



IMPROVE BUSINESS PRODUCTIVITY + EFFICIENCY

Take your workflow automation to the next level.

ACI +  **Scanshare**
APPLICATIONS

POWERFUL AND EASY-TO-USE

Scanshare is a powerful and easy-to-use software solution that integrates paper and digital records into existing document management systems and repositories.

Paper processing and digitizing can be complicated and time-consuming. Scanshare helps improve efficiency by reducing the time needed to capture, process, and store documents.



CAPTURE

Capture and convert paper documents using your office MFD device.

Scanshare's advanced Capture function uses an embedded client on your office multifunctional device to convert paper documents into digital data. At the multifunctional panel, you can also provide key information that assures document data is routed and stored in the correct place. In addition to the MFD embed, the PC Capture client can import existing electronic documents while also monitoring, analyzing, and processing inbound email and attachments from multiple email addresses and integrate with other applications.



SMART OCR

The most critical part of today's business is managing a variety of structured and unstructured data. The Scanshare Smart OCR module enables intelligent data capturing to optimize inefficient document workflows where the user still requires manual data entry.

- No pre-classification required
- Create patterns based on verticals (Financial, Accounts Payable, Healthcare, Education)
- Match and validate the data with your database
- Add data and error validation combining the Verification module

PROCESS

Processing features take multi-step, manual tasks to a new level of digitization.

Image Cleanup

Redaction + Annotation

Barcode Write + Read

Smart OCR, Table Extraction, Zonal + Regex OCR

OMR

Data Lookup + Export

Intelligent Triggers + Routing

With its high-powered optical character recognition (OCR), barcode reading and writing, deskewing, image converting, and Smart Invoicing, Scanshare Capture takes multi-step, manual tasks to a new level of digitization. The application offers intelligent barcode detection and smart page splitting that enables you to capture multiple pages but store each page separately. Zonal character recognition extracts specific information from the document by analyzing specific zones and using that information to route, rename, or store the document in a specific location.

As the application processes a document, custom workflow triggers are activated when processing conditions are met and dynamic decisions are made on the processing routes. For example, if a specific client name, invoice value, or document type is detected, the system will trigger selected tasks such as filing the document in a specific CRM as an attachment or parsing the data into an accounting system. In any situation, you can create custom notifications and advanced scripting to allow for documents that require attention, review, or approval.

STORE

With connectors, you can store your documents to almost endless locations.

The last step in the advanced capture process is assuring that your digital data is stored in a place where it is accessible and useful for your organization.

With more than 20 connectors in the Scanshare library, you can store your documents to almost endless locations, including our own file repository and many popular global document management systems, ERP platforms, CRM applications, and a host of cloud-based file storage platforms. With full integration to Active Directory and OAuth, accessing shared resources couldn't be easier. Via their single sign-on, users only have access to the resources their network credentials or AD group permits, making it easier for system administrators.



With the flexibility of the platform, Scanshare can streamline existing processes filling the gap with the existing third-party systems.

- Multiple capture sources
- Full workflow designer
- Workflow triggering and variables
- Connector packs

APPLICATION WORKFLOWS

Powerful automations to digitize paper-based processes.

FREE FORM

Free Form can automatically recognize and classify the captured document and automatically apply the correct processing settings without user intervention.

Once the correct workflow is selected, the document is automatically processed according to the set business rules.

VERIFICATION

For information that needs to be integrated into critical line-of-business or financial applications, the Verification module ensures that all data has been validated and is correct before uploading to your business system.

Scanshare's web-based verification module enables users to review, correct, and approve or reject documents at critical points in the workflow based on conditional triggers. With the verification web interface, users may approve, correct, or reject supplier invoices; review contracts and applications; verify inventory and shipping details; and approve documents sent for publication.

The verification module gives users full control over key decisions in their business processes, ensuring only validated, approved data is passed to integrated business systems. The verification module is available from dedicated iOS and Android mobile clients, ensuring that your business doesn't grind to a halt when document approvers are out of the office.

APPLICATION WORKFLOWS

REPOSITORY

When it comes to securely storing documents in a centralized location, the Scanshare Repository offers a fully-integrated, standards-compliant method of retaining digital information.

Equipped with an advanced enterprise file indexer (capable of indexing billions of documents), the Scanshare Repository offers users a secure method to store their personal documents and a convenient way to securely share information with others in the organization, backed by a military-grade encrypted file store. The contents of all submitted documents are analyzed and indexed to enable keyword search and rapid retrieval via the web or mobile clients.

Also, document type can be configured with selected metadata fields. When a document is submitted and classified, these metadata fields can be populated with information to automatically file the document and aid in the search and retrieval process, when required.

MOBILE APP

For remote or on-the-go users, the Scanshare Mobile App provides all the power of Scanshare Capture in the palm of their hand.

The dedicated iOS and Android applications enable users to connect to workflows in the office and send documents on their phone or scanned via the smartphone camera. All of the same interactive metadata questions you get with the embed client are available on the Mobile App as well as the Scanshare Repository, enabling users to access their centrally stored personal or business documents while on the move.

The Scanshare Mobile app is designed for:

HP · RICOH · SAMSUNG · OKI · KONICA MINOLTA · XEROX · TOSHIBA ·
KYOCERA · SHARP · LEXMARK CANON · OLIVETTI · PLUSTEK · DEVELOP

KEY FEATURES

CAPTURE SOURCES

- Multifunction devices
- iOS/Android smart phones
- Network/local scanning devices
- Email (SMTP, POP3, IMAP, Exchange and Office365)
- Local, remote, or network folders
- FTP sites
- PC desktop client
- Printer client
- Web services

PROCESSING MODULES

- Full text recognition
- Zonal and Smart text recognition
- Intelligent Character Recognition (handwriting)
- Automatic FreeForm recognition
- Optical Mark Recognition (OMR)
- Interactive document verification and approval web module
- Intelligent document recognition
- Image enhancement
- Barcode recognition (1D/2D)
- Encryption/Decryption
- Document annotations (including stamping and security redaction)

STORAGE CONNECTORS

- Network Folders
- Cloud storage providers, including Microsoft®, Google®, Box®, Dropbox®, Citrix®
- Dozens of content and document management system connectors
- Email
- Printing devices
- ODBC-compliant databases
- Structured output (CSV, XML etc.)
- Embedded document storage module with web/mobile UI

ENTERPRISE FEATURES

- Accounting and billing
- Centralized, HTML5-compliant administrator user interface
- Digital signature module (digital signatures may be applied to PDF documents during processing)
- Military-grade encrypted storage
- Clustering and load balancing
- Authentication services (MFD Single Sign On, Windows, Active Directory, LDAP, Azure, G Suite, OAuth)

For more information visit acd-inc.com/scanshare,
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APPLICATIONS