



Easily convert hardcopy documents and previously scanned documents into organized, searchable electronic files.

The optional Scan Station Module enables you to apply all the benefits of electronic document management to your hard-copy documents and to your previously scanned documents. Scan your paper copies and import your previously scanned documents into Document Locator to incorporate them into your electronic business processes, eliminate on- and off-site document storage, and improve document filing and retrieval efficiency.

The Scan Station Module works with any TWAIN-compliant scanner or networked digital Multi-function Printer (MFP). The Module's user interface, called the Scan Console, provides the tools you need to:

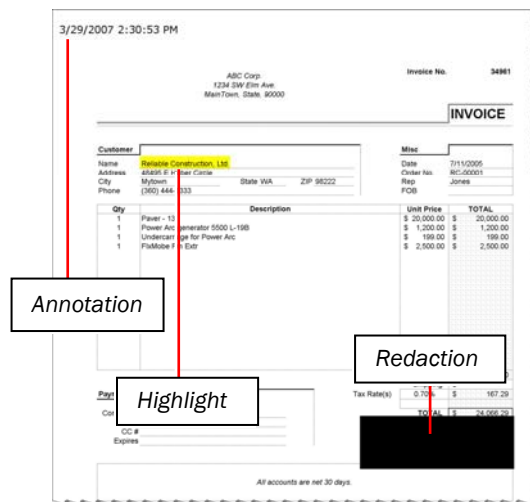
- Profile documents automatically with metadata extracted during scanning.
- Automate the scanning process as much or as little as needed using flexible scanning templates tailored to your organization's needs.
- Find your scanned documents easily. Automatic full-text indexing enables you to search for documents based on their content.

Automatically profile documents as they are scanned and imported.

The Scan Console's optical character recognition (OCR) engine automatically extracts information from documents as they are scanned. The extracted information is then applied to the electronic files during import to the repository.

Use the Scan Console to:

- Extract information from OCR regions and apply the extracted data to the document's metadata fields. For example, from invoices pull customer names, invoice numbers, dates, order numbers, etc.
- Annotate scans with information pulled from document properties such as document descriptions and version notes.
- Draw attention to important information using colored highlighted regions.
- Use redaction regions to black out sensitive information not meant for general consumption, such as Social Security and credit card numbers.



Benefits

- **Improved workflow** – Incorporates paper into electronic business processes, replacing manual methods with an automated, electronic system that includes review, approval, auditing, and more.
- **Captured metadata** – Extracts information directly from documents as they are scanned and automatically adds metadata to the electronic files for rapid retrieval.
- **Full-text searchable electronic documents** – Indexes the content of scanned documents making them searchable and easy to find.

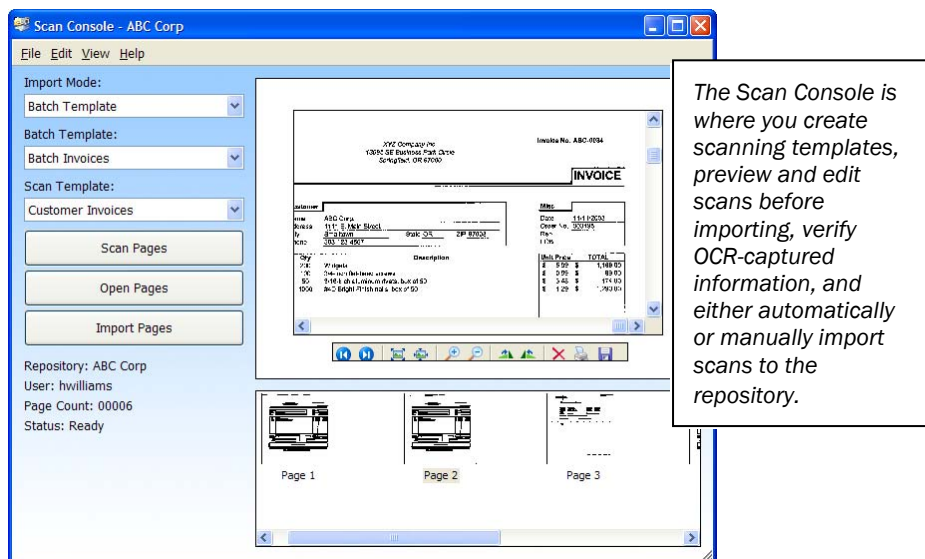
Solutions

- **Business continuity** – Convert paper records to digital files to enable easy back-up and recovery of critical business documents.
- **Paperless operations** – Convert paper to electronic files to reduce storage costs, improve business operations, and speed document filing and retrieval.
- **Customer service** – Search and retrieve customer account records, statements, invoices, and other documents instantly.
- **Regulatory compliance** – Reduce risk with the ability to quickly and accurately produce documents and information.

Get the flexibility you need from customizable scanning templates.

Scanning templates store scanning and processing information so you can skip the set-up routine for frequently scanned document types. The Scan Console's template wizards quickly step you through template creation, enabling you to create batch templates for processing documents, scan templates for storing scanner settings, and form templates for annotating, redacting, and extracting text from documents as they are scanned. Then, when Document Locator scans a document, it knows, based on the applied templates, how to scan and process that document. You can:

- Create templates for specific kinds of documents, such as those needing to be captured in color or scanned at a specific resolution.
- Have managers set up templates for their people to use so that workers who don't know much about the Scan Console can use it anyway.
- Create templates tailored to your organization's needs. The templates instruct the Scan Console to automatically recognize and capture document types such as invoices, client records, loan applications, patient records, and other frequently used documents.



Scanned documents are searchable and secure.

Converting your paper documents to electronic files is easy, but finding them once they are in the database with hundreds or thousands of others can be daunting, especially if you aren't sure of the location or the exact file name. The Scan Console's OCR capabilities, coupled with Document Locator's comprehensive search tools, solve this problem.

- Scanned documents are full-text indexed so you can locate them based on words or phrases they contain.
- Scanned image files that do not contain text can be located based on metadata applied during import: document description, version notes, file name, Profile, version number, document notes, and more.
- Scanned documents are secure: Document Locator's security tools ensure your electronic documents are protected from unauthorized access and alteration.

Related Features

- **Automated Workflow** – Automate your business processes. Incorporate scanning into automated workflows.*
- **Connector for eCopy ShareScan OP** – Scan directly to Document Locator from your eCopy station.*
- **Document Approval** – Request approval for scanned documents as they are imported to the repository.
- **Folder Auto Path Templates** – Create folders automatically for scanned documents as they are imported to the repository.
- **Profiles and Properties** – Create customized metadata tags to organize and profile your scanned documents.
- **Scan Console Add-Ins** – Use the Barcode Add-In to capture barcoded information from scanned documents; use the Smart Batch Add-In to automate scanning mixed batches of documents.*
- **Searching** – Locate your imported scanned documents quickly using Document Locator's versatile search tools.
- **Security and Auditing** – Protect your scanned documents from unauthorized access and alteration.

For more information about products or purchasing, please visit:

www.documentlocator.com

ColumbiaSoft Corporation
10300 SW Greenburg Rd.
Suite 180
Portland, OR 97223
(503) 274-0504
(800) 298-1172

*Optional module required.

Microsoft
GOLD CERTIFIED
Partner

Seamless
Windows
Integration

ColumbiaSoft™
Capture, Manage, and Share Information

800.298.1172 | www.DocumentLocator.com