



SCANSHARE

**CAPTURE, CONVERT & DELIVER PAPER DOCUMENTS:
INTELLIGENT - PRODUCTIVE - EFFECTIVE**



Scanshare is a powerful yet easy-to-use software solution that lets you integrate your paper-based workflows, inbound emails and faxes to your document management systems, databases, corporate file servers and content management applications.

In this brochure we explain what Scanshare is, what it does, how it does it and **why your business should seriously consider Scanshare as a tool to transform your business processes to become more streamlined, efficient and reliable.**

WORKFLOW INTEGRATION SOLUTION

SCANSHARE IS DOCUMENT CAPTURE 'MIDDLEWARE': A BRIDGE BETWEEN PAPER AND ELECTRONIC FILES

WHAT IS SCANSHARE?

Today's market place is all about **DATA** and **CAPTURING DATA** which allows everyday processes to be put in place.

Every business process has a flow that may have changed over the years but it is still a fundamental requirement. This brochure has been designed to explain, fundamentally, what Scanshare is, what it does, why your company needs it and why it does what it does.

Scanshare is a **webpage based document processing software**. Scanshare **receives documents** into a server based folder from either an MFP, FTP, Email, PC Client, or Watched folder which is constantly monitored by Scanshare.



Once received Scanshare **processes** the incoming document.

Once processed Scanshare **will aid the storage** of the document on either a local Database, Windows Folder, FTP Server, Cloud storage, document management system, CRM, as a Print Job, as an Email, and run a script.

Scanshare can **place Annotation**, **read Barcodes** based on a pre-setup area and **create Barcodes** on a document.

Scanshare can also **Export Data** from a scan based on the Variables read from the scan. Image Processing allows Scanshare to change the orientation of a document along with converting to greyscale and other image enhancing effects.



Scanshare can **OMR (Optical Mark Recognition)** a document which is the automatic recognition of crossed boxes, and signatures on a document. Displaying the results as meta data, variables which can be used when storing the file.

Scanshare has **2 types of OCR**, Zone OCR and ABBYY Fine Reader. **Zone OCR** is the standard OCR Process that is included with Scanshare. **ABBYY Fine Reader** can be included by purchasing additional licenses. ABBYY Fine Reader is unmatched on OCR accuracy and can be licensed on pages per month bases.



WORKFLOW INTEGRATION SOLUTION

IMPROVING WORKFLOW ACCURACY: PROVIDING IMPROVED PRODUCTIVITY

SCANSHARE KEY FEATURES

POWERFUL DOCUMENT ENGINE

Scanshare allows you to output to many formats in many languages, including searchable PDF, PDF/A, TIFF, Microsoft® Word, Microsoft® Excel and JPEG as standard.

SMART EXTRACTION

Scanshare provides automatic barcode and QR code recognition and document zone analysis drives business processes directly from the data stored in your files and emails

SINGLE SIGN-ON

With Scanshare you can authenticate seamlessly with existing network credentials via Active Directory or OAuth; automatically grant access to specific workflows and shared resources for each user, or existing Active Directory groups.

CONNECT TO A HOST OF SYSTEMS

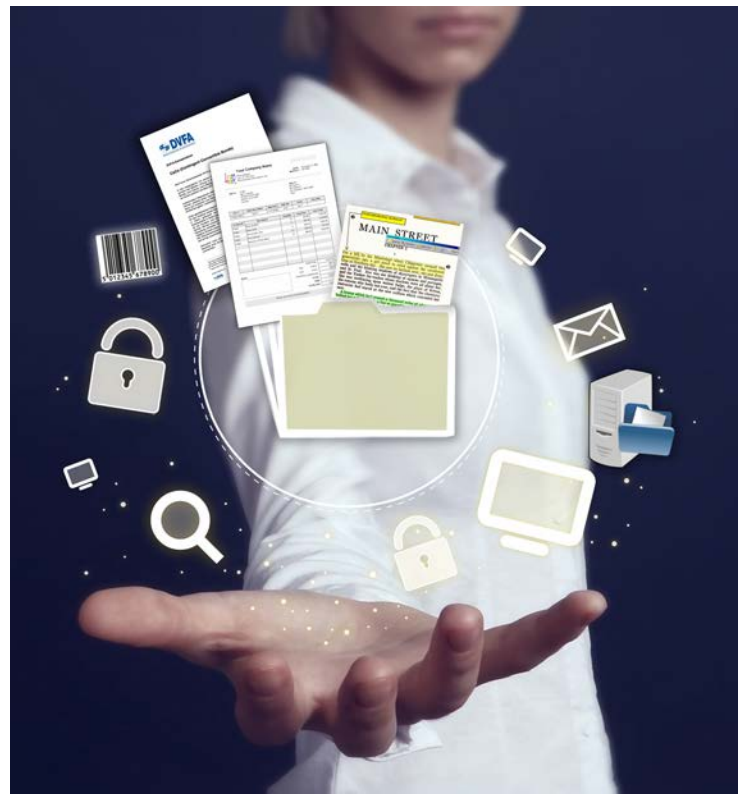
Scanshare is the bridge which enables the delivery of your data via email, to a file server, or your favourite cloud storage provider; integrate directly to popular DMS, ERP and CMS applications, or you can create your own connector with Scanshare's SDK framework.

DYNAMIC ROUTING

Scanshare recognises workflow triggers such as email, text or script and also makes routing decisions on the fly using metadata or document contents to determine the destination. Examples of this include invoice processing based on a value or the name of a customer. It is also possible to select different output formats.

FLEXIBLE OPTICAL RECOGNITION PROCESSING

Scanshare can read an area of the document to extract the data which can be used to rename the file, select a location or email address or update a database, known as Zone OCR. It can also read an area of the document to analyse the areas which have been marked - useful for exam papers or for checking documents for signatures during the completion of forms. This is known as OMR or Optical Marks Recognition.



WORKFLOW INTEGRATION SOLUTION

DYNAMIC ROUTING AND PROCESSING: AVAILABLE FOR VIRTUALLY ALL APPLICATIONS

HOW ARE DOCUMENTS / IMAGES INPUT?

Scanshare monitors various inputs within Windows services. When a document arrives into Scanshare it is processed according to a workflow which can be configured via the web interface. It can be received on the following:

On MFP and Client-PC

Scanshare allows the user to input data at the MFP, by scanning it in or at their PC, based on a set of predefined questions. This creates **Meta Data**, a variable that can be referenced in other processes or when storing the file.

On FTP

It monitors an FTP server for new files to capture and process.

Via Email

Scanshare monitors a Mailbox (POP, Exchange, 365) for new emails.

Watched Folder

This is a folder on a computer in the network where input documents will be added by other users or applications and is constantly monitored by Scanshare.

These are the definitions of the processes Scanshare provides :

Annotation

Annotation will allow users to write information onto the scanned document. This can be "Received on [Date]", highlight pre-defined areas, add a stamp and even encrypt parts of a document.

Barcode Reader

Barcode recognition is a powerful way to retrieve variables from a document. It is capable of recognising over 30 different types of 1D barcodes and over 8 different types of 2D barcodes.

Barcode Writer

The Barcode Writer allows users to add barcodes onto scanned-in documents. This allows the user to use the Meta Data to create a barcode.

Data Export

Data Export allows users to create a text file containing all or some meta data from the processed document within the workflow.

Image Processing

Image processing offers a wide range of options that users can make use of to manipulate the image /document including flip, rotate, Auto Colour Level, smooth edges, blank page detector, border remove, dot removal, punched hole and line removal.

OMR

Optical Mark Recognition is ideal for the automatic recognition of check or tick boxes on surveys and tests to show that an area has been filled, just in case the text is not OCR'd correctly. Users can freely define the size and location of the content area where information has been added. This may also be used to detect content where a signature should be entered.

Zone OCR

Optical Character Recognition enables users to specify zones on a page where they want to retrieve data from. This can be useful when, for example, a user wants to process Order Forms and Invoices automatically. If an Order Form and Invoice look the same, and the order/invoice number is always in a fixed location, then Zone OCR allows each document to be set up to take this into account.

ABBYY Fine Reader OCR

ABBYY is a brand of OCR Reader, can capture an entire page and is unmatched on OCR accuracy. It can be licensed on a pages-per-month basis as an option.

FreeForm

This recognises the scanned document automatically and, depending on the content, selects the right template automatically. Using FreeForm, users can place Purchase Orders, Invoices and Delivery Reports together on one pile, put the pile on the scanner and Scanshare can process each form by their specific workflow.



IMPROVING DATA CAPTURE EFFICIENCY: SUPPORTING A WIDE RANGE OF STORAGE SOLUTIONS



HOW ARE DOCUMENTS AND FILES STORED AND ACCESSED?

While Scanshare does not actually store files and documents it does integrate with customers' own storage solutions and 22 other external cloud sites. It is also possible for Scanshare to push documents and images to the customer's printer or MFP.

Scanshare will store to the following types of standard in-house customer storage solutions:

Database
FTP
Script
Email
Windows File System

Scanshare also facilitates the connection to the following Cloud-based Document Storage sites:

Amazon - web storage service
Dropbox - on-line file sharing service
Google Drive - cloud storage service from Google which stores and synchronises digital content
MediaFire - photos, documents, music, and video in a single place to share
M-Files - website to view a collection of tips, guides, brochures and data sheets for Enterprise Information Management
OneDrive - file hosting service that allows users to sync files and access later
Sharepoint- is a web-based application that integrates with Microsoft Office
WebDAV - extensions to the HTTP protocol for users to collaboratively edit and manage files on remote web servers

Scanshare supports other cloud-based connection to the following Cloud-based File Storage sites and Apps:

AFAS Online

Company research & investing information

Affinity

HR and Payroll Software

Docuware

Document management & editing suite

Dynamics NAV

Microsoft's ERP solution for small and midsize businesses

Evernote

A cross-platform, freemium app for note taking, organising, and archiving.

InfinityLaw

A picklist which creates a list of Document Types

Infotraq

Captures, indexes and stores data for business

OpenText Content Server

Provides a full text and metadata search and metadata categorisation

Raet YouForce

Provides HR software and services for in-house HR operations

Synergy Enterprise

A full suite of business tools for small business

TRIM

Enables a storage system to identify files to be erased

Worksite

Cloud-based Cost Management Software

Xero

Cloud-based accounting software for small and medium-sized businesses

XPLAN

Project Planning Software



LINKS TO EXISTING CLIENT DATA FROM CRM SYSTEMS, ERPs & CORPORATE DATABASES

REQUIREMENTS

Scanshare is a Windows based software that runs on a server operating system. Scanshare can be embedded on Olivetti MFP products that support either Open API or HyPass.

Embedding Scanshare on an MFP allows for metadata to be directly added at the panel at the time of scanning.

The server which hosts Scanshare will require a powerful CPU (Dual core, but Quad recommended) and will require a lot of memory to process the incoming documents, 4GB is recommended. Scanshare recommends 80-160GB of Hard Drive space.

SALES CONFIGURATION

Scanshare will require a Server to host the software and will require a connection to the internet. The server will need to be able to receive scans from the MFP devices over the network from either the embedded software or by SMB, FTP or Email.

Your company will need to have either Cloud or on-site storage as Scanshare is not a document management programme.



LICENSING

Scanshare requires a Server License which includes one MFP license and 1 year's maintenance for both the server and the MFP.

Additional MFP licenses can be purchased for additional machines. Each Server and MFP will need to add additional yearly maintenance licenses. However, the MFP license, included in the server, does not require a license extension.

Additional Licensing is required for an ABBYY Fine Reader which is purchased in volumes of 5,000, 10,000, 50,000 or 100,000 images a month.

Additional Licensing is required for Barcode creation on a document, OMR and Free Form.

Additional Licensing is required for the OneDrive and WebDAV Connectors.



OLIVETTI SCANSHARE SOFTWARE: CONNECTING THE PRESENT TO THE FUTURE

SUMMARY - TECHNICAL POINTS

Scanshare recognises a Barcode recognition is not dependent on the Barcode's location. It can be sited anywhere.

Scanshare enables multiple output connectors for the same workflow by connecting to 22 cloud platforms, including SharePoint, DropBox and Amazon.

Scanshare provides a simple Licensing structure.

Barcode Reading is available as standard with the option for Barcode creation with the relevant license.

It does need plenty of space on the HDD (SSD is recommended) which have a fast speed than standard.

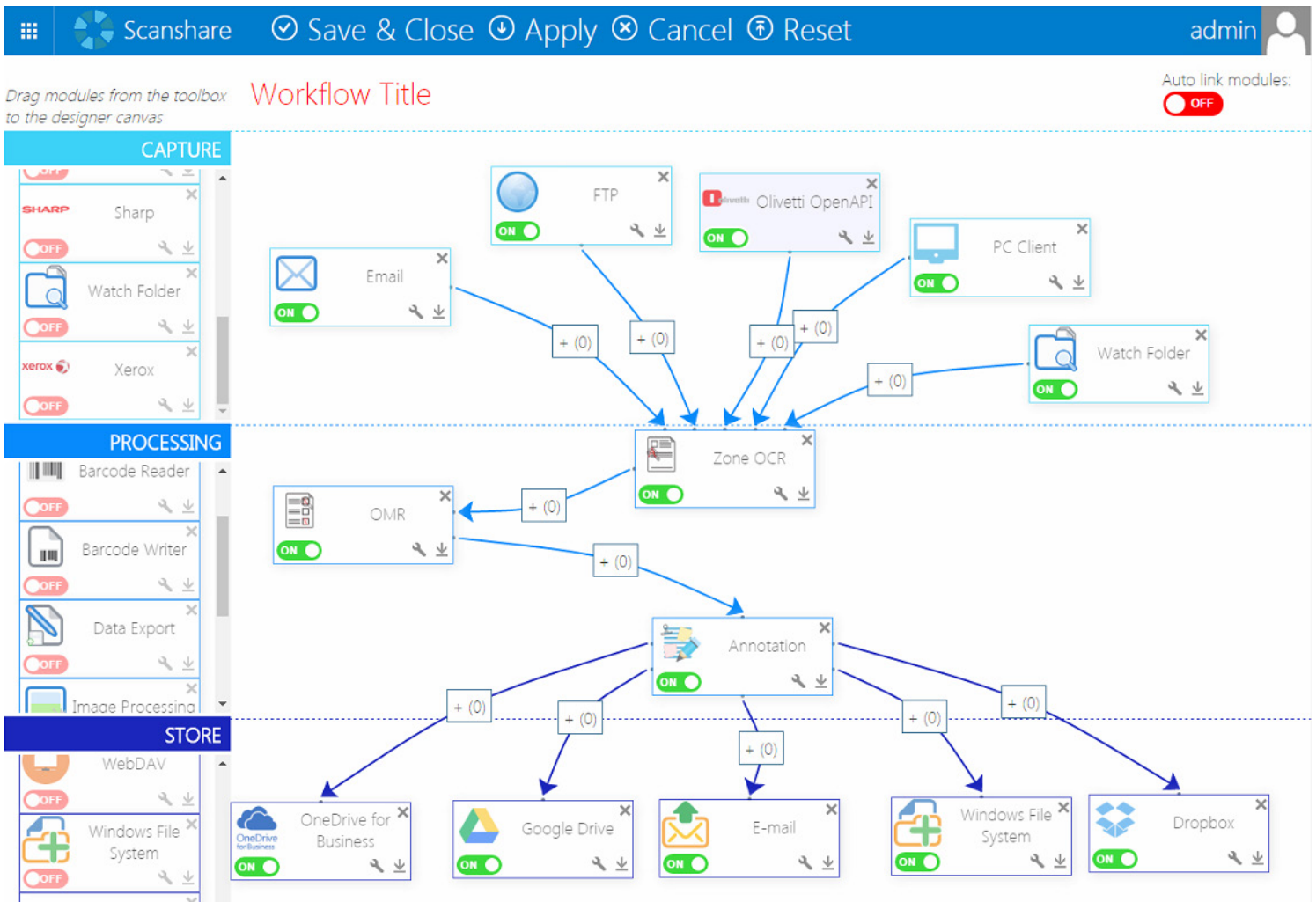
Scanshare can process images containing borders, hole punch and line marks and detects blank pages.

Users are able to input Meta Data when scanning from an MFP or from the PC Client, making processing of documents accurate and fast.

Scanshare offers a web based interface, allowing multiple platform access from Mac, PC, and Linux.

ABBYY Fine Reader requires a license. However, it is unmatched on OCR accuracy and can be licensed on a pages per month basis.

There is minimal user interaction required once a workflow has been setup.



WORKFLOW INTEGRATION SOLUTION



Welcome
to your future



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