imageWARE Scan Manager Version 4.1
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 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 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 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 Device

TWAIN and ISIS® Scanners

Electronic Files

imageWARE Scan Manager
- 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

Import Files

Export Files

imageWARE Document Manager

Windows®
Job Launcher
Automates Workflow

The Job Launcher function in version 4.1 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 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 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
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.

**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 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 bar code and form recognition. imageWARE Scan Manager can export digitized documents to imageWARE Document Manager 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, 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 its manual student record archival and retrieval processes. The solution helps yield cost benefits and increase productivity.

**Without imageWARE Scan Manager**

- **Student Records**: Paper report cards and medical records from kindergarten through grade 12.
- **Cabinet Filing**: On paper for a 5-year period after graduation.
- **Physical Storage**: In the basement of 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**

- **Student Records**: Paper report cards and medical records from kindergarten through grade 12.
- **Scan and Index**: Through DR-Series scanners or imageRUNNER devices in conjunction with imageWARE Scan Manager.
- **Electronic Repository**: Stored into imageWARE Document Manager 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 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, bar code, 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.
System Requirements

Minimum Requirements

Operating System
• Windows 2000 Professional/Server/Advanced Server (Service Pack 4 upwards)
• Windows XP Home/Professional (Service Pack 2 upwards)
• Windows Server 2003 Standard/Enterprise (Service Pack 2 upwards)
• Windows Server 2003 R2 Standard/Enterprise (Service Pack 2 upwards)
• Windows Vista® Home Basic/Home Premium/Ultimate/ Business/Enterprise

Hardware
• CPU Pentium® 3 1GHz or higher
• Memory 512MB or more
• ISIS or TWAIN compatible scanner or imageRUNNER device

Optional Software
• ImageWARE Document Manager

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