

## Scan Software

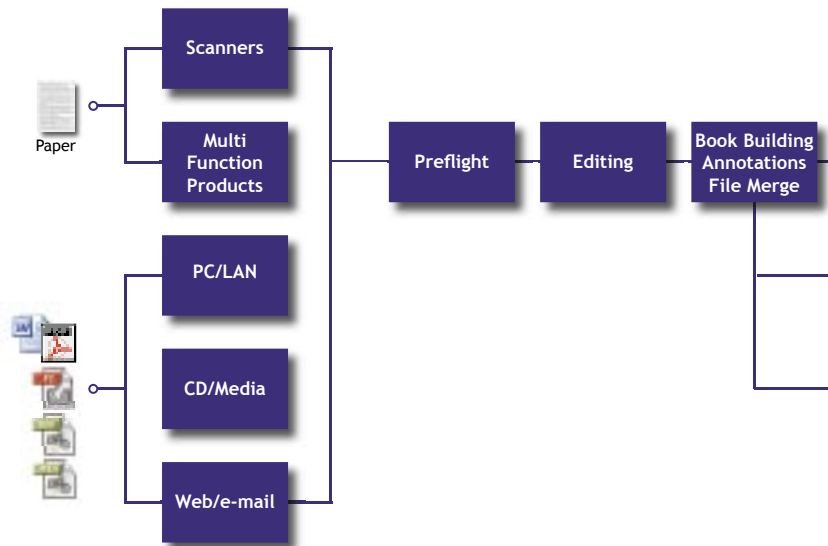
## Documents drive business

Just as enterprises use to spend time optimizing and managing many elements of their IT infrastructure (security, connectivity, applications, storage, servers, etc.), they have also begun to pay similar attention to their document scanning needs. As organizational processes get streamlined, today's enterprises realize that document scanning saves time, money, and allows people work more efficiently. Better information flow and document communication enhance business productivity, practice and knowledge. Documents, from invoices to contracts to training materials to statements, can actually drive business reducing labour and space costs. In other cases, scanned documents available online help build customer satisfaction and loyalty.



## The evolution of scanning

In parallel, technology is changing scanning needs, and the document digitization process is undergoing an evolution in every environment: from small offices to enterprise departments. The Internet and e-mail now make it easier to transmit information electronically. It is often difficult to predict what will be needed, because the web and the increasing power of desktop systems and applications have heightened the need for users who expect to access contents quickly and easily. End Users are not satisfied anymore with just "copies": they require comprehensive document services, solutions to translate the huge volume of paper into organic flows of information accessible digitally, quickly and with excellent quality, high value documents.

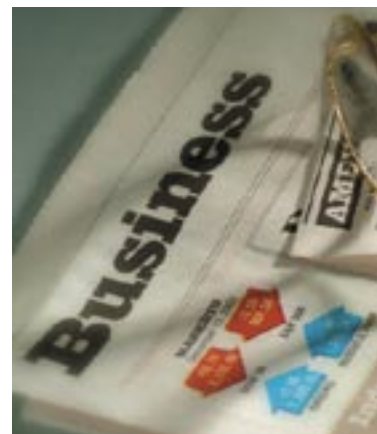


## The Solution

A key asset in producing documents that drive business is a document scanning software that allows to capture paper from multiple sources, assemble documents, and deliver those documents over a variety of channels: on a network, on the web, or on offline media.

Effective scanning systems must be capable of receiving documents, then channelling the information to multiple output devices, such as printing and production devices, as well as archiving systems, the Internet, or other local and remote servers. This needs to be accomplished without reprogramming or interruptions in the workflow.

Docs can just handle these complex demands, contributing to save companies time and money, along with a number of other important benefits. Docs creates effective documents that can be delivered in a number of ways. Companies that choose Docs for document scanning can get to market faster, with lower costs, and improve their competitive advantage.





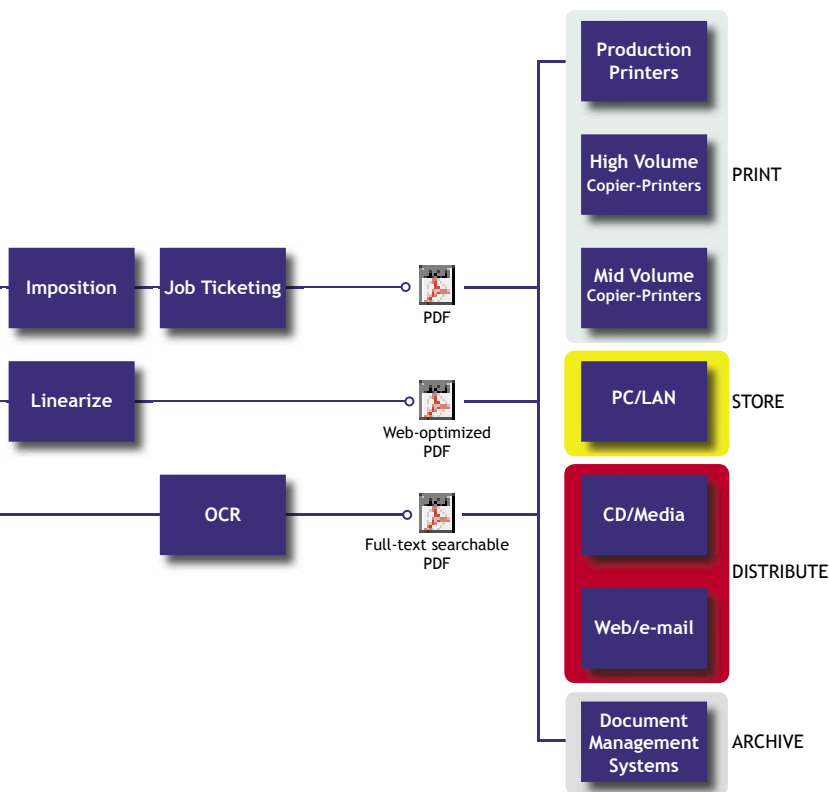
## Workflow of the ~~future~~ present

### Paper-based Workflows

Hard copy documents arrives at the Docs scan station, to be captured and converted to digital.

The operator scans the paper originals, views the pages, reorders them. The digital file can now be edited: border removal, page shifts, dot removal, deskew, despeckle, crop, etc. Next, the fully enhanced file is converted to PDF. Optionally, the output document can be also parsed through OCR, to make it full-text searchable.

The PDF can finally be stored on a digital repository (hard disk), or distributed via e-mail, or published on web, or recorded on CD/DVD, or sent to a document management system for indexing and permanent archival.



### PDF-based Workflows

A user creates a document in a word processing program, then saves it directly to PDF.

The PDF is already for storage on a digital repository (hard disk), or distributed via e-mail, or published on web, or recorded on CD/DVD, or sent to a document management system for indexing and permanent archival.

### Mixed (PDF and Paper) Workflows

A user may need to work on documents coming from multiple sources: some documents on paper, some as digital files. The material is harmonized with Docs: paper documents are scanned, digital files are converted to PDF. After this preliminary tasks, the user can even merge all the files (PDF, TIFF, JPEG) into a new one, apply annotations, page numbers, and optimize the file for fast web view, etc.

The newly built digital file can be made available to coworkers, customers, or suppliers as a PDF, sharable over the company network, via e-mail, or on the web.





## Anywhere - Any Time

In today's office environments, documents can arrive from anywhere, at any time, in any format. There is minimum or no control at all on job arrival from the senders.

Document formats, sizes, urgency, finishing and binding options, are all unpredictable elements that a scan operator must manage quickly and effectively, in order to convert the paper into digital in a timely manner.

## Ease-of-Use

Born upon the direct experience with "non-geek" users, Docs is the easiest-to-use scanner software to optimize all the tasks of document scanning, from capture to conversion into a PDF file.

Leveraging the best in class graphical user interface, Docs can integrate multiple scanner devices, providing unbeatable workflow consistency and easy of use. That means optimizing time, reducing costs, facilitating the control of production, shortening the learning curve of operators.



### Ideal companion for any scan device

- High Volume Scanners
- Mid Volume Scanners
- Low Volume Scanners
- Network Scanners
- MFPs (Multi Function Copier-Printer with scanning capabilities)
- Black&White
- Color

### Target Users

Any office person who knows:

- how to use a PC
- how to create a folder
- how to save a file
- how to select a file
- how to drag&drop

### Manufacturing

- Invoices
- Shipping documents
- Admin documents
- HR payroll
- Legal documents
- Trademark application and registration
- Contracts
- SLAs
- User Manuals
- Installation Guides
- Technical Guides
- Internal training material
- Customer training material
- Product Documentation
- ...



### Education/Training

- Handouts of presentation materials
- Teacher's guides
- Researchers Publications
- Course evaluation forms
- Academic Programs - Course Calendars
- Admission Documents
- Financial Aid Documentation Kits
- Welcome Packs
- ...



### Public Administration

- Forms
- Invoices
- HR documents - Payroll
- Old laws on paper
- Industry studies
- Market studies
- Researches
- Citizens letters
- Reports
- Tax documents
- Handouts of presentation materials
- Committee Meetings paperwork
- Policy Statements
- Newsletters
- Internal Training Material
- ...



### Graphic Arts/Digital Printers

- Product documentation
- User Guides
- Technical Guides
- Warranty Cards
- Short-run books
- Training material
- Newsletters
- Marketing Literature
- ...



**SUITED FOR ALL**

The scanner software Docs redefines the scanning standards into a fully optimized scanning system that addresses the broad range of new requirements in the increasingly complex environments of today's enterprises.

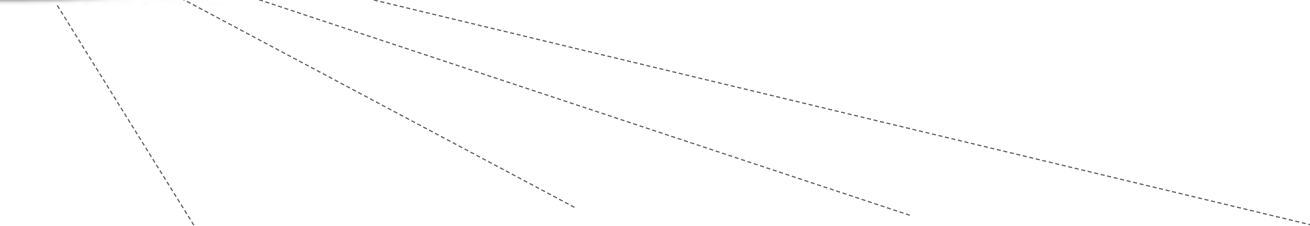
Docs reliably and quickly produces exactly the output you want, regardless of the device used for scanning.

And PDF are the ideal digital masters for document distribution, late-stage editing, preflighting, publishing on the web, archiving.

Docs brings enhanced performance and a streamlined workflow to scanning, monochrome and color. It is built for superior performance today and increasingly improved performance over time, addressing the need to drive ever-faster scanners.

Docs technology enables application- and device-independent scanning setup and processing. PDF and TIFF files that are either sent to production from the creator/publisher or generated inside the Docs architecture can be viewed, assembled and edited.

With Docs, users can easily produce accurate scan jobs and digital templates ready for next times. They can save every job so that future projects can be delivered even more quickly. Not only does Docs accelerate scanning production, but the improved accuracy and efficiency can have a real impact on overall company profitability. Without the need for highly technical or super-specialized scan personnel.



### HealthCare

- Forms
- Invoices
- Receipts
- Letters - Memos - Reports
- Procedures
- Manuals - Medical booklets
- Regulatory compliance documents
- Newsletters - Bulletins
- Patient-specific materials
- Billing statements
- Payroll
- Course materials - Training handbooks
- ...



### Finance and Legal

- Company books
- Financial statements
- Trial documents
- Lawsuit documentation
- Prospectuses and Reports
- SEC Filings and Forms
- Policies - Newsletters - Business Forms
- Procedures
- Contracts
- Board of Directors Meeting Reports
- Forms
- Fund Fact Sheet booklets
- Sales booklets (e.g. to brokers)
- ...



### Telecom/Utilities

- Invoices
- Financial Statements
- Subscription Forms
- Faxes
- Contracts
- Complain letters from clients
- Products and Services documentation
- Training material
- Prospectuses
- Newsletters
- Reports
- Competitor' sales material
- ...



### Associations and Services

- Invoices
- Shipping documents
- Statements
- Administration documents
- Credit card receipts
- Service documentation
- Reports
- Prospectuses
- Forms
- Internal training material
- ...



## Meeting the needs of our Customers

What do people demand from a scan solution? What kinds of documents are they scanning? How are the scan assets used? How can a scanning system best meet their needs?

### Corporations and enterprises

Enterprise users range from individual office users with personal scanners, through workgroups using more advanced networked or departmental products, to in-house corporate scan rooms which use high-volume scanners. Corporations require ease of use, fast training, high performance. They also consider assistance, support, and continuous software development as key criteria in making their choices.

### Productivity to operations of all sizes

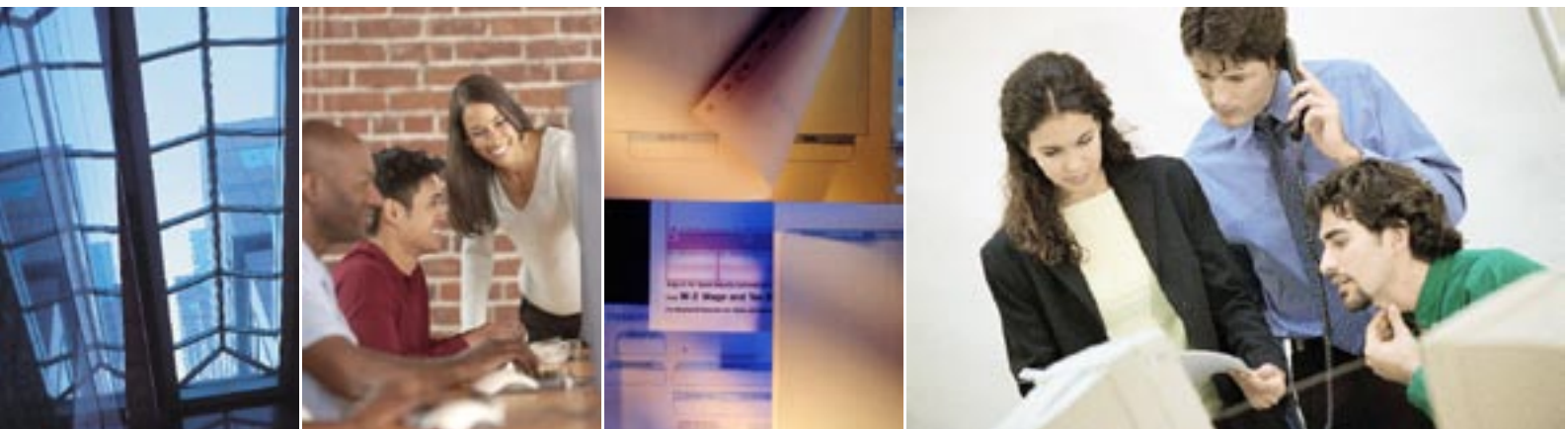
In any type of environments, the biggest issues facing scan managers are predictability, reliability, and consistency of workflow.

Docs includes the features necessary for scan print files to work seamlessly in production scanning, workgroup/mid-range, and desktop based workflows.

Organizations of all types and sizes are turning to scanner software solutions like Docs for their scanning needs. By focusing on real-world users, Ad Hoc Docs has tailored its scanner software solutions to meet their needs.

Thanks to Docs' modular architecture, operations can start with the basics and add capabilities as needed without requiring the use of different vendors for each capability or investing in more than is needed. Scalable Docs provides an entry-level system that can run in any kind of configuration.

- **“All-in-one”**: central point of control with all functions to track and manage all scanning tasks.
- **Viewing, assembling, editing, and converting scan jobs**
- **Highly flexible framework that integrates with all types of formatting and data processing operations**
- **Integrating standards**  
Docs technology supports TIFF/JPEG and PDF workflows
- **Compatibility with all major formats across workflows for seamless operation**
- **Controlled multi-channel distribution in any printable or readable format to appropriate devices**
- **Scalability**  
Adding more computers or processors to the system increases overall system capability
- **Secure, stable investment designed for scalability and flexibility to meet future growth and change**
- **No major application change to implement at user site, with physical implementation in just a few days**
- **Customization capabilities to allow user to modify and enhance the system**

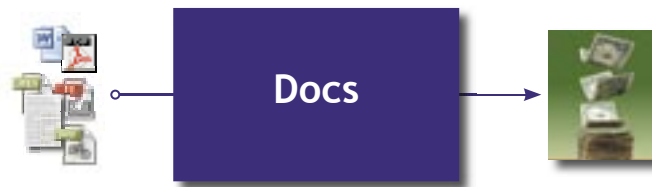




## Return on Investment

With the business environment becoming highly competitive, enterprises are looking at managing their resources in a better way as to get the maximum output. If the whole process of scanning paper documents is properly organized, companies can save a lot of money, both in terms of operating cost and in terms of the inventory cost, and time. Scanning is today one of the most cost-effective technology to maximize corporate profitability. Effective use of in-house scanning solutions contributes to enterprise profitability in many ways, including many that transcend the obvious and quantifiable ROI factors.

Docs offers quick return on investment with excellent price/value ratio, and with benefits that can be realized by any business type and size, within every industry, and during any economic cycle.



### TIME SAVINGS

- Amazingly easy to use, minimizes training needs and shortens learning curve of operators
- Userfriendliness also cuts labor time in daily scanning activities
- Easy to maintain and upgrade
- Shortcut and a number of small automated tasks: scanner users can easily optimize repetitive tasks, as well as they can quickly re-purpose existing jobs. This allows them to amortize fixed labor costs over more jobs

### MONEY SAVINGS

- Fully modular and scalable architecture, to protect your investments
- Non proprietary: fully compliant to any industry standard formats
- Reduces warehouse requirements: Docs reduces storage need for paper documents, period.

### MORE BUSINESS BENEFITS

- Time to market: Docs accelerates time-to-distribution for paper documents
- Content repurposing: Paper-to-Digital conversions with full-text searchable capabilities allows creating/sharing contents easier to read.

## Application Samples

Docs is a scanner software offering control of the entire process:

- Hard Copy Scanning
- Acquisition of Print Ready File from any media, network devices, LAN, Intranet, Internet
- Document Preview
- Format conversions
- Image Editing - Document Editing and Enhancement
- Imposition of PDF, TIFF, JPEG files
- Book Building
- Electronic Archive and Retrieval
- OCR
- Mail Merge
- Job Assembly
- Save and retrieve Jobs

## Docs Product Family

Platform  
Scan Manager  
File Manager  
View  
Editing  
Book Builder

OCR2PDF (optional)  
PDF Editor (optional)  
PDF Creator (optional)  
Digicarta DMS (optional)

## Supported Scanners

- Any Twain scanner with Microsoft Windows driver

## System Requirements

- Windows XP Professional sp2
- PC Pentium IV - 3 GHz or higher
- 1 GB RAM minimum
- SuperVGA card, min 1024x768 - 24 bit
- USB or PARALLEL port available
- CD-ROM drive (for installation)
- 400 MB of hard disk space available

## Available Languages

- English
- French
- German
- Italian
- Spanish



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