SOFTWARE SOLUTIONS
secure information
deter document leakage
protect valuable information
intelligent data capturing
smart data indexing
scanned document distribution

imageWARE
Scan Manager DS

intelligent data capturing
smart data indexing
scanned document distribution
SOFTWARE SOLUTIONS
Canon’s imageWARE Scan Manager DS is an advanced indexing system that simplifies batch scanning and indexing. Specialized for high-volume jobs, imageWARE Scan Manager DS 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. It then releases it to imageWARE Document Server or other document management systems other than Canon 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 Server, 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 ADVANCE System**
  - TWAIN and ISIS® Scanners
  - Import Files

- **imageWARE Scan Manager DS**
  - Bar code/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 Server**
  - Release Files and Indexes

- **Windows®**
  - Electronic Files
Job Launcher automates workflow
The Job Launcher function is a simple application that executes jobs created in imageWARE Scan Manager DS. 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 bar code, form, and zone OCR recognition
• Automatic routing based on bar code, multiple forms, and cover page
• Extracts text data from image files and output as text-searchable PDF files
• Integrates with Canofile® for Windows

Customer benefits
• Cost-savings related to storage, distribution, and labor processing
• Increased accuracy and reliability of data entry while decreasing manual input errors
• 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 ADVANCE systems, imageRUNNER devices, DR-Series scanners, and imageWARE Document Server for stability and optimal performance

Impressive features and benefits.
Greater control and efficiency.

**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?

Together with Canon’s DR-Series scanners or other industry-standard scanners, imageWARE Scan Manager DS 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 DS can export digitized documents to imageWARE Document Server or other document management systems for storage and retrieval through seamless integration. By combining the operations of Canon’s DR-Series scanners, imageWARE Scan Manager DS, and imageWARE Document Server, you can create an efficient data input environment and construct a much more powerful document management system.

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**Scenario**

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

**Without imageWARE Scan Manager DS**

- **Student Records**
  - Paper report cards and medical records from grades K-12

- **Cabinet Filing**
  - On paper for a 5-year period after graduation

- **Physical Storage**
  - In the basement of the administrative office

- **Record Retrieval for Inquiries**
  - Three full-time employees walk to the basement, locate file by year and then name, and make a copy or write on paper; walk back to the office and answer the inquirer’s questions

**With imageWARE Scan Manager DS**

- **Student Records**
  - Paper report cards and medical records from grades K-12

- **Scan and Index**
  - Through DR-Series scanners or imageRUNNER ADVANCE systems in conjunction with imageWARE Scan Manager DS

- **Electronic Repository**
  - Stored into imageWARE Document Server for central storage

- **Record Retrieval for Inquiries**
  - A few clicks on the office desktop computer
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? Do 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 ADVANCE systems, imageWARE Scan Manager DS 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, bar code, and form recognition. Therefore, it’s a simple yet 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 Server for central management and fast retrieval. imageWARE Scan Manager DS 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 ADVANCE Systems and press the Start button. imageWARE Scan Manager DS 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 Server. Processing reps and sales managers can access the orders and reports instantly to review and process them.
**Minimum System Requirements**

**Operating Systems**
- Windows Server 2008 Standard SP2 (64-bit Edition)
- Windows Server 2008 Enterprise SP2 (64-bit Edition)
- Windows Server 2008 R2 Standard SP1 (64-bit Edition)
- Windows Server 2008 R2 Enterprise SP1 (64-bit Edition)

**Hardware Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Specification</th>
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</thead>
<tbody>
<tr>
<td>CPU</td>
<td>Pentium 3 1GHz or higher, or other compatible computers (Pentium 4 2.2GHz or higher recommended)</td>
</tr>
<tr>
<td>Memory</td>
<td>128MB or higher (1GB or higher recommended)</td>
</tr>
<tr>
<td>Hard Drive</td>
<td>At least 290MB of free space or more when handling a large number of documents (1GB or higher recommended)</td>
</tr>
<tr>
<td>Monitor Resolution</td>
<td>800 x 600 pixels or higher (1600 x 1200 pixels or higher recommended)</td>
</tr>
<tr>
<td>Color</td>
<td>High Color (16-bit) or higher (True Color (32-bit) or higher recommended)</td>
</tr>
<tr>
<td>Scanner</td>
<td>ISIS or TWAIN compatible scanner</td>
</tr>
<tr>
<td>Recommended Scanners</td>
<td>DR-Series document scanner, imageRUNNER ADVANCE system</td>
</tr>
</tbody>
</table>

**Optional Software**

- ImageWARE Document Server

Visit our Web site at [www.imageWARE.com](http://www.imageWARE.com)

A Smarter Way to Work

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