



ScanXpress is a product of AINS, Inc.

Please call: (301) 670-2300



The Ideal Document Capture Solution from AINS, Inc.

ScanXpress is a professional document capture system that allows organizations to cost effectively utilize the time-proven technology of scanning by which paper documents are easily converted into electronic documents and placed into a content repository or in a local/network directory. The ScanXpress package consists of three separate modules seamlessly merged into a single, cohesive scanning application.

Admin Module - The Admin module is used to setup the system elements i.e. setting up prerequisites for using the Scan Module and the Quality Assurance Module such as creating users, assigning privileges to users, setting up scan stations and Documentum locations. Setup includes:

- Create Users
- Set up Scan Stations
- Add Document Types
- Add Documentum Locations
- Assign Privileges to users

Scan Module - The Scan module captures pages and files it under a document that is identified by a barcode. A barcode is a delimiter for scanning documents i.e. when the scanner comes across a delimiter or a barcode it reads it as a separate document.

If no barcode is specified for a scanned document, the time stamp is taken as the barcode for the document. A document can consist of multiple pages (batch) or a single page. A multiple page scan is also known as a Batch Scan.

A Batch is a grouping of several pages, identified by a barcode, that are scanned and thumbnails of the scanned pages are displayed and stored under a document, which is routed through a user-selected procedure. Procedures available after scanning are:

Quality Assurance - This procedure

is for when the quality of the scanned image has to be improved. Images routed to quality control are saved in TIFF format only.

The Quality Assurance Module is used to refine the quality of the image. This module offers such features and imaging techniques to enhance image quality to acceptable levels.

ScanXpress:

- Captures information in documents by scanning
- Detects and decodes barcodes
- Image quality enhancement capabilities
- Performs OCR of textual information in the documents
- Converts documents into TIFF, PDF or MS Word, as selected by the user
- Exports scanned documents to the Documentum repository or a user specified path

OCR - Reads the text on the image page and converts it into a PDF (Portable Document Format) or MS Word format.

Export - Enables you to export the scanned image into TIFF format on the local/network or to a Documentum folder. During the scan process, the other options available to a user are:

Rescan - Re-scans a rejected page because of its poor quality.

Insert Pages - Inserts a scanned page in the selected thumbnail sequence.

ScanXpress scans pages and groups them under a document identified by a barcode. After pages are scanned they are sent either for quality assurance, OCR or Export. The Task Manager will show:

- Status of the documents and destination for quality check
- Number of documents in a batch
- Number of pages in a batch
- Names of users performing the batch scan
- Current status of the batch
- Scan station from which a batch

has been scanned. The Task Manager window displays all batches that are in process by:

- Batch ID
- Status of the batch
- Users performing the respective batch scan
- Scan station from which documents were scanned
- Number of documents in a batch
- Number of pages a document contains, and
- Destination to which scanned documents were sent

**No page limits!
No dongle!!**



ScanXpress: Turning paper into critical electronic information...

Touch and Go (Touch-Screen Version)



- Provides all features of the standard version
- Virtually no learning time required
- Scan and save to directories of your choice, email, OCR, Word, PDF and all standard image formats
- Ideal for quick scanning jobs

**For Further Information,
Please Visit
ScanXpress.com**



AINS, Inc.
1355 Piccard Drive, Ste 300
Rockville, Maryland 20850 (USA)

Phone: 301-670-2300
Fax: 301-670-2841
Email: Info@ains-inc.com
ains-inc.com