



# Net.Scan



## Make Your Office More Efficient By Getting Rid of Paper!

*Easy archiving of paper documents*

*Gives multiple offices and remote employees ability to view paper documents*

*Saves you money by eliminating time to file and retrieve paper documents*

*Documents are backed up—part of your disaster recovery plan*

*Powerful search engine quickly finds any document*

*No limit to the type of documents you can scan*

Paper documents are hard to share, costly to file, take up a lot of storage space, and are difficult to retrieve. Wouldn't it be great if you could eliminate all that paper, store it on your server, and retrieve it with a simple click on a link? Now you can with Net.Scan.

Net.Scan allows you to scan a single or batch of paper documents into a specified folder. Net.Scan converts your paper documents into easy-to-use PDF files. All the text within the file is searchable — imagine every word a key word for retrieval!

Retrieval is easy — just use the powerful search engine or click on the link to the file.

Net.Scan offers so much in the way of business efficiency and productivity. The advantages of a paperless office are:

- Employee time to file paper is eliminated
- Multiple offices can access the same document instantly
- All documents are stored centrally and backed up in case of a disaster
- Retrieval of documents is quick and easy with the search engine
- Net.Scan can be used for all types of paper documents (i.e. signatures on counter orders, customer confirming orders, A/R check stubs, A/P invoices, blanket order contracts, etc.)

### Simple Operation

1. On the scanner, select the destination folder. *This determines the folder where the documents will be stored.*
2. Scan the document(s).

That's it! Net.Scan does the rest. The PDF file is created, stored in the correct folder, and the search engine index is updated—all in a matter of seconds!



# Net.Scan for Office Efficiency

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## How It Works

When you scan your documents, a PDF file is created. The PDF file format Net.Scan uses allows anyone who has the free Adobe Acrobat Reader installed on their computer, to view the documents. PDF files can be viewed, saved to your PC, emailed, or printed. This makes it easy for any user you want to view the files, without worrying about software versions, computer platforms, etc.

Net.Scan automatically takes the PDF file created when you scanned the documents and moves it into the specified folder. All the text is automatically indexed, meaning every word becomes a key word for searching. No one has to enter key words or review each document like some other scanning solutions.

Net.Scan offers you multiple ways to retrieve a document. The easiest is to simply type in your key word(s) into the search engine and click on the link. Alternatively, you can specify the type of document and date range to choose from a list of PDF files.

## Security

You control who has access to which files. For every type of document, you assign specific users permission to access. Flexibility gives you control. You can allow all employees to access some types of documents, while restricting access of other types to only certain employees.

## In Summary

Net.Scan is a fast, easy to use product that gets rid of piles of paper. In a fraction of the time it takes to file and retrieve paper documents, you can scan them and with a click of your mouse see them on screen.

## Hardware and Software Requirements

We recommend Xerox and Canon scanners with OCR capability. If you have an existing scanner, please call our office so we can help you determine compatibility.

Net.Scan requires Enlighten.Net's Net.Report v2.