type and the index field properties. I.e. fields declared as Barcode or Counting will be automatically filled.



Changing Documents

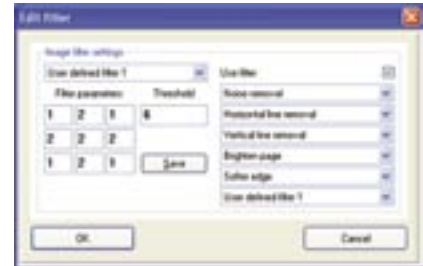
Image Filtering

The process of scanning will generally enhance both contrast and legibility.

Nevertheless, ScanFile provides definable filters to reduce the “noise” of speckled backgrounds and to enhance thin lines that may otherwise be lost.

A filtered image will need substantially less storage space.

The setting of filters is defined in the “options” menu and may take place during the scanning process or immediately afterwards if selected. Individual images may have filtering applied retrospectively, which revision may replace the original if required.



Changing Documents



Adding pages

Call up the document to which pages are to be added. Simply selecting the “Add Pages” tool will initiate the scanning process and add the new material to the end.



Deleting pages

Highlighting pages within the “Fast Pics” preview window opens up the possibility to delete only those pages.



Inserting pages

Proceed as in “Adding Pages” but now highlight the insert point. Select the “Edit” tool and command “Insert Pages”.



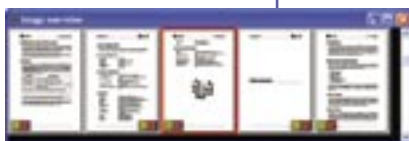
Change page sequence

ScanFile allows you to revise the sequencing of pages. Simply use the “Drag-n-Drop” process to manoeuvre pages within the Fast Pics preview window.



Change indexing

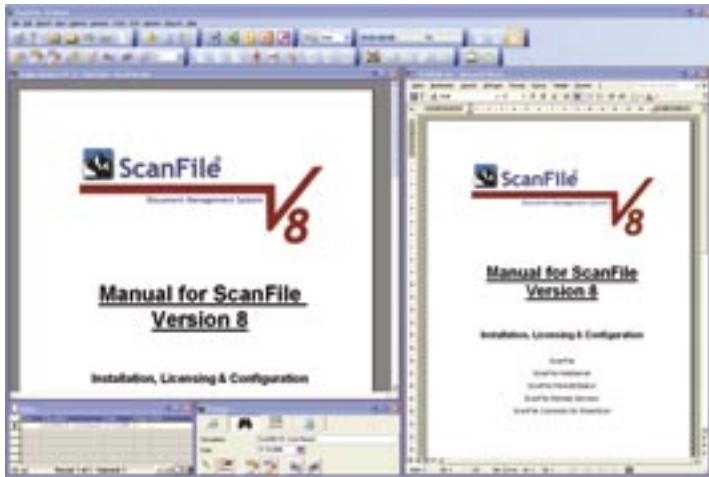
ScanFile allows individual index entries to be corrected or revised. First review the archive document, then select the “Edit” tool. After changing appropriate index lines simply command “Change Index”.



Revise pages

Existing pages can be revised whilst maintaining an archive record of the earlier version. The earlier and non-current versions can be called up on demand.

Recording and Saving Files



Importing Electronic Documents

When it comes to Importing and Send-To, there are a number of possibilities. ScanFile allows electronic documents to be saved in their original format or, using the optional "TIFFwriter" to save them in TIFF format.

Integration with Microsoft Office

Integration with MS "Office" needs to be selected at the time that ScanFile is installed and will introduce links into the Office suite, which allow direct archiving into ScanFile to take place. From any of "Word", "Excel", "PowerPoint", "Access" or "Outlook" it is now possible to copy into ScanFile in the original MS format.

The archiving of eMails may also include any attachments.

The additional icons appearing on the Office toolbars will command Archive to ScanFile only, or Print and also Archive.



Send to ScanFile

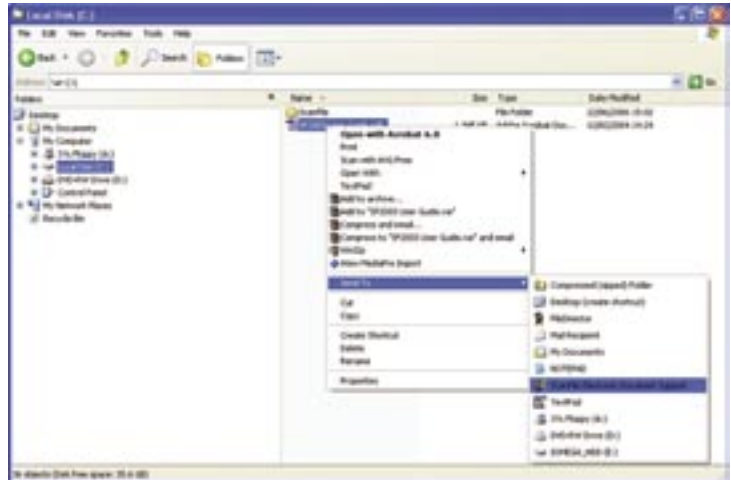
Print and send to ScanFile



“Send to” within Explorer

ScanFile V8 adds the link “ScanFile Electronic Document Support” to the “Send to” menu of the Windows Explorer.

Files can be selected within Explorer by highlighting with the mouse and sent to ScanFile archive. An index box opens where you identify the destination archive and any indexing detail that relates.



Importing index data

The “import index” feature allows additional data to be added to an existing document.

```
12345678, Project Phase 1, 87654321, 32680
12345679, Part 1 - Phase 2, 97654321,12045
12345680, Feasibility, 08654321, 3000
12345681, Planning,18654321, 6000
12345682, Plan Approval, 28654321, 2500
12345683, Resources, 38654321, 55678
12345684, Infrastructure, 48654321,17222
```

The text file above shows the document identity and index information, all of which is “comma” delimited.

The Import will use one of the given information to search for matching records, and then fill the other folder fields with the additional information.

Post Index processing area

Imported files are first saved to the “Post Index” processing area of the ScanFile archive. Files in any format can be brought in.

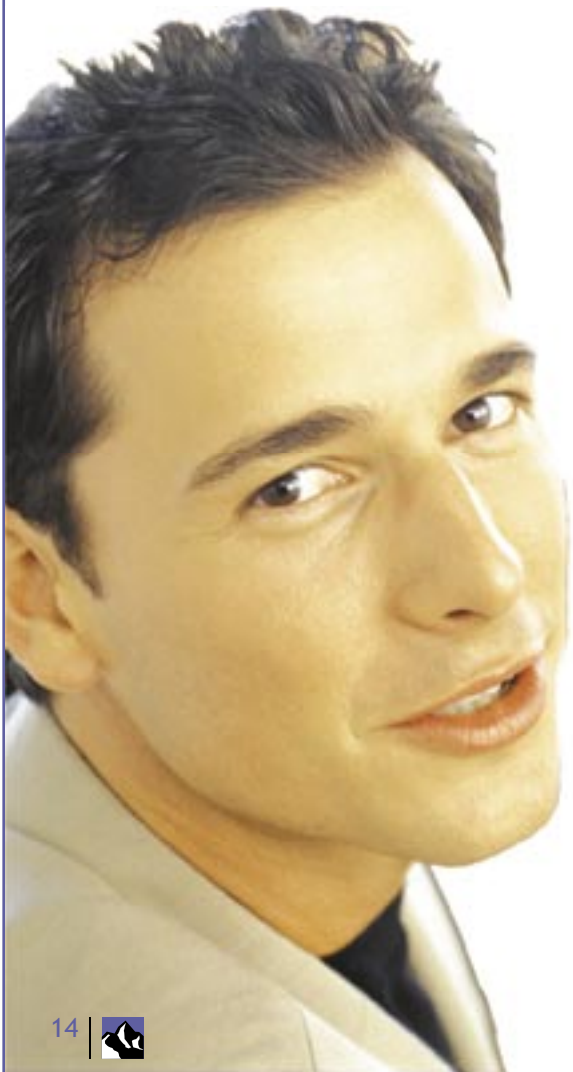
To achieve this, select the drive and path of the target files and copy them into Post Index. It is now a simple process to bundle the pages and files into discrete documents, index them and commit them to the ScanFile archive.

Document Search

Searching

Select “search” within the control window and enter some details for the search into one or more of the index fields. The “search” icon will process the request. A “hitlist” of documents that meet the search criteria is displayed, as also is the first page of the first document on the list.

Wildcards and character substitutions are supported within the index fields, which can be combined with the Keyword Feature to narrow down a search and reduce the “hitlist”.



Extended index search

Whenever a document is scanned or imported information is saved in addition to the index criteria; this will include the date the documents were scanned and the name of the user who scanned them. Also the date, time and user name relative to the last document revision are saved.

This option allows the user to find documents using the above information, as well as giving a more user-friendly display for range searches on any field in the folder

Extended Index Search makes this data available to a search request. A "FROM...TO" facility is associated with each field. In addition the "AND" and "OR" operators can be associated with each search term.

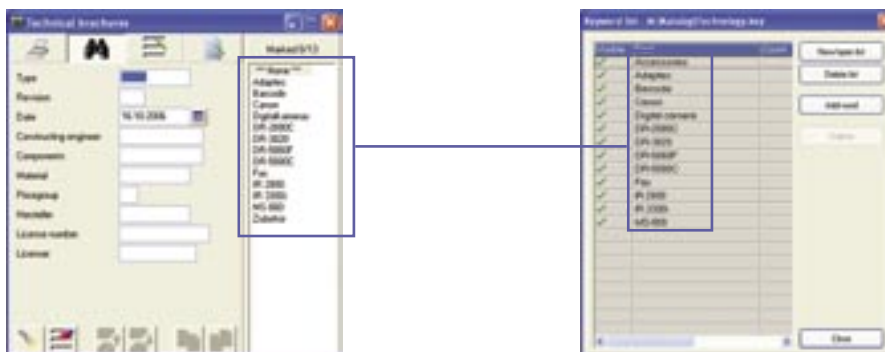


Keywords search

Provided a Keyword List has been linked to an archive this can be used for searching in combination with the standard index fields.

More than one Keyword can be selected at a time.

If the logical operator "AND" is used then the search results must be listed under all keywords. If, however, the operator "OR" is used then the results will be listed under at least one of the keywords. The results can be extensive.

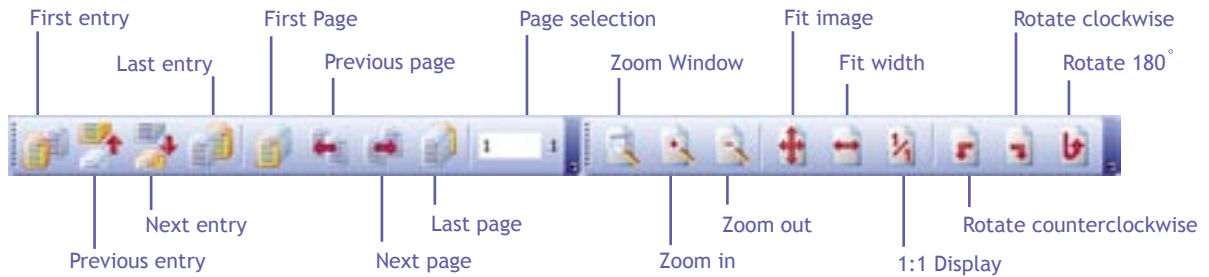


Document Display



Display

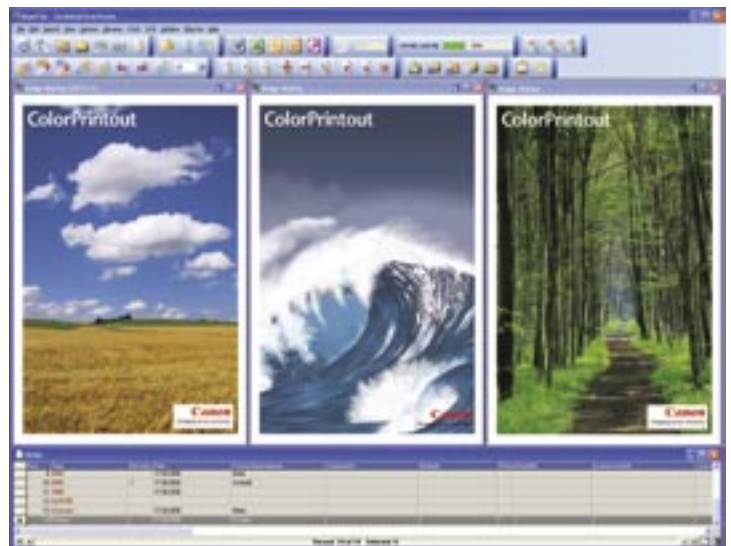
ScanFile provides several tools for document display. An auto-zoom feature can be activated, images can be freely rotated, the display “window” is sizeable and images can be sized to fit. Buttons for “next page”/“previous page” allow a document to be scrolled.

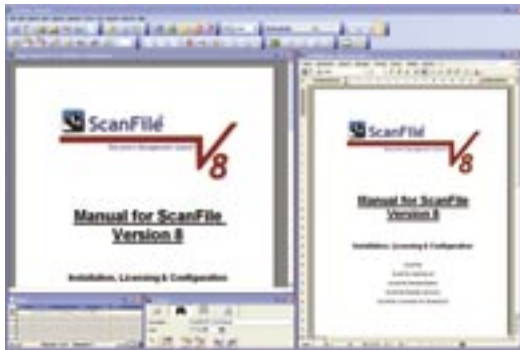


Multiple display windows

In addition to the main image display window up to three additional working copy images can be held open, each in its own window.

These copies are quite independent from the main image display and will remain open until closed by the user or when exiting ScanFile.





Electronic documents

ScanFile can automatically display over 200 document formats using an integrated viewing library. However, any other file format can be saved to ScanFile and will be fully displayed if that application has been installed.

If changes are made to an electronic document the revised format can be re-saved to ScanFile either as an additional version or as a new document. The original version is always kept safe as the primary record.

FastPics (Thumbnails)

The pages for a document can be displayed as FastPics in their own sizeable window. The function is much more than simple reference thumbnails.

FastPics shows if a page is the front or back of a double side scan. Highlighting allows marking of selected pages for print, delete or send. Page sequences can be re-organised.

Electronic pages are marked as EDOC in FastPics; COLD pages are labelled as COLD.

Selecting the right mouse button when the FastPics window is active will drop down an action menu so that functions can be commanded on highlighted images.



Writing to CD / DVD



Archiving to writeable media

A module integrated within ScanFile allows one or several archives to be transferred to another removable storage medium. Archives that have been transferred can still be referenced and searched with the ScanFile library module.

Archives to be transferred are easily put together by selecting the respective documents and activating the “copy” button.

The module will check that the total size of the transfer does not exceed the capacity of the new media.

There are two methods of writing out to CD/DVD.

The first is a simple transfer of the archive, in which case it is presumed that retrieval will occur from a formal ScanFile installation.

The second method is to include an optional ScanFile “reader” program when writing the archive to the removable media. With this reader installed a full search, retrieve and display can be made from any Windows based system; ScanFile does not have to be installed.



Send to E-mail



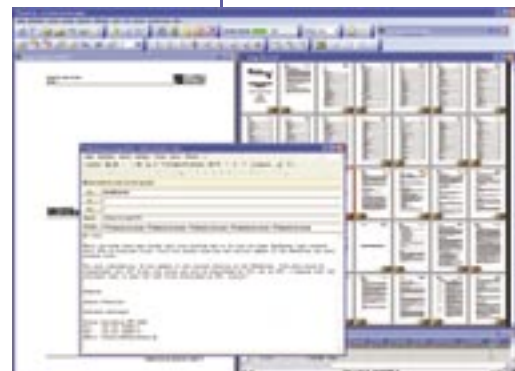
Attaching documents to E-mail

ScanFile not only allows for printing to facsimile programs but also, by simply highlighting a document or selected pages, to send out as email attachments.

From the pop-up menu selecting “send to ... e-mail” will open a new message to which the archive items are attached.

The only additional action is to insert an e-Mail address and any covering message.

The attachments can be setup to be a single multi-page Tiff , broken out as multiple single page files or PDF files. Electronic documents are attached



Libraries



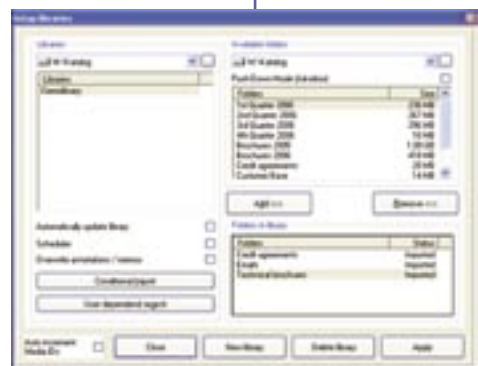
Creating libraries

The ability to create and search on Libraries is one of the most important options available within ScanFile. The indexing relative to several archives (Folders) can be combined within a named Library. This allows simultaneous searching across several folders, all results being brought together on a single hitlist for uninterrupted review. It is significant that any Library can be set to poll archive folders at intervals to automatically update the listing with new or revised folder entries.

Use of the Library function allows searching across diverse folders in a manner that is quite transparent to the user. Where there are differing Keyword or OCR word lists they will be combined into a single comprehensive list.

The folders assigned to a Library may be drawn from any system drive or any near-line or off-line data store, meanwhile respecting the user's access rights that have been set up.

The Library module manages bulk memory stores such as CD, DVD and CD/MO Jukeboxes. If a folder is not available either on-line or out of a near-line jukebox, the user will be prompted to load specific removable media.



Updating Libraries

The Library Scheduler checks that the current status of included folders is accurately reflected, copying across any updated indexing as necessary. The drives and libraries that are to be monitored can be set individually.

Keywords

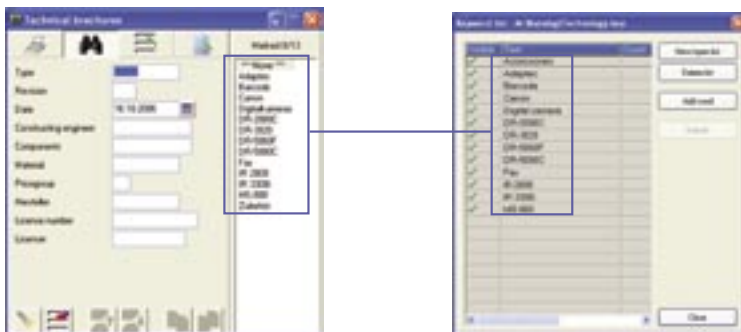
Keywords

An important and powerful option within ScanFile that allows the simple and fast grouping of documents in a search result.

Keyword lists are user-created. They may relate to specific folders or be common to several archive folder groups.

Keywords are best employed as a high level index structure that is used to describe the generic nature of a document. Several appropriate Keywords can be assigned to any one document. This way the document can be captured in the results of searches from differing directions, even though it has to be scanned and stored only once - multiple filing without the need and overhead of duplication.

The relationship between Keywords can be sharpened or relaxed by electing to link them with either of the “AND”/”OR” operators respectively.



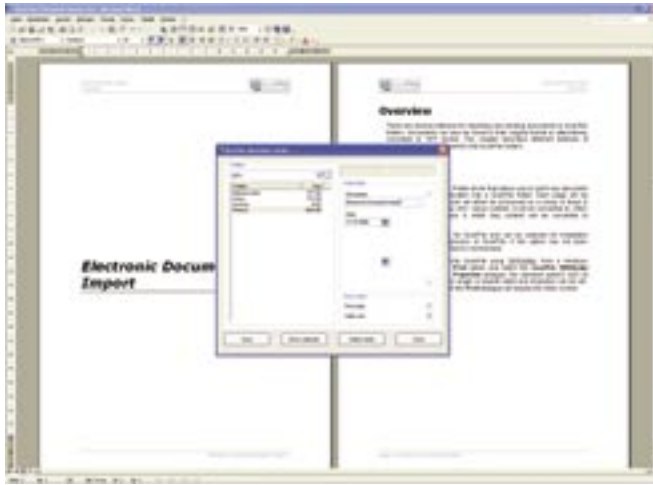
Keyword searching

One or more Keywords can be combined with more specific index terms; this will help reduce a resulting Hit List to being all relevant.

The logical operator “AND” insists that all documents presented for review contain ALL of the specified keywords.

If Keywords are linked by the “OR” operator, any of the Hit List results must contain at least ONE of the selected Keywords as a minimum.

TIFFwriter



TIFFwriter

This ScanFile option introduces a software based Windows printer driver that allows any document capable of display under Windows to be archived (“printed”) directly into ScanFile. Any such documents saved to ScanFile via TIFFwriter will be in TIFF/JPEG format.

“ScanFile TIFFwriter” appears as a notional device on the Windows printer list.

Initiating the process requires that the target Archive Folder first be identified. This will display the index matrix for the chosen folder. Indexing and Keywords can be applied at this time or the “import” can be directed to the Post Index Pool, from where collections of documents can be fully indexed at a more convenient time.

A special feature of TIFFwriter is the “collect mode”. This allows the print output from several desktop documents to be collected together before making a single transfer into ScanFile.

Compiled documents can be reviewed by commanding “show compilation” before they are committed.

Individual pages can be viewed and selected deletions made as appropriate before confirming the new import.

The option to write direct into an Archive Folder or to the Post Index Pool also applies to Collect Mode.

TIFF-Spooler

Automatically checks for new content in the TIFF directories at pre-determined intervals. Depending on the extent of auto-index features that are enabled it is possible to achieve “hands-free” fully indexed archiving.

The TIFF directory can be filled by the Virtual Network Printer (VNP), by the Pushscan of a Canon Imagerunner iRi (Hotfolder) or other sources.



Auto-Indexing

Forms and Barcode recognition (Optional combination)

Forms recognition allows standard yet different document styles to be recognised by ScanFile, each of which may have its own peculiar set of indexing rules. Distinguishing features that make any one form unique can be registered with ScanFile; a logo style or keywords in a certain position, for example.

Auto-indexing rules are applied once a form is recognised. These may draw on OCR, OMR and Barcode in any combination.



Target Zone recognition

As part of the index set-up routine, target zones (windows) can be defined using the mouse. These will indicate the search areas that the OCR, OMR or barcode routines should work on to collect index information.

The meaning found within each zone is automatically written into a chosen index field. It is possible to use all ten fields in this way.

Full text OCR

A special feature within the OCR option is full page conversion to text. The word list resulting from each document is saved into each image file. In addition a word database is constructed from all documents in a folder. It is possible to make a search based only on specific words or word combinations.

Barcode Reading



Barcode reading

The value of barcodes can be written directly into ScanFile “on the fly” during scanning. The ability to read a barcode and enter the value to an index field is selected in Field Attribute settings.



Handling of barcodes

ScanFile can read up to ten barcodes in sequence, storing the result of each to a nominated index field. If the position of barcodes has not been nominated then ScanFile reads the page from top-left to bottom-right looking for barcode results.



Barcode categories

If your ScanFile is barcode enabled you can select from Barcode 3 of 9, 2/5 interleaved, Codabar and Code 128.

A barcode checksum increases the reliability of the barcode.

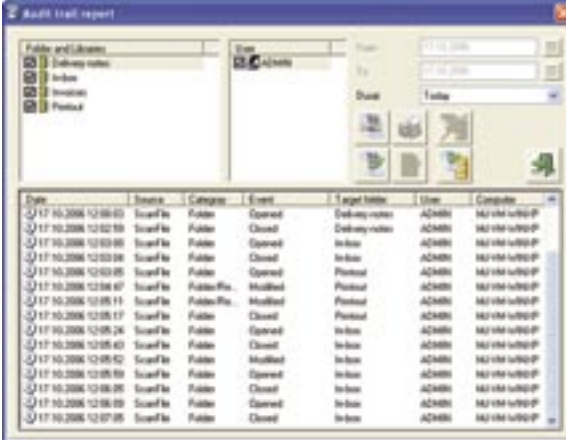
ScanFile can be instructed to read codes that are rotated 90° which are in line with horizontal scan.

Activity Reporting (optional)

Activity Reporting (optional)

This activity log can generate a detailed and precise record of any and all actions within ScanFile. A database is built up of all actions, time stamp, user, workstation and subject document.

The ScanFile Administrator can list and print logged activities according to any of the recorded criteria and/or date window. In practice the logging of events is restricted to those actions of importance to the organisation, otherwise there need be special consideration for the resource to store the ever expanding log.



The screenshot shows a window titled 'Audit trail report' with a table of system events. The table has columns for Date, Source, Category, Event, Target name, User, and Computer. The data rows show various file operations like 'Opened', 'Closed', and 'Modified' for folders and files, performed by user 'AC2480' on computer '862 VHM 10/90 P'.

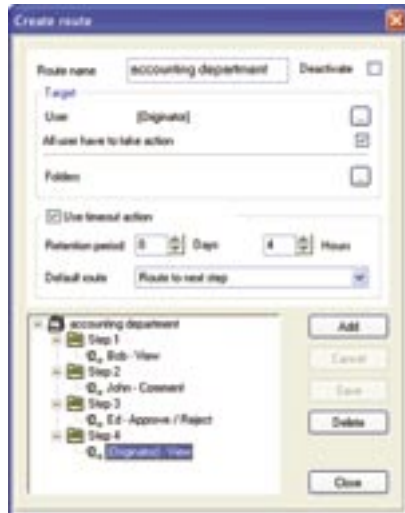
Date	Source	Category	Event	Target name	User	Computer
17/10/2006 12:58:03	Scanned In	Folder	Opened	Delivery notes	AC2480	862 VHM 10/90 P
17/10/2006 12:52:59	Scanned In	Folder	Closed	Delivery notes	AC2480	862 VHM 10/90 P
17/10/2006 12:53:00	Scanned In	Folder	Opened	In box	AC2480	862 VHM 10/90 P
17/10/2006 12:53:04	Scanned In	Folder	Closed	In box	AC2480	862 VHM 10/90 P
17/10/2006 12:53:05	Scanned In	Folder	Opened	Postnet	AC2480	862 VHM 10/90 P
17/10/2006 12:58:07	Scanned In	Folder File	Modified	Postnet	AC2480	862 VHM 10/90 P
17/10/2006 12:58:11	Scanned In	Folder File	Modified	Postnet	AC2480	862 VHM 10/90 P
17/10/2006 12:58:17	Scanned In	Folder	Closed	Postnet	AC2480	862 VHM 10/90 P
17/10/2006 12:58:24	Scanned In	Folder	Opened	In box	AC2480	862 VHM 10/90 P
17/10/2006 12:58:43	Scanned In	Folder	Closed	In box	AC2480	862 VHM 10/90 P
17/10/2006 12:58:52	Scanned In	Folder	Modified	In box	AC2480	862 VHM 10/90 P
17/10/2006 12:58:59	Scanned In	Folder	Opened	In box	AC2480	862 VHM 10/90 P
17/10/2006 12:59:00	Scanned In	Folder	Closed	In box	AC2480	862 VHM 10/90 P
17/10/2006 12:59:00	Scanned In	Folder	Opened	In box	AC2480	862 VHM 10/90 P
17/10/2006 12:57:05	Scanned In	Folder	Closed	In box	AC2480	862 VHM 10/90 P

Audit Trail Scheduler

The Audit Trail scheduler allows precise parameters to be set for the retention of system activity details. The resource that is committed to this audit log can be tuned to the objectives of the organisation.



Document Routing (optional)



Document Routing (optional)

Document Routing is a Workflow module that allows documents to be assigned to a pre-determined route.

A route will specify required actions and fall-back positions for each station on the route. Each station must perform a specific action:

i.e. confirm receipt, accept or reject proposal, attach comment/advice. Upon completion the document will move forward to the next station, transfer to a reject route or go to archive as appropriate. A default action can be specified should any station fail to process in timely fashion.

All routes are monitored by a central server. Authorised users can get an absolute status report.

Document Router

This Remote Services scheduler monitors and controls the progress of documents on a pre-determined route, automatically checking for validity of performed actions every 5 minutes and moving each document appropriately.

Document Retention Control

A retention period can be set for each document. This is specified in months and will apply either from original creation or from the date of last updating. At the expiry of the forward period each document may be selectively moved, exported "off-line" or destroyed.



Cold



COLD (Computer Output On Laserdisc)

The ScanFile COLD module allows the automatic archiving of print data coming from a mainframe computer. The structure and presentation can be highly organised. A COLD archive may additionally be supported by both scanned and E-doc files.

A spool file may typically contain several thousand pages. ScanFile manages these by structured import tasks (templates) that allow individual pages or sections to be broken out and precisely indexed by drawing on the detailed content within the spool file.

The templates accurately specify layout, font style and index strings. Each style of COLD record can be associated with a master overlay. ScanFile will merge the record and the overlay to achieve a true facsimile of the original printed document.

COLD Scheduler

The COLD scheduler monitors up to 6 directories. Indexing and archiving is a fully automatic process by reference to the template that is associated with each style of spool file. Directories are emptied upon successful transfer; a back-up file can be retained as appropriate.



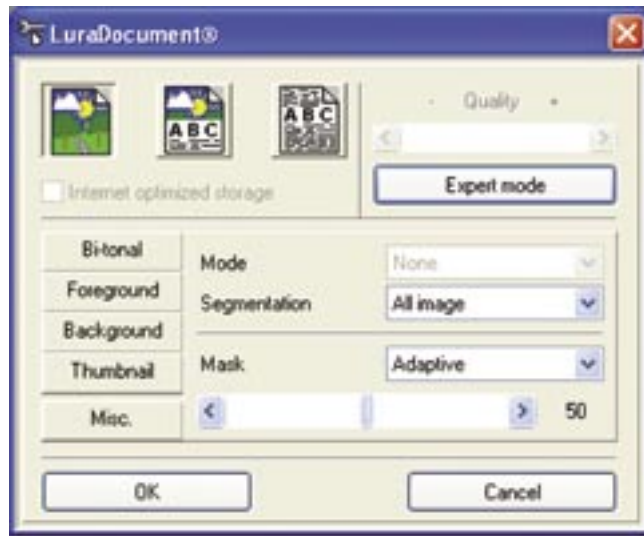
LuraDocument ®

LuraDocument ®

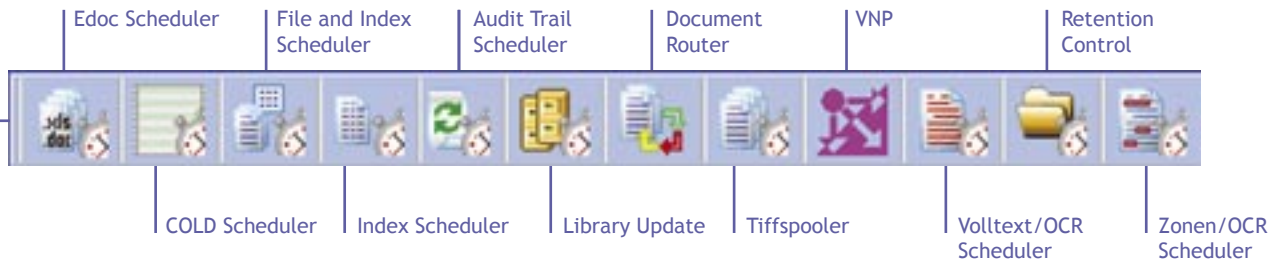
A most sophisticated set of compression algorithms that separate the possible elements from within a display. i.e. colour image; grey scale; black and white (especially text)

The elements are efficiently reduced and assembled as a single Lura compression. Data savings in excess of 80% can be achieved when compared with standard JPEG.

Colour documents can freely be included in the corporate archive without impacting on storage or transmission resource.



The Schedulers



Electronic Documents

The E-Doc scheduler monitors directories, automatically transferring new records into an appropriate ScanFile folder. This may be to a Post-Capture pool that requires further indexing or fully archived under the e-doc name as appropriate. A compressed back-up of processed e-docs can be maintained.

COLD

The COLD scheduler monitors directories. Indexing and archiving is an automatic process by reference to the template associated with each style of spool file. Directories are emptied upon successful transfer; a back-up file can be retained as appropriate.

File & Index Import

This scheduler monitors directories and automatically imports the document with the help of any accompanying Index file, into associated ScanFile folders. The index along with the accompanying document files are combined. After successful import the listing is emptied and the files, when desired, are copied into a backup directory.

Index Import

A scheduler running in the background that can draw on the index information of existing records. In this way new filing under a unique customer reference can locate and draw on supporting index lines that have been entered in the past.

Audit Trail

The Audit Trail scheduler allows precise parameters to be set for retention of system activity details. The resource that is committed to this audit log can be tuned to the objectives of the organisation.

Library Update

This scheduler provides a matrix in which libraries are identified and update frequency is specified. New documents posted to subject folders are automatically added to the parent Library.

Document Router

This scheduler monitors and controls the progress of documents on a predetermined route, automatically checking for validity of performed actions every 5 minutes and moving each document appropriately.

Scheduler / Wallet

TIFF-Spooler

Automatically checks for new content in the TIFF directories at pre-determined intervals. Depending on the extent of auto-index features that are enabled it is possible to achieve “hands-free” fully indexed archiving.

The TIFF directory can be filled by the Virtual Network Printer (VNP), by the Pushscan of a Canon Imagerunner iRi (Hotfolder) or other sources.

OCR-Scheduler

The full text and zone OCR scheduler monitor and control folders and processes new documents.

Document Retention Control

A retention period can be set for each document. The Retention Control scheduler monitors folders and moves, exports “off-line” or destroys documents at the expiry of the forward period.

ScanFile V8 Wallet

Up to 50 entire documents can be assembled in a single special file - the ScanFile Wallet. A wallet contains the entire data associated with each stored document: i.e. images of all pages; full index structure; any associated memo, annotation or highlight.

By associating the licence free Viewer with a wallet, any recipient can work with this transportable collection.

The perfect solution to move working papers by e-Mail or for working in the field.



ScanFile V8 Remote Station



Log on screen

Archiving across the Internet

Archiving across the InternetScanFile Remote Station allows company information from around the world to be integrated with a central archive. A Client/Server solution across the Internet/ Intranet.

The Server module manages and configures the Remote Stations. It also manages the Remote Server accounts, allowing users controlled access to other servers or resources within the enterprise.

Data transfer is encrypted and fiercely protected.

Use of the optional “LuraDocument” routine allows colour images to be super-compressed without significant loss of quality; high speed transmission is assured.

Performance Benchmark

10 Pages A4, 200 X 200 dpi Black/White approx. 35KB per page				
Connection speed (KB):	64	128	512	2048
Transmission time (Seconds):	44	22	5	2

10 Pages A4, 200 X 200 dpi 16 million colours approx. 90KB per page using „LuraDocument“ compression				
Connection speed (KB):	64	128	512	2048
Transmission time (Seconds):	112	56	14	3,5



Special Features

- Direct archiving of scanned and electronic documents
- Direct sending to ScanFile users
- Send to ... e-mail
- Send to ... printers on the network

Compatibility

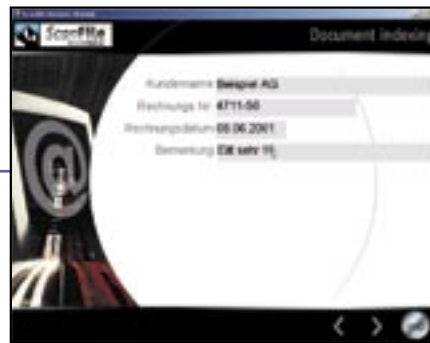
- TCP-IP Client/Server architecture
- Optimised connection for Canon "DR" document scanners: DR2080C, DR3020, DR3060, DR3080C, DR5020, DR5080C, microfilm scanners : MS 300, MS 400/500, MS 800
- All other devices supported via TWAIN

Security

- detailed scan and send log
- standard User Name/Password log-in and/or fingerprint recognition option
- centralised user configuration Rights Table
- encrypted document transfer



Selecting target folder



Indexing the documents



Documents are prepared an

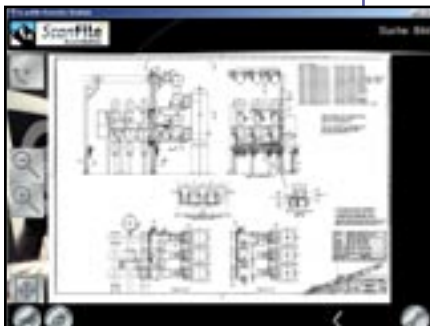
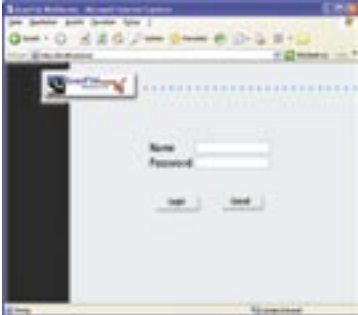


Image display

ScanFile V8 Webserver



User Log-in

ScanFile WebServer

Increased use of web-based facilities continue to expand access to company networks. The ScanFile WebServer takes advantage of the standard browser tools and empowers you with the unlimited capability to authorise data access from remote clients.

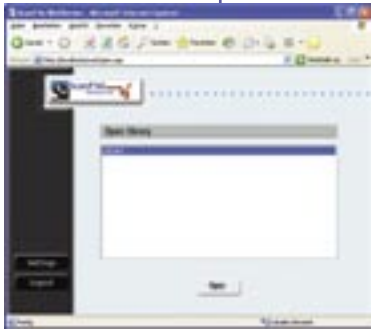
You can now grant strictly controlled rights to anyone anywhere in the world, allowing each specific access to your central archive.

ScanFile WebServer enables quick, simple and secure access over Internet/Intranet using IIS (Internet Information Server).

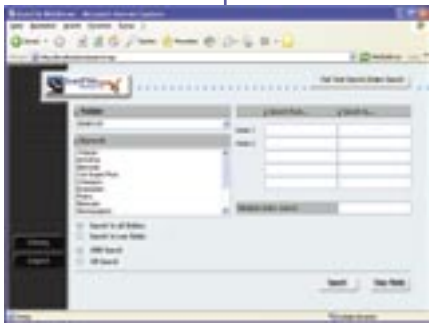
Features of the ScanFile Webserver

- Search, display and download from ScanFile Libraries
- Variable definition to facilitate high-speed display or quality printing
- Controlled and secure User access to the service and Libraries
- Access through standard Web Browser: client installation is needed
- High performance viewer covers the full range of possible archive content
- A detailed usage log can be maintained





Selecting a library



Library searching



Hitlist

Retrieve and Display



Dieter Spielberg
Document Management Systems GmbH
Wanheimer Straße 593
D - 47249 Duisburg
Tel.: + 49 (0) 203/60 888 - 0
Fax: + 49 (0) 203/60 888 - 77
eMail: info@spielbergsolutions.com
www.spielbergsolutions.com

All companies and/or product names are registered trademarks of their respective corporations, either in their markets or others. Information in this document is subject to change without notice and does not represent a commitment on the part of Spielberg.
© **Dieter Spielberg**
Document Management Systems GmbH
November 2006