

# 'Scan and Save' Document Capture for Windows

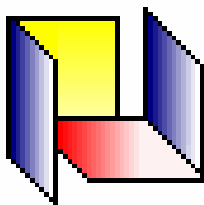
## Simply Put . . .

The Software is designed for rapid deployment, ease of use and compatibility with multiple Twain compliant scanners.

## Barcode Support . . .

The following ID barcodes are supported:

- EAN-13, UPC-A and extensions
- Code 128 and UCC/EAN-128
- Code 39
- Code 93
- EAN-8
- UPC-E
- 2/5 digit extensions
- Interleaved 2 of 5
- Codabar
- Patch codes



Organisations such as businesses, hospitals and academic institutions are constantly being challenged to find a fast and affordable solution to capture and manage increasing volumes of paper. Speeding this processes and streamlining operations can improve service and reduce overhead costs.

An effective document management strategy captures content as it arrives into the site. Processing a paper document includes:

**BATCH SCANNING:** Scan single documents or batches.

**IMAGE ENHANCEMENT:** De-speckle, de-skew and reduction of visual noise.

**INDEX:** Create an inventory of captured content

**EXPORT:** Export data to standard file formats.

The HiruMed 'DATA-VAULT' Scan and Save utility (the Software), is a cost effective single workstation document capture solution from HiruMed. The software is part of the HiruMed 'DATA-VAULT' document management suite, which has been specifically designed to simplify the tasks of document archive and retrieval.

Using the Software, users can scan to disk either single or batches of barcode enabled documents and then view using either the integrated viewer or any other standard viewing package. It is ideal for small to medium sized organisations, ready to overhaul current manual document management tasks. The software is capable of handling thousands of documents.

By using the Software, users process documents more efficiently and reduce or eliminate storage and filing costs associated with maintaining hard copy versions. The Software is designed for use with twain compatible document scanners, and is quick and simple to install.

**SCAN AND INDEX** - System functions allow users to streamline the batch scanning process. To help automate the data capture process, 1D barcode detection automatically populate index fields and separate batches without the need for separator sheets and auto-name documents. Scanned document images can be displayed and manipulated with features like zoom (zoom in and out) and rotation.

**BATCH MANAGEMENT** - The Software allows users to easily manage multiple batches. It monitors the progress and status of each batch to help the user make sure that each document is correctly indexed.

Detailed audit logs allow users to easily check how many documents or pages have been processed, when a batch was scanned, indexed and exported.

# 'Scan and Save'

## Software Requirements

- IBM or 100% compatible PC
- Windows XP or higher
- 256 Mb RAM
- Twain compatible scanner

**IMAGE ENHANCEMENT** - The Software's image enhancement filters can reduce file sizes to make them easier to send and more efficient to store. Users can improve image clarity with the Software's clean-up filters to improve data recognition results. The filters include barcode recognition, threshold, contrast and rotation.

**AUTOMATIC NAMING** - The Software features an automatic file naming function, which assigns a unique number to documents which have no barcode field.

**MANAGED MODE** - Local IT administrators can easily deploy multiple copies of the Software across an organisation and administer user permissions, granting user access to the Software functionalities as necessary.

The Software can share user profiles over a network instead of maintaining multiple profiles for each user. Additionally, administrators can lock down certain features of the Software to prevent unintended use.

## HiruMed Ltd

Integer House  
Coped Hall Business Park  
Wootton Bassett  
Swindon SN4 8DP

Phone: (+44) 1793 854500

Fax: (+44) 1793 854500

E-mail: [mail@hirumed.co.uk](mailto:mail@hirumed.co.uk)

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HMED-DV 010807

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