

MasterScan Workflow

NEW FROM BUSINESS IMAGING SYSTEMS ... MasterScan Workflow

Stop Manually Routing Paper Documents!

MasterScan Workflow is a new, affordable business process automation tool designed to route documents using a structured workflow, while also providing ad hoc routing capabilities within EMC Documentum ApplicationXtender. Now, paper-intensive departments like accounts payable and human resources can achieve workflow and business decisioning automation.

Most documents typically make several stops at employees' desks before ending up in a filing cabinet or box for storage. MasterScan Workflow is designed to automate the routing of documents from desk to desk or between different office locations. It eliminates the need to route paper documents through traditional, manual methods, thereby saving users time, truncating paper and alleviating common workflow bottlenecks.

How It Works ...

For example, an accounts payable clerk receives and scans an invoice. Typically, document imaging and data capture would occur during the scanning process, and that information is passed into ApplicationXtender. MasterScan Workflow applies a predetermined workflow - or routing - to the invoice. If the invoice amount due exceeds certain limits, it may be routed to a supervisor for further review; if not, payment can be remitted. An invoice needing further review would appear in the supervisor's inbox. Once approved, it would be automatically routed back to the clerk for payment. At any time during the process, a user with administrative access can reroute the document using MasterScan Workflow's ad hoc routing feature.

Likewise, a vacation request form, which would originate with an individual employee, can be automatically routed to the employee's supervisor for vacation time approval, prior to the form being submitted to human resources for tracking and filing.

Intuitive and Easy to Use

- Documents can be routed based on predetermined index fields and values.
- View document location and status at any time using real-time document tracking.
- Designed to work within an organization's current workflow and approval processes.
- Customizable to route any form, document or e-mail to any ApplicationXtender user.
- Integrates with MasterScan for document capture, storage and retrieval.



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Superior Innovation in Document and Check Capture

MasterScan enables the capture, storage and retrieval of documents and checks scanned into EMC Documentum ApplicationXtender using a variety of production scanners. Use it to automate the processing of invoices, forms and records, checks and remittances, and many other types of documents.

Designed for Document and Check-Intensive Organizations

- AP and HR Departments
- State and County Treasurers
- Utility Companies
- Insurance Companies
- Churches and Nonprofits
- Banks and Credit Unions
- And Many More!

MasterScan Offers a Variety of Features

- Captures, stores and retrieves document and check images
- Works with most production scanners, including the Canon CR-180
- Integrates with EMC Documentum ApplicationXtender and Kofax Ascent products
- Captures MICR codeline information; provides flexible MICR parsing functions
- Digitally endorses images with dates or user-definable information
- Imports and indexes data from microfilm, CDs and other media
- ODBC compliance; works with most major database applications
- Distributes document and check images on CD with full-featured executable viewer
- Exports images and index information to microfilm
- Provides usage and audit trail reporting functions using transaction log files
- Integrates with MasterScan Workflow for automated document routing

For more information
Please contact Image One - an authorized MasterScan reseller
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Tampa, Orlando, Atlanta

