Intelligent Data Capturing and Indexing
imageWARE Scan Manager Version 4
Intelligent Data Capturing and Indexing

imageWARE Scan Manager seamlessly integrates with Canon’s imageRUNNER® devices and DR-Series scanners for optimal performance of data capture, indexing, and routing. It enables a centralized capture/indexing system with DR-Series scanners and a distributed capture/indexing system with imageRUNNER devices. It maximizes your investment in Canon’s hardware.

Canon’s imageWARE Scan Manager is an advanced indexing system that simplifies batch scanning and indexing. Specialized for high-volume jobs, imageWARE Scan Manager offers businesses of all sizes the production-level support they need to process paperwork quickly and accurately.

As the front-end data capturing and indexing application, it transforms paper documents to electronic business information and then releases it to imageWARE Document Manager for storage, management, and retrieval. It’s easy to use, too, with wizard tools and an intuitive user interface that allows office users to perform sophisticated indexing functions. Wizard tools and job launcher help simplify job creation, batch setup, form registration, and routing automation and further increase throughput of document processing.

In conjunction with imageWARE Document Manager, it’s the ideal solution for any business with the need to digitize, index, and retrieve large quantities of paper documents for increased workplace productivity and lowered labor and storage costs.

How It Works

- **imageRUNNER**
- **TWAIN and ISIS Scanners**
- **Electronic Files**
- **Import Files**
- **Export Files**

**imageWARE Scan Manager**
- Barcode/form recognition
- Automatic zone OCR indexing, pre-indexing and post-indexing
- Auto-distribution based on index values
- Automatic indexing tutorial
- Job Launcher tool
- Document handling and search

**imageWARE Document Manager**

**Windows®**
Job Launcher Automates Workflow

The new Job Launcher function in version 4 is a simple application that executes jobs created in imageWARE Scan Manager. It displays a window that contains buttons with associated job names. Each button represents a particular workflow process created in advance by the administrator. The end-user can select and execute a job with one single click and requires minimal technical knowledge for the complex process. It simplifies the operation and hides the complexity to the end-user, while dramatically increasing the efficiency of processing workflow for high volumes of similar and mixed form types.

Feature Highlights

- Provides flexible indexing methods: zone OCR, pre-indexing, post-indexing, and input mask
- Supports any ISIS® and TWAIN compatible scanning device
- Supports TIFF, BMP, PDF, and High-compression PDF files for indexing purposes
- Performs automatic barcode, form, and zone OCR recognition
- Automatic routing based on barcode, multiple forms, and cover page
- Extracts text data from image files and output as text-searchable PDF files

Customer Benefits

- **Cost-savings** related to storage, distribution, and labor processing
- **Increased accuracy and reliability** of data entry while decreasing manual input error
- **Enhanced office efficiency and productivity** through automatic scanning and indexing for large volumes of documents
- **Easy future document retrieval** through digitizing and indexing
- **Support of both distributed and centralized data capturing systems** for different business needs
- **Tight integration** with imageRUNNER devices, DR-Series scanners, and imageWARE Document Manager for stability and optimal performance
Together with Canon’s DR-Series scanners, imageWARE Scan Manager is the ideal solution for a centralized document capturing system. It can help reduce manual labor costs and document processing time dramatically. Business documents can automatically be indexed for future search and retrieval. You can reduce substantial manual labor costs by automating operator tasks and hard-copy document processing through barcode and form recognition. imageWARE Scan Manager can export digitized documents to imageWARE Document Manager for storage and retrieval through seamless integration. By combining the operations of Canon’s DR-Series scanners, imageWARE Scan Manager, and imageWARE Document Manager, you can create an efficient data input environment and construct a much more powerful document management system.

Scenario
A school district deploys the following solution to replace their manual student record archival and retrieval processes. The solution helps yield cost benefits and increase productivity.

Digitize Hard-Copy Workflow for Paper-Intensive Businesses
Are you looking for a production-level scanning and document management system for your central repository? Does your mortgage loan business generate 10,000 pieces of paper every month and eat up your storage space? Do you need to hire more full-time employees to handle the data entry process? Do you believe an intelligent indexing solution would allow you to retrieve customer information faster for happier customers?

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Rely on imageWARE Scan Manager to help simplify your complex indexing tasks, support your imaging and workflow requirements, reduce costs, and boost document processing efficiency.
Essential Solution for Distributed Network Scanning and Indexing

Are you looking for a distributed capturing solution to free your business of paper-intensive processes? How can your employees in remote offices capture purchase orders in a timely manner for fast processing? Did you ever experience centralized processing problems due to lost or delayed shipments of paper documents from satellite offices? Do you want an intelligent capturing solution that automatically recognizes, indexes, and routes multiple types of paperwork and delivers them to the right destination through multifunctional devices?

Leveraging Canon’s imageRUNNER Multifunction Products (MFPs), imageWARE Scan Manager provides a push-scan solution to convert hard-copy documents into digital workflow at multiple locations over existing networks. It’s armed with advanced technology for automatic indexing and routing based on cover sheet, barcode, and form recognition. Therefore, it’s a simple but powerful solution to decentralize the capture of your distributed business documents for improved operational efficiency. The scanned documents can then be sent to imageWARE Document Manager for central management and fast retrieval. imageWARE Scan Manager utilizes a distributed system to capture, index, and distribute scanned documents to a central repository from anywhere in the organization.

Scenario

A shipping company deploys the following solution to process their orders and daily sales reports in multiple branch offices across the country. Sales reps at remote locations simply choose the destination set up on the imageRUNNER device and press the Start button. imageWARE Scan Manager runs in the background to automatically apply indexes (order number, product name, sales name, etc.) and route them to the designated folders in imageWARE Document Manager. Processing reps and sales managers can access the orders and reports instantly to review and process them.
## Specifications

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<th>Minimum Requirements</th>
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<tr>
<td><strong>Operating System</strong></td>
</tr>
<tr>
<td>• Windows® 98SE/Me/Microsoft Windows 2000 Professional, Server, Advanced Server (SP3, SP4)</td>
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<tr>
<td>• Windows XP Home, Professional (SP1, SP1a, SP2)</td>
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<tr>
<td><strong>Hardware</strong></td>
</tr>
<tr>
<td>• CPU Pentium® 4 1GHz</td>
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<tr>
<td>• Memory 256MB</td>
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<tr>
<td>• 90MB free space for installation</td>
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<tr>
<td>• ISIS or TWAIN compatible scanner or imageRUNNER device</td>
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<tr>
<td><strong>Optional Software</strong></td>
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<td>• imageWARE Document Manager</td>
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A Smarter Way to Work

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