Capture, process and distribute documents with exceptional efficiency.
Maximize simplicity, efficiency and productivity.

Across multiple industries, productivity depends on smooth document workflow. The challenge is ensuring simplicity. Document-intensive processes involve multiple types and formats, several levels of software, storage and other IT architecture, plus a network of devices for input and output.

The SAVIN® GlobalScan™ Workflow Suite Family greatly simplifies this situation, replacing manual steps and work-around fixes with automation and efficiency. This versatile software accommodates virtually any document format, line-of-business application and content management software. The end result is a new benchmark for fast, flexible document management.

The user-friendly, icon-driven interface makes access capture, processing and distribution functions simple.

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Streamline Time-Consuming Processes
This open, scalable, server-based solution allows you to capture, process and distribute documents with unprecedented flexibility.

- Enhance connected multifunctional products (MFPs) and copiers with “scan-to” capabilities. Send scanned files directly to network folders, users’ desktops, content repositories, databases, e-mail systems and other destinations.
- Capture virtually any file format (text, presentations, spreadsheets) from any source (desktops, scanners, digital cameras, MFPs, digital copiers and e-mail).
- Integrate any document into any business process. Capture hardcopy documents via Savin MFPs, digital copiers or scanners, or capture e-mail or faxes.
- Manipulate files with ease. GlobalScan Workflow Suite Family processes captured documents through OCR, ICR, bar code reading and/or forms recognition.
- Automate manual document workflows. Use rules-based processing to capture, manipulate and distribute paper or electronic documents — such as invoices, job applications, or other forms — according to your specific business needs.
- Create automatic document pathways from MFPs into business-critical software, including line-of-business applications and enterprise content management systems. This helps support compliance with HIPAA, Sarbanes-Oxley and other regulations.

Protect Your Investment
Improve productivity with the hardware and software you already have in place and support centralized IT administration.

- Simplify integration with enterprise software. The GlobalScan Workflow Suite Family offers built-in integration with most leading document and content management systems, as well as a wide range of industry-specific line-of-business applications.
- Enhance the hardware you already own. GlobalScan Workflow Suite Family offers optional support for MFPs, digital copiers and scanners from most manufacturers.

Empower Your Team
The document distribution tools in this software suite provide your staff with new ways to increase productivity and reduce costs.

- Process documents rapidly. The combination of an intuitive interface and automated workflows significantly reduces processing time.
- Promote faster access. Scanning files directly into critical applications allows employees to view files quickly, confirm accuracy and keep workflow moving.
- Eliminate lost or misplaced documents with an electronic audit trail that confirms delivery of every distributed file.
- Distribute documents around the world in seconds, without the cost of overnight courier services or long-distance faxing.
Secure Global Distribution
GlobalScan Workflow Suite Standard transforms MFPs into document portals for capture, management, storage, retrieval and distribution.

- Connect up to 250 MFPs through one server, eliminating desktop scanners.
- Transmit scanned files to multiple locations. Destinations include e-mail, folder, fax, EDMS (Enterprise Document Management Systems), FTP and SFTP, Microsoft SharePoint, Lotus Domino.doc and any ODBC compliant database.
- Create custom workflows to any enterprise document management system that supports XML.
- Ensure security with network authentication, including support for Kerberos.
- Protect scanned files using 128-bit encryption and the HTTPS protocol, the industry standard for secure Web transactions.

Robust Connectivity
GlobalScan Workflow Suite Full option provides more application connectors.

- Capture files from fax servers, local or remote folders, FTP sites (secure and open) files (batch, XML, text, delimited formats, ASCII), desktops and Microsoft Office applications.
- Deliver files to e-mail applications, fax servers, folders, secure FTP sites and ODBC-compliant databases, or to output devices.
- Send files into content management software, including Microsoft SharePoint, Documentum, Interwoven, IBM CM, FileNet, OpenText and many others.

Support Other MFP Brands
GlobalScan Workflow Suite Express option adds device support and workflow tracking.

- Access all the capture, processing and distribution tools using hardware from HP, Kyocera Mita, Sharp or Xerox.
- Monitor every document transaction. Workflow tracking makes it easy to generate detailed reports that show when users deliver specific documents into content management applications and other automated workflows.

Advanced Indexing
Available with GlobalScan Workflow Suite Full, optional SMARTicket offers fast, easy workflow automation via bar code recognition.

- Each printed or electronic ticket enables you to process business documents from an MFP based on predetermined, customized workflow.
- One ticket contains all document processing and routing instructions, such as recipient, delivery method and indexing data.
- Tickets can be used repeatedly. Just scan documents with the bar code cover sheet and documents are processed according to preprogrammed rules.

GlobalScan Workflow Suite Family allows the capture of paper and electronic files from virtually any source.

Above: Optional SMARTicket software ensures consistent content capture, indexing and validation.

Right: With a single scan, you can send files to multiple users, content management applications or an output device.
Powerful Applications for Your Industry

Savin GlobalScan Workflow Suite provides a flexible, robust platform for document capture, processing and distribution.

- **Accounting.** Streamline accounts receivable and accounts payable workflows to minimize processing time and improve cash flow.

- **Human Resources.** Deliver complete documentation packages, identify errors and omissions, and accelerate the acceptance process for new hires.

- **Records Management.** Automatically capture and securely store mission-critical information for fast, easy retrieval, tracking and compliance support.

- **Legal.** Reduce the time and cost required to process litigation support documentation in law firms and corporate legal departments.

- **Healthcare.** Distribute forms on demand instead of preprinting large quantities that become obsolete when forms change.

- **Financial.** Eliminate the need for outsourced scanning and document delivery, and shorten time to access for critical information.

- **Transportation.** Deliver bills of lading and manifests upon arrival to significantly reduce the billing and payment cycle.

Versatile, Any-to-Any Document Management

Savin's GlobalScan Workflow Suite Family automates traditionally time-consuming, document-intensive business processes with remarkably flexible technology for capture, processing and distribution. This powerful software helps organizations of all sizes enhance productivity, efficiency and overall profitability.
GlobalScan Workflow Suite Standard Edition provides “out-of-the-box” connectors that scan documents directly to common destinations and business applications. The Workflow Suite Standard Edition offers additional capture, management, storage and distribution of documents scanned from GlobalScan-enabled multifunctional devices.

GlobalScan Workflow Suite Standard Edition supports the transmission of scanned documents to:

- E-mail
- Network Folder/Home Folders
- Fax
- FTP/SFTP
- Microsoft SharePoint
- Lotus Domino.doc
- Any ODBC-Compliant Database
- Any Enterprise Document Management System (that supports XML data exchange)
- Scan-to-Printer
- Scan-to-Desktop PC

The GlobalScan Workflow Suite Express option enables additional functionality to GlobalScan Workflow Suite Standard, including: basic image clean-up, basic barcode recognition, workflow reports (who, where and when), notification via e-mail, fax and print of job completion/failure to the user. It also supports connections to competitive MFPs from HP, Kyocera Mita, Sharp and Xerox.

The GlobalScan Workflow Suite Full option enables additional functionality to GlobalScan Workflow Suite Standard, including: capture from more than 24 enterprise document management systems and advanced image clean-up with additional options for forms processing, Bates stamping and intelligent cover sheet routing.

For a complete list of GlobalScan capabilities and supported enterprise document management systems, please visit www.savin.com