

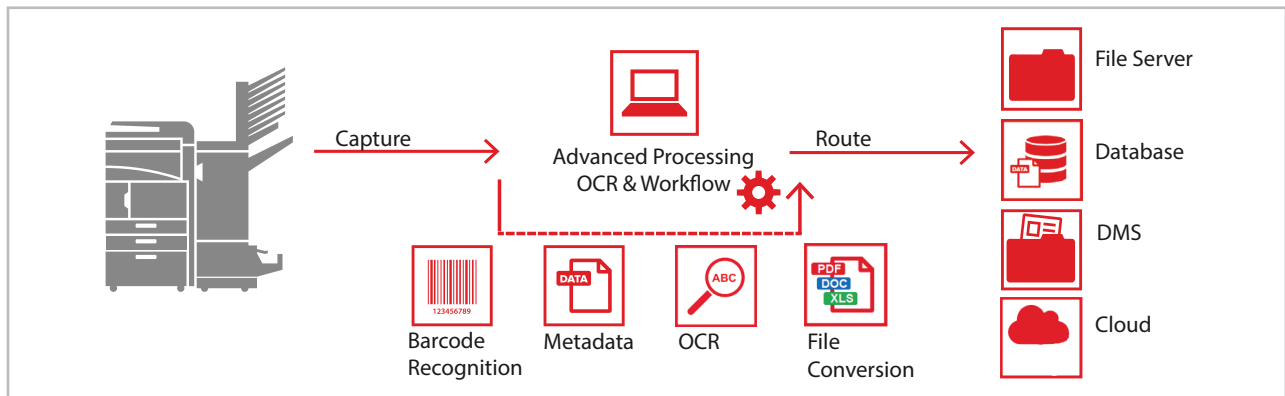
# AUTOMATE YOUR WORKFLOWS WITH Advanced OCR & Workflow

ROUTE DOCUMENTS TO MULTIPLE DESTINATIONS WITH ONE TOUCH

Imagine the potential consequences if you cannot find an important document like a contract or an invoice!

In many organizations, the processing and archiving of business critical documents is still a time consuming and error prone manual process. To remedy this, intelligent capture solutions reduce risks and increase operational efficiency at the same time.

Kyocera Net Manager with Advanced OCR & Workflow offers a capture solution to automate scan workflows. It automatically converts scanned documents and stores them in the right destination and right format based on predefined business rules, thereby streamlining the document workflow and ensuring compliance.



## BUSINESS CHALLENGES

- > Scanning documents and manually entering index information for the DMS takes much time – **isn't there a faster way?**
- > We are spending significant time trying to locate misfiled documents and to fix errors in data entry – **can we eliminate those errors and work more accurately?**
- > We have high costs related to documents: mail and couriers, centralized scanning, faxing and document storage – **can we bring down these costs?**

## ADVANTAGES WITH SCANNERVISION

- > **Save time:** Capture, digitize and store documents with the least amount of manual work.
- > **Minimize errors:** Automation of workflows and user guidance make sure that documents are stored in the correct way and right location, for a quick retrieval of information.
- > **Reduce costs:** Distributed capture reduces processing time while cutting costs in shipping, mailing and storage - saving time and money and increasing efficiency.

## THE USER PERSPECTIVE - HOW DOES IT WORK IN PRACTICE?

There are a variety of buttons on the MFP front panel, each stands for a specific document type, for example "Invoices". I presort the documents I need to scan and insert the stacks of documents into the feeder. Then I just push the button - that's it. Buttons and processes can be displayed on a per user or group base to increase ease of use and efficiency of the users. The MFP scans the documents with all the right settings and saves them automatically and accurately. Scanning used to take me sometimes two hours per day, now it is a matter of minutes.

## FEATURES & SPECIFICATIONS

Kyocera Net Manager Advanced OCR & Workflow option *powered by ScannerVision* enables to define and execute custom document workflows as an automated process. In the first step, the user selects a predefined template from either the MFP front panel or PC. He places the hardcopy documents into the feeder of a connected Kyocera MFP. During Processing, one or more components like OCR, barcode recognition, image enhancement or format conversion are applied, and metadata are entered by the user or automatically generated. Finally, the document is stored in one or multiple destinations, like a network folder or Document Management System. Intelligent routing capabilities enable to determine the right storage destination based on document content, to maximize



**Connectors** – Link directly into a wide range of applications, like Microsoft SharePoint, cloud services or Document Management Systems.



**OCR Conversion** – Transform hardcopy originals into searchable and editable content, with text recognition for over 100 languages.



**Metadata** – To make sure that all scans are correctly stored, metadata can be assigned automatically based on information such as date and time of processing or document content.



**Barcode Recognition** – Automatically recognize specific barcodes containing index data. Process and route documents based on barcodes to speed up document conversion and storage.



**LDAP / AD Support** – Access your company's address book from the front panel, and securely login for individual options.



**Encryption** – For enhanced security, network traffic between ScannerVision clients and server can be encrypted.

### CONDITIONAL CONNECTORS

As one of its most powerful capabilities, Kyocera Net Manager with Advanced OCR & Workflow offers intelligent routing based on metadata. This means that the destination of the scan can be determined by its content, for example:

- > Barcode contains the word "Contract":  
Document is stored in network folder "Contracts"  
Legal department receives copy by e-mail;
- > Zonal OCR detects the word "Invoice":

### SYSTEM REQUIREMENTS

- > Windows Server 2012 / 2008 / Server 2008 R2
- > Windows 7 / 8 / 8.1

### SUPPORTED DEVICES

Please refer to the documentation for a full list of supported Kyocera HyPAS-enabled and HyPAS-capable devices.

FOR MORE INFORMATION ABOUT KYOCERA Net Manager and Advanced OCR & Workflow

*powered by ScannerVision*, PLEASE VISIT

[www.kyoceradocumentsolutions.eu](http://www.kyoceradocumentsolutions.eu)

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