

# ONBASE

## EXPRESS SCANNING

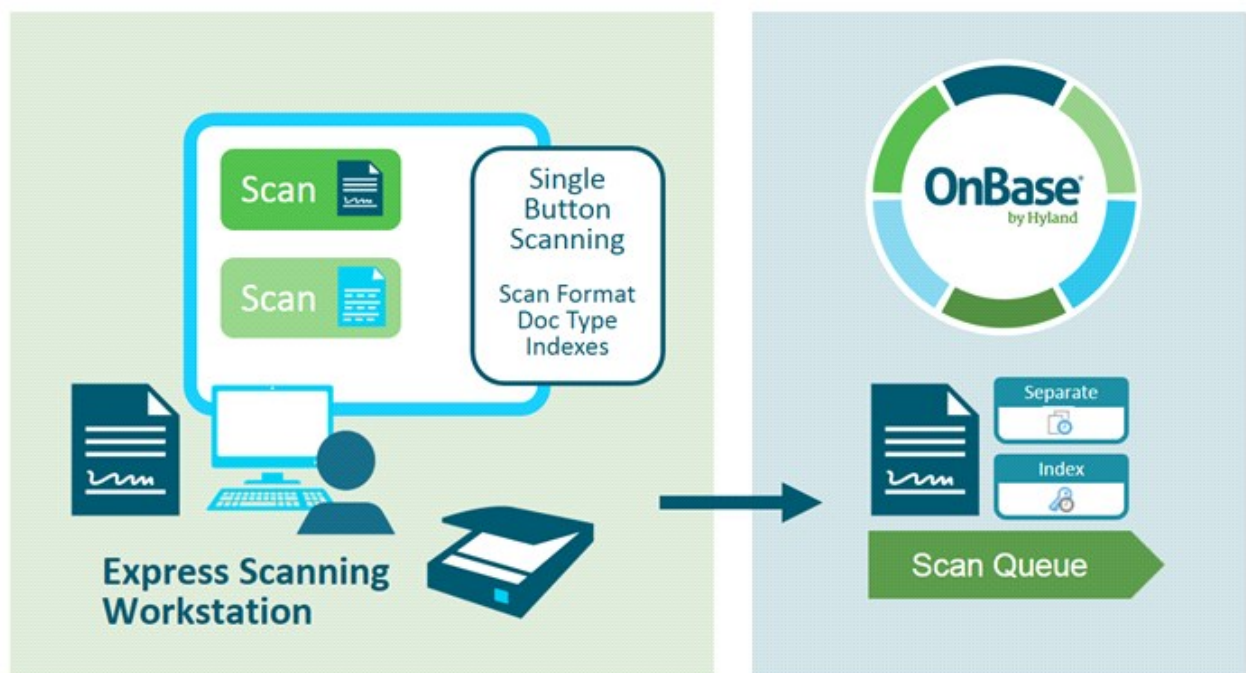
### SUMMARY

Express Scanning simplifies the task of scanning documents, making it easy enough for anyone or any location in your organization. Utilize practically any desktop scanner to scan documents directly into OnBase. There is no need for specific user training or in-depth knowledge of scanner functionality. All options, scanner settings, and index values can be defaulted behind selectable buttons in the Express Scanning panel.

### BENEFITS

- **Provides simplified button-based scanning** for fast and easy document capture, with no sacrifice in image quality.
- **Enables affordable document scanning for anyone or any location** in an organization.
- **Adds flexibility to scan anywhere** while maintaining centralized control of document classification and indexing.
- **Replaces department to department faxing** or making copies of documents that are then sent to a scanning location

### DESIGN



Express Scanning uses XML configuration for all document and scanner settings. Users simply place each document in the scanner and select the appropriate scanning button. Documents are uploaded to OnBase with predefined indexes, as per the configuration for each scan button. Locations can be configured for default logon or can require user authentication.

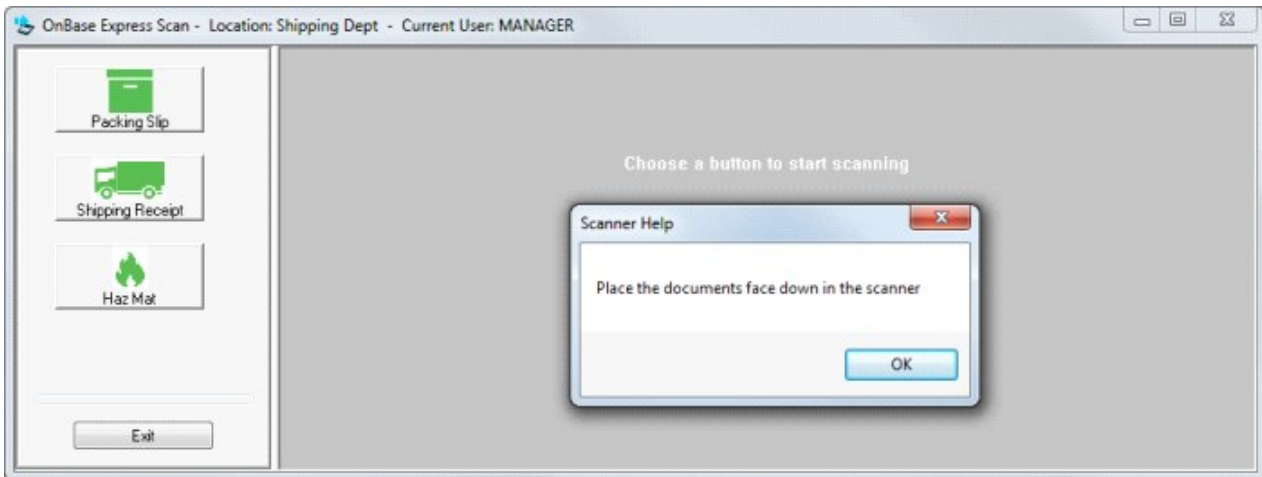
### APPLICATIONS

- **Remote Locations** needing to send time-critical documents to other locations can speed up the process by providing a simple to use tool where all the scanner settings and OnBase document information are predefined for each location or business area. Users simply scan their documents to immediately upload them to OnBase, where they can be sent to a scan queue for further indexing or processing if needed.

## KEY FEATURES

- **Configurable scan buttons** hold all indexing predefined values, and predefined scanner settings
- **Optional and prompted user entry** of keyword values
- **Scan paper documents or sweep images** from a directory
- **Button images can be configured** for intuitive use
- **Definable scan formats** that can be assigned to a scan button or presented to each user for selection
- **A single XML configuration file** can be shared across several locations, each having different scan options
- Locations can be optionally configured for **OnBase authentication or domain authentication**
- Supports **TWAIN or ISIS compatible scanners**
- Configurable **inactivity timeout and pre-scan and post-scan messages**

## INTERFACE



*Express Scanning Screen*

Express Scanning was designed to be simple. The lack of user menus is intentional, and ensures that options are not changed by users. Scanning is initiated by selecting a configured scan button. The Upload then places the document into OnBase, and optionally to a configured Scan Queue for further processing if desired. Document Types and predefined index values can be configured for each scan button.

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