uniFLOW

Secure Scanning integrated in your Office Printing Infrastructure

Manage all Scanning & Printing with one single Platform.

uniFLOW is a software platform for all your print, scan, and device management, designed to bring the full value of multi-functional devices to the organization. The modular structure of uniFLOW and the tight integration with Canon hardware allows the system to be built depending on the organization's exact requirements. In addition, uniFLOW provides "one platform" product for organizations that need to manage their office print and scan infrastructure, as well as the corporate print room.

Fully personalized Scanning Workflows

uniFLOW allows users to securely scan, process and distribute documents around the organization to help improve productivity and ensure compliance. Users can be shown a series of personalized scanning workflows that are relevant to their job role allowing them to scan documents directly into the relevant business process or back-end document management systems.

Scan

As with printing, users identify themselves at the Canon imageRUNNER ADVANCE device with their proximity card and see only the scanning workflows that are relevant for them. The administrator can decide which workflows should be accessible to each department and which workflows are available for everyone. These scan workflows will "follow" the user from device to device.

Process

Using paper and the information contained on it remains a critical part of every user's daily work. Scanned documents can be processed using zonal OCR or barcode recognition to extract the information contained therein allowing them to automatically pre-fill index information or to be converted to a format, such as Microsoft Word®. When the user returns to his desk he can retrieve the document to edit it.
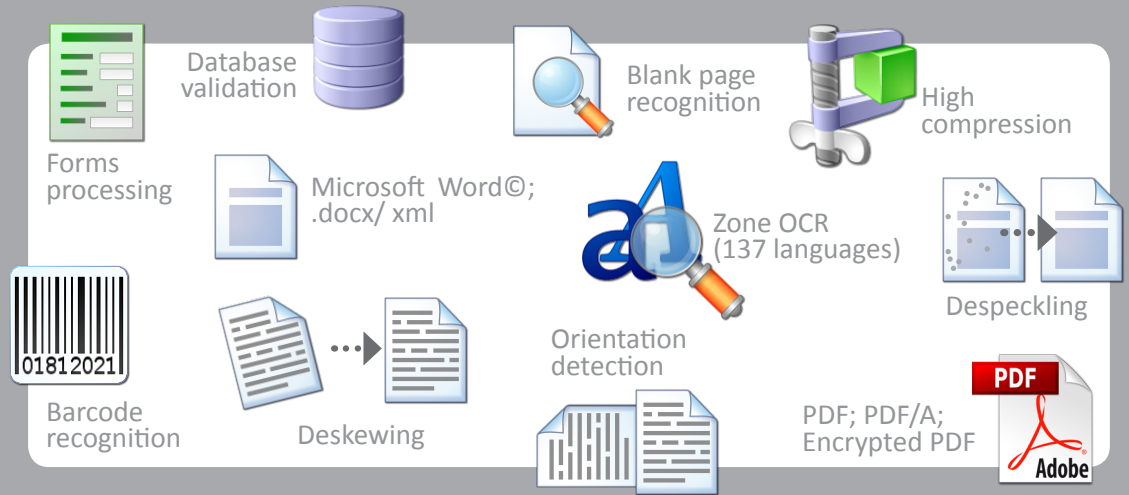
Distribute

uniFLOW allows users to scan documents directly to their email accounts, network folders, document management systems, or cloud-based systems in the form of highly compressed image files.
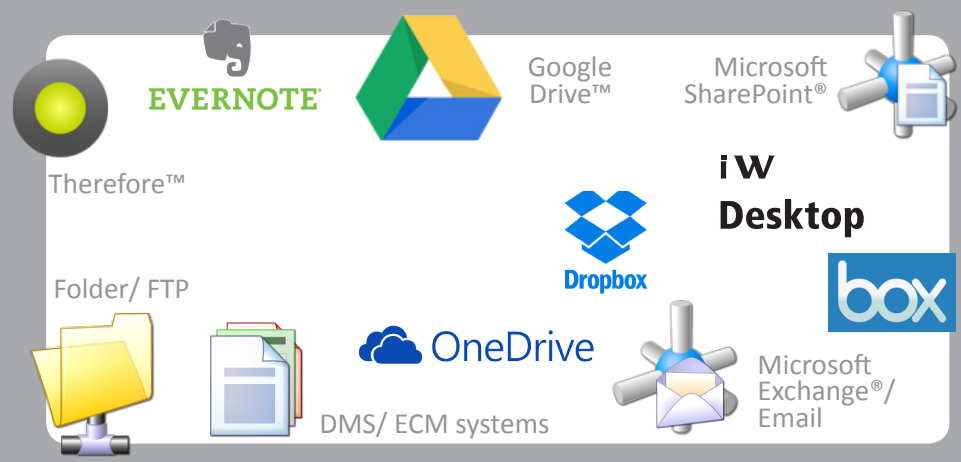
Scan

Hotfolder

Smart-phone

MFD

Scanner

Process

Database validation

Blank page recognition

High compression

Forms processing

Microsoft Word©; .docx/ xml

Zone OCR (137 languages)

Despeckling

01812021

Barcode recognition

Deskewing

Orientation detection

PDF; PDF/A; Encrypted PDF

Distribution

EVERNOTE

Google Drive™

Microsoft SharePoint®

Therefore™

iW Desktop

Dropbox

box

Folder/ FTP

OneDrive

Microsoft Exchange®/ Email

DMS/ ECM systems

# Convenient Scanning from the Canon imageRUNNER ADVANCE.

With uniFLOW end-users can utilize the existing office infrastructure to scan documents directly from the Canon imageRUNNER ADVANCE into the required business process. On top electronic documents can be captured as well coming from other sources like email or a server based process.

Secure scanning

To prevent unauthorized usage of the devices uniFLOW allows users to identify themselves at the Canon imageRUNNER ADVANCE with a wide variety of identification methods. End-users can authenticate themselves using their proximity card, magnetic card, PIN code, or user name and password. When access is granted, all scan usage of the device is allocated to the user and recorded for later reporting. Users can also be granted different access rights to use various functions of the device depending on their job role. For example, only certain users may be allowed to use the scan functionality. Guaranteeing maximum device security.

Unifying Scanning and Printing

When leveraging the existing Canon multifunctionals, end-users can use the same identification method and user interface for both scanning and printing. After being logged on, users can select either their secure print queue or their personalized scanning workflows. So, no need to teach users how to access or use the device and no need to manage users, roles, cost centers, etc. in two different IT systems.
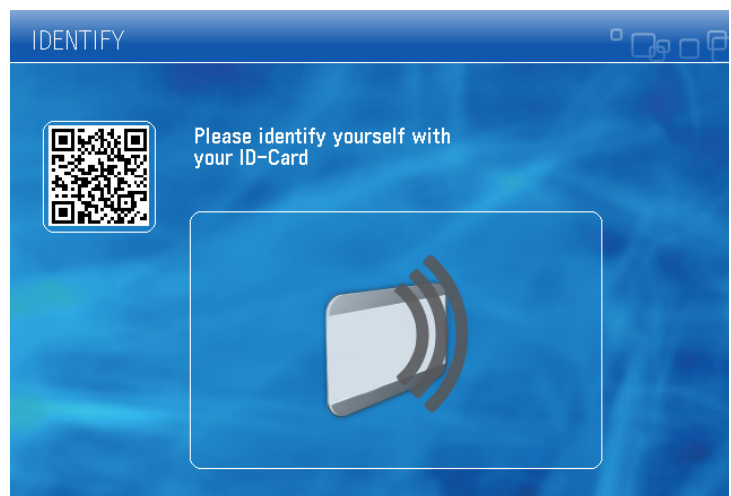

Convenient Scan Interface

After succesful logon the user is displayed an intuitive user interface and they can start their scanning process. After scanning a document preview can be generated allowing the end-user to verify their scan job.

Real "Follow-Me"/ personalized Scanning

Users have different scanning requirements depending on their job role. uniFLOW allows users to identify themselves at the device with their proximity card and see only the scanning workflows that are relevant for them. These workflows will follow the end-user around the company, no matter at which device they logon. The administrator can decide which workflows should be accessible to each department and which workflows are available for everyone. For example, HR would see workflows allowing them to scan holiday forms while Sales would be able to scan in their orders.
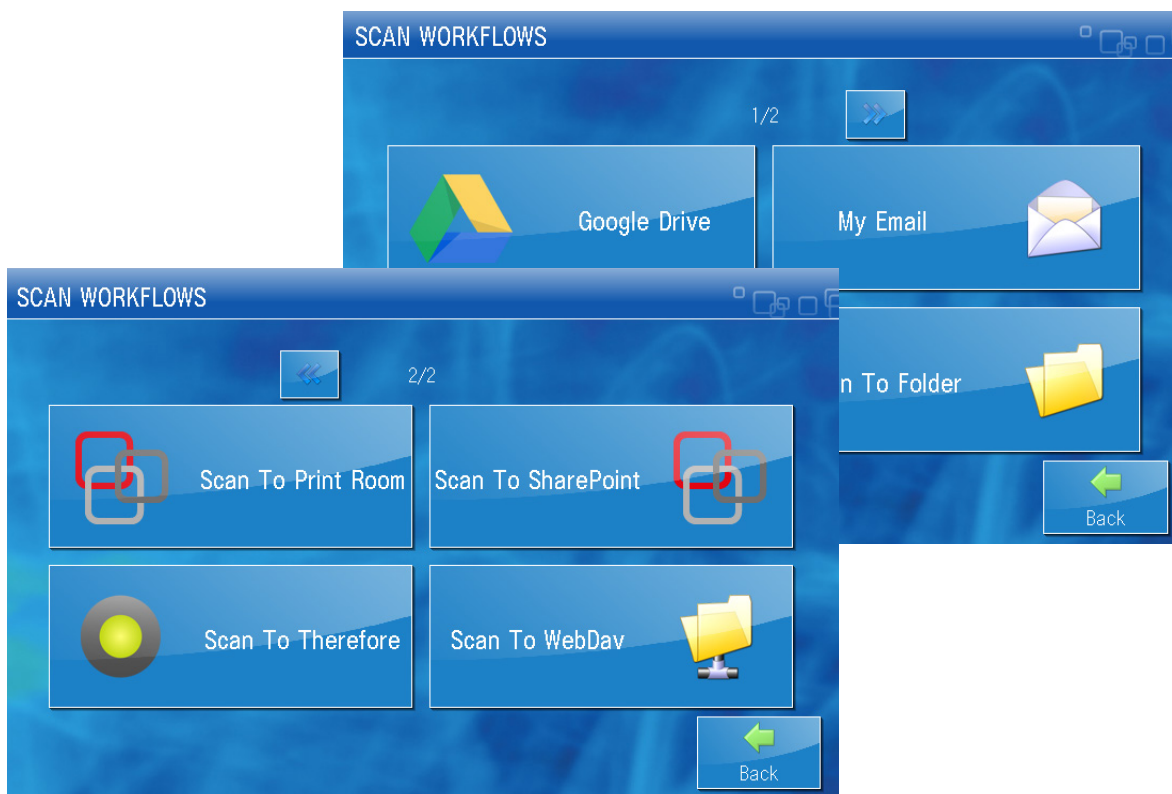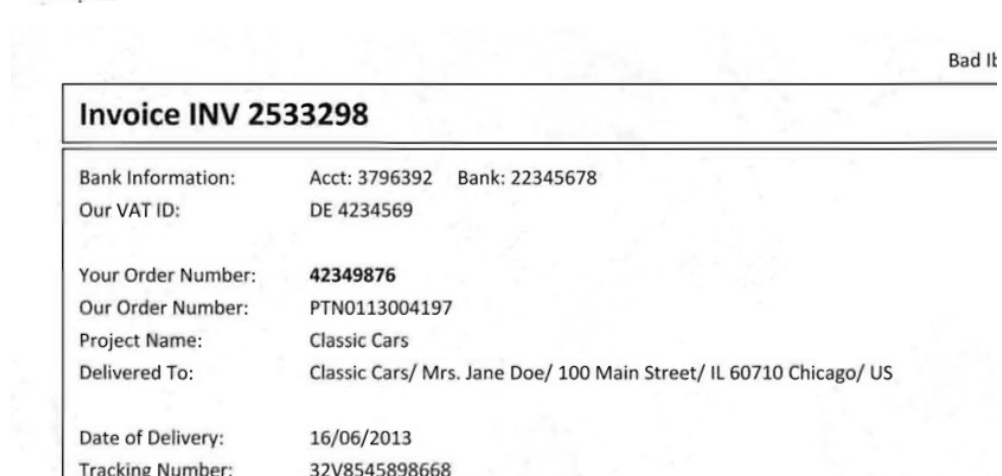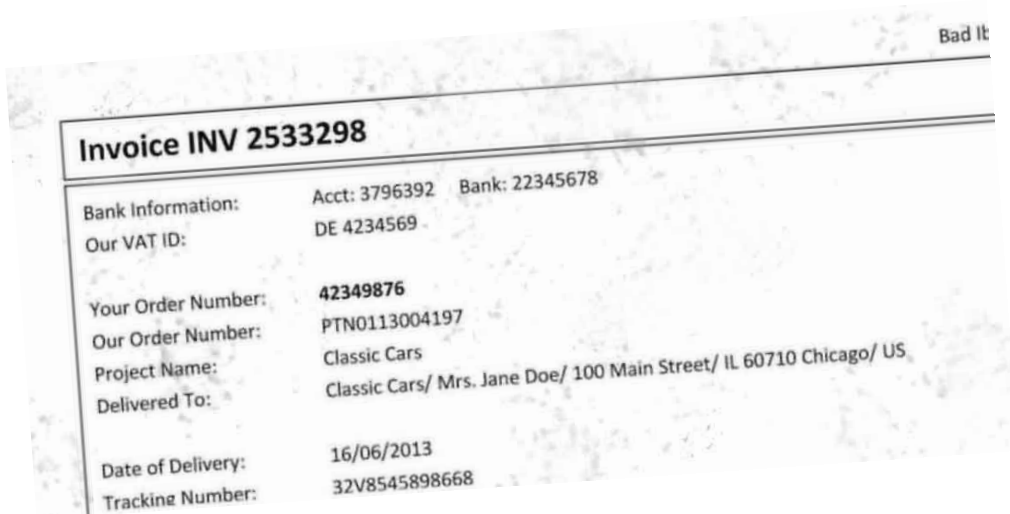
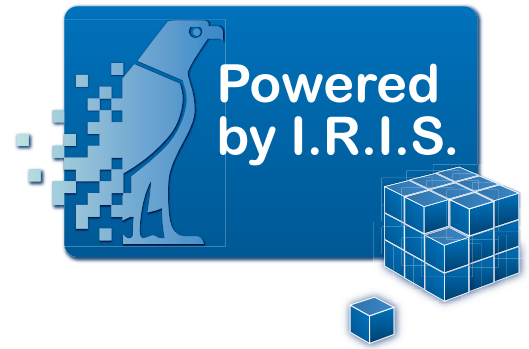# Fast and flexible Processing of scanned Images.

After capturing the images they can be automatically converted into fully searchable, structured and hyper-compressed documents, to make them ready for editing and archiving or to integrate them directly into your back-end system.

Enhanced Image Quality

Clean images are essential to any document imaging workflow. After scanning, uniFLOW can automatically enhance the quality of the scanned images, whereby the text orientation is detected as well as pages are despeckled and deskewed if needed.

- Deskewing: remove any skew of the text in images up to an angle of 10,5°.
- Despeckling: remove any dust speckles in black & white images.
- Orientation detection: automatic rotation and straightening of the text orientation by 90°, 180° or 270°.

Bad Il

Invoice INV 2533298

Bank Information:	Acct: 3796392 Bank: 22345678
Our VAT ID:	DE 4234569
Your Order Number:	42349876
Our Order Number:	PTN0113004197
Project Name:	Classic Cars
Delivered To:	Classic Cars/ Mrs. Jane Doe/ 100 Main Street/ IL 60710 Chicago/ US
Date of Delivery:	16/06/2013
Tracking Number:	32V8545898668

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Automatic Text Recognition

Using the highly accurate, embedded I.R.I.S. OCR (Optical Character Recognition) technology the content of the document can automatically be identified and the text recognized. The document can be converted from an image file into PDF or Office document.

- Highly accurate OCR engine: supports 137 languages including all Latin languages, Greek, Cyrillic, etc.
- Multilingual recognition: up to 5 different languages per page.
- Page layout analysis: automatic detection of text, graphic, table and barcode zones.
- User lexicon support: user lexicons containing specific terms can be loaded into the engine.

晚上好

καλησπέρα σας!

Good evening

добрый вечер

Structure through Barcode/ blank Page Recognition

To reduce error-prone tasks like naming, splitting, filing or indexing uniFLOW can recognize blank pages and/ or read 1D/ 2D barcode values from digitized documents. This brings structure and automation to your scanning process.

- 1D/ 2D barcode support: a wide range of barcodes covers the most popular ones as code 39, EAN or code 128 as well as QR codes.
- Blank pages removal: blank separation sheets can automatically be removed.
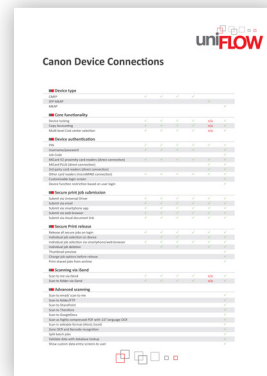- Splitting: documents can be automatically split into individual pages or into page ranges.
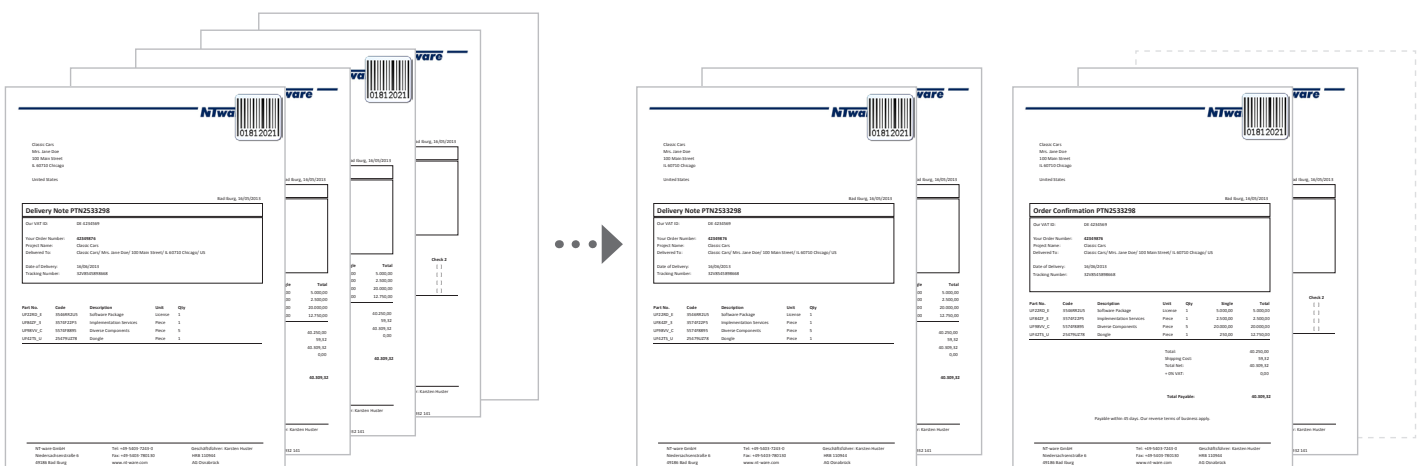
Fast Encryption & Conversion

Paper documents can be automatically transformed into various electronic formats according to your needs. For instance, editable formats such as Word will let you update a document easily, while images or archiving formats such as PDF are more suitable for short or long-term archiving.

- PDF & PDF/A support: PDF/A-1b available for long term archiving, certification and/ or encryption.
- Encrypted PDFs: for a secure transfer of document throuh the network, PDFs can be password protected.
- Open XML document support: convert to editable formats like Microsoft Word® or Excel®
- Simultaneous conversion: scans can be converted multiple times, simultaneously sending different formats to different locations.

Powerful Compression

Documents can be automatically converted into hyper-compressed PDF or XPS, up to 50 times smaller than the original size thanks to I.R.I.S.' unique iHQC™ technology.

Bi-directional Database Validation

Once the document metadata is entered manually on the display of the Canon imageRUNNER ADVANCE or captured automatically, it can be validated against a database. This can be used to fill other index fields and/ or to trigger specific workflows, preventing errors and accelerating indexing.
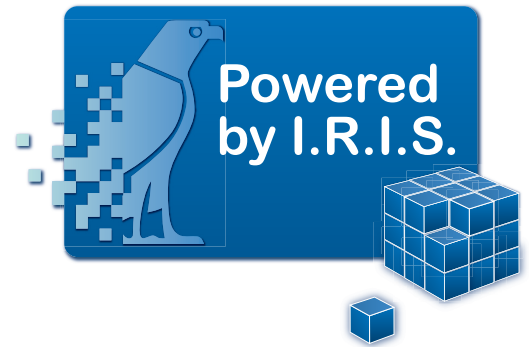
Automated Forms Processing

When processing a multitude of different printed forms, manual data entry is time-consuming and prone to human error. With uniFLOW different forms can be recognized automatically and the data can be captured via zonal OCR or barcodes. At the point of scanning the user can validate the captured data directly on the display of the Canon imageRUNNER ADVANCE.

- Recognize, structure and capture data via zone OCR or barcodes
- The scan engine can be trained to recognize different documents
- Once recognized documents can be processed according to a specific workflow
- User can remain in control and override automatic choices if required

Distribute to any Destination.

Once captured and processed your documents can be exported to various destinations automatically. They can be emailed, exported to an FTP server, or placed in a shared network or personal folder. Or, using the uniFLOW Workflow engine, they can be exported to your back-end systems, business application or database.

Microsoft
Exchange®/
Email

Microsoft
SharePoint®

Folder/ FTP

Therefore™

DMS/ ECM:
WorkSite,
FileNet®, Open
Text, Alfresco

iW
Desktop

EVERNOTE

Scan

Google Drive™

OneDrive

Dropbox

box
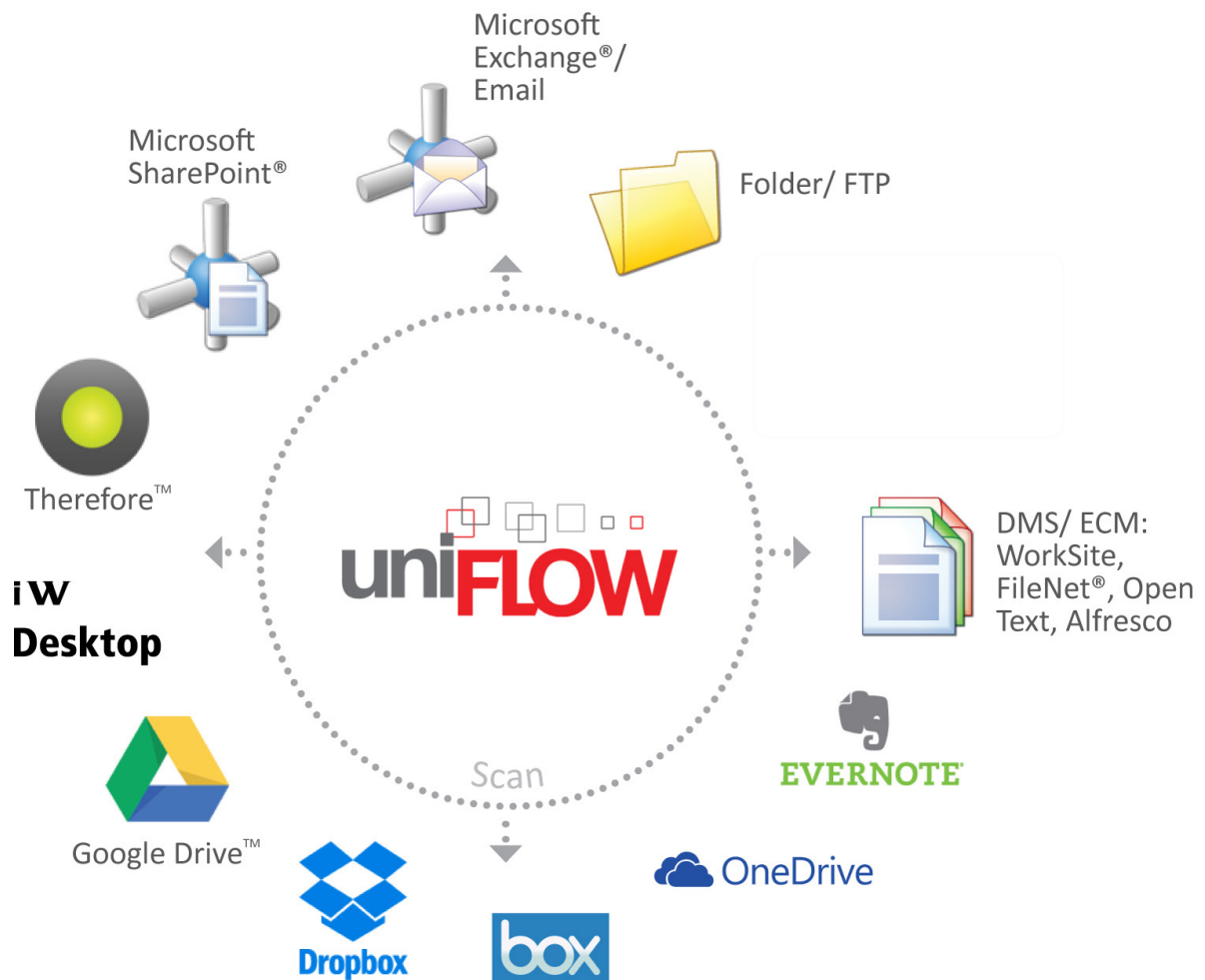
Scan to Mail/Microsoft Exchange®

Users can send scanned documents straight to their own mailbox or to multiple other addresses. After sending the document, a copy of the email can be stored in the sent items list of the user's mailbox.

Scan to Folder/FTP

Users can scan documents into their personal or a shared network folder. No database or application. required. Alternatively they can share the scanned documents to other users via FTP.

Scan to Microsoft SharePoint®

Users have the possibility to select either their SharePoint MySite or they can browse other Subsites, depending on the access rights. Stored as PDFs or Microsoft Office® files, it is easy to find them within SharePoint by the default search function.

Scan to Therefore™

Once authenticated, users can easily browse Therefore categories and store documents straight into them. The authentication details are handed over automatically, so no double-login required.

Scan to Google Drive™

Users can have their scanned documents securely sent to Google Drive. They can automatically be compressed or converted into editable formats such as Microsoft Word®.

Scan to WebDAV

uniFLOW includes the ability to browse and scan into any system that supports the WebDAV protocol.

Scan to iW Desktop

Using this seamless connection documents and their metadata are automatically passed on to the Canon iW Desktop software. After viewing or editing the documents or adjusting the metadata, the scans can be sent back to uniFLOW for further processing.

Scan-to-Cloud Destinations

Users can send scanned documents straight to cloud-based destinations such as Box, Dropbox, Evernote® or Microsoft OneDrive™.

Scan-to-DMS/ECM Destinations

With uniFLOW, users have the possibility to scan directly to document management systems/enterprise content management systems such as WorkSite, FileNet®, OpenText Content Server or Alfresco.

Integrated Scanning

Unified Management and Control

Administered via a single management console, reducing configuration effort.

Personalized Workflows

Administrators can configure scanning workflows for different users or groups.

Forms Processing

Zonal OCR and Barcode Recognition can be used to process forms faster.

MFD, Mobile and server-based Input

uniFLOW allows electronic images to be processed as well. These could for example be emailed from a smartphone.

Convert Documents

Scans can be converted to highly compressed PDFs as well as into editable formats such as Microsoft Word®.

Integration with Back Office Systems

Scans can be sent to various destinations via email servers or directly to any document management system.

Canon
Because It Counts
1-800-OK-CANON
www.canon.ca

uniFLOW