

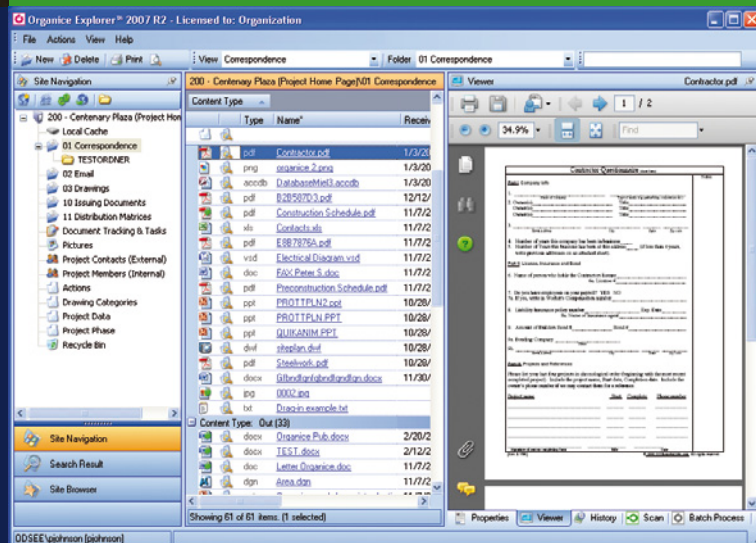
Cadac Organice Scan

*Manage your paper
documents digitally!*



Scan incoming correspondence and other hardcopy documents and make them centrally and digitally available to all users. Cadac Organice Scan is a pragmatic solution for postal registration in SharePoint.

- Increase document efficiency
- Improve document handling
- Secure your intellectual property
- Reduce risk of fire, damaging and weathering



Hardcopy documents centrally & digitally available

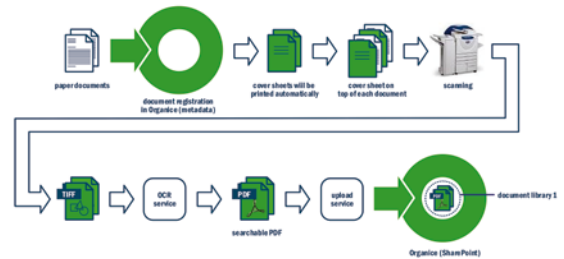
With Cadac Organice Scan incoming correspondence and other hardcopy documents can be scanned and stored into the SharePoint document environment, making all documents centrally and digitally available to all users. Hardcopy documents can first be registered and then scanned, or first scanned and then moved into the SharePoint environment.



Register & Scan

When documents are first registered, the Scan extension in the Cadac Organice Explorer is used to enter the appropriate metadata of the document, like document number, project number, subject, and contact person. Through the registration process a user defines exactly where the document needs to be saved and stored in the SharePoint document environment.

During registration, a scan coversheet is created and printed. This coversheet includes a barcode with the registered information in SharePoint about the document that needs to be scanned. The document is scanned including the coversheet. After scanning, the document and coversheet are interpreted using OCR (Optical Character Recognition). The scanned document is converted into a searchable PDF file, and through the barcode with registration information on the coversheet, the document is automatically saved and stored in the correct location in SharePoint, including its metadata. Users can retrieve the document by either using the metadata, or by executing a full text search.



Scan & Register

Documents can also first be scanned into a central SharePoint location and then moving them subsequently to the correct project libraries and adding the proper metadata. If needed it is possible to reference in the metadata to the physical location where the paper document is still kept.

Specifications

Cadac Organice Scan is a server based application that runs on a PC with the following specifications:

- Pentium IV, 3 GHz
- 1 GB RAM
- 1 GB free hard disk space
- Windows XP or higher

Cadac Organice Scan is compatible with:

- WSS 3.0 SPI, MOSS 2007 SPI or SP2010

To run Cadac Organice Scan a license is required.

Cadac Organice Scan can be used in combination with any scanning device, including small format and wide format scanners, standalone scanners and multifunctional devices. Scanners can be locally available to users or centrally in a mailroom, print room or at a reception desk.

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