



eCopy and Document Locator combine for an affordable, easy-to-use paper-to-digital conversion system.

The optional eCopy ShareScan OP Connector extends the capabilities of digital copiers and scanners for ad hoc document scanning. This integration acts as a bridge between paper and digital workflows, enabling you to scan paper documents directly into Document Locator to be incorporated into your electronic business processes.

The eCopy Connector integrates Document Locator with any eCopy-enabled scanner or digital copier, so you can:

- Scan directly to Document Locator using eCopy to convert paper documents to full-text indexed electronic files.
- Profile documents as they are scanned into the repository.
- Manage scanning options to provide the desired amount of control over the scanning process.

Scan directly to Document Locator.

Incorporate paper documents into your electronic document workflows to increase efficiency, reduce storage costs, and comply with regulations. The eCopy interface is ideal for scanning documents on-demand as they are received. Using a straightforward eCopy interface connected to the MFP (multi-functional printer), you can easily scan and route documents directly to Document Locator repositories. The Connector presents a Document Locator interface directly on the MFP or eCopy touch screen:



Document Locator Connector button
Integrated on the ShareScan OP touch screen

- “Push” scanned documents to a repository from any supported MFP
- Easily scan multiple documents of the same type to the same location.
- Scan in bulk using cover sheets.

Benefits

- **Paper to digital**
Converts paper to digital files and incorporates them into document management repositories quickly and on demand.
- **Ad hoc scanning**
Provides convenient, simple to use method for employees to scan documents for electronic management.
- **Leveraged hardware**
Connects existing MFPs with eCopy to your enterprise document management system.
- **Captured metadata**
Captures document metadata immediately and conveniently for every scanned document.

Solutions

- **Compliance**
Helps ensure regulatory compliance by incorporating paper documents into digital document management.
- **Paperless operations**
Convert paper to electronic files to reduce storage costs, improve business operations, and speed document filing and retrieval.
- **Business continuity**
Convert paper records to digital files to enable easy back-up and recovery of critical business documents.

(800) 298-1172

www.documentlocator.com

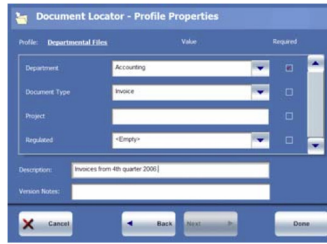
Profile documents as you scan and import.

Document Profiles and other metadata are available as choices at the eCopy screen, and the Profiles are identical to those assigned to the destination folders at the Document Locator desktop client. Document Profiles can be made optional or mandatory.

Flexible scanning options provide controlled access.

Ensure accurate document capture with pre-defined scanning defaults. Through the ShareScan OP Administrator application, administrators can set up “profiles” for the Document Locator connector. Connector profiles contain configuration options such as scanner settings, destination repository, associated workflows, file naming conventions, and more.

You can create and save as many Connector profiles as you want to suit your scanning needs, and display only those that you want in active use. Each active Connector profile is represented by a button on the eCopy console interface. These buttons add convenience for common scanning tasks such as scanning invoices or checks.



- Designate the available repository destination folders. In this way, the system can be configured to restrict scanning to a set of folders that are part of your organization's digital document workflow.
- Automated settings ensure accurate document capture with pre-defined scanning defaults.
- User permissions are enforced by Document Locator security.

More Document Locator scanning options.

Document Locator provides secure storage and instant retrieval for scanned documents regardless of the scanning method. In addition to using the eCopy Connector interface, Document Locator can import scanned documents directly from TWAIN-compliant scanners or from digital file storage using the optional Scan Station Module.

Related Features

- **Automated Workflow**
Automate your business processes.*
- **Document Approval**
Request approval for scanned-in documents.
- **Email Management**
Automatically profile and import email, attachments, and faxes.*
- **Microsoft Integration**
Keep workers in a familiar environment. Tight integration with Microsoft Windows and Microsoft Office makes scanning documents easier.
- **Notification Subscriptions**
Receive notifications when subscribed-to document and user events occur.
- **Scanning**
Automate the scanning and import process.*
- **Searching**
Create and save custom searches to quickly locate your documents.
- **Security**
Protect your scanned-in files from unauthorized access and alteration.
- **Version Control**
Keep track of different document versions so that no information is lost.
- **Web Access**
Enable remote users to access Document Locator repositories.*

* Optional

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ColumbiaSoft Corporation

15495 S.W. Sequoia Parkway
Suite 190
Portland, OR 97224