





Virtually all companies today have the ability to scan and distribute documents. Often that scan is performed as part of a task that's subsequently repeated by others in the organization, such as an approval for a project or an expense that's submitted to another employee or department. This information is often entered manually or combined with other information and saved into a central database such as an accounting or human resources system. Process and workflow repetition can cause time delays, additional labor costs, and, sometimes, data entry errors.

COMMON WORKELOWS AND APPLICATIONS

Think about the level of functionality and document access needed in departments where a large number of transactions occur.

MANAGING EMPLOYEE EXPENSES

Expense receipts and reports are typically scanned by employees, e-mailed to themselves, sent to finance, presented for approval, and entered into the accounting system.

INVENTORY AND SHIPPING ORDERS

Newly received inventory and shipping orders require signatures for approval and billing. They also need to be digitally filed, distributed, and searched. Future access to those orders is required as well.

HOSPITAL OR GOVERNMENT INFORMATION COLLECTION

HIPAA compliance considerations and the need to comply with recordkeeping and information governance policies are key requirements.

MANAGING FINANCIAL DATA

Remote workers require access to documents and files while offsite. They need to print, scan, and share their documents while visiting the main office.

DOCUMENT CAPTURE AND DISTRIBUTION SOLUTIONS FROM CANON

Document Capture and Distribution Solutions from Canon can help employees to efficiently digitize their documents and data, share it with customers, suppliers, and co-workers, and integrate it into existing systems and workflows. This can help minimize the amount of paper handling required to process information and can help establish customized, secure, and automated document routing.

Document Capture and Distribution Solutions from Canon can support basic to advanced scan to e-mail, scan to network folders, and optical character recognition (OCR) functionality. As organizations look for enhanced security, streamlined workflow, and third-party application integration to support their document workflow requirements, Canon can help support these with various server, serverless, or cloud-based solutions.

STANDARD ON imageRUNNER ADVANCE

UNIVERSAL SEND

Scan to e-mail and/or networked folder

Support for multiple file formats including OCR and scan to native formats (.docx and .pptx) (text box conversion)

SERVERLESS SOLUTIONS

AUTHORIZED SEND

Adds additional security by restricting scan and send capabilities to authorized users and controlling send destinations

Can support Common Access Card (CAC) environments and Personal Identity Verification (PIV) server with optional Smart Card Service

Supports connection to Microsoft Exchange Server and Office 365 (Microsoft* Exchange Online and Microsoft SharePoint Online)

Supports Gmail and Office 365 (Microsoft Exchange Online and Microsoft SharePoint Online) for Authentication Support

SERVER-BASED SOLUTIONS

SHARESCAN

Supports SMB to Enterprise

Scan to Microsoft Word and Excel (true conversion scanning)

Advanced processing tools to increase scanned document usability

Extensive list of available direct connectors

Extensive device support (non-MEAP, scanners, phone, etc.)

uniFLOW

Supports SMB to Enterprise

Scan to native formats (.docx and .pptx) (text box conversion)

Advanced processing tools to increase scanned document usability

Create customized connections to back end systems

Personalized, follow-me scan function

Connection with various cloud applications

CLOUD-BASED SOLUTIONS

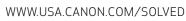
ADVANCE CLOUD PORTAL

MEAP Web Application for imageRUNNER ADVANCE

Scan directly to Google Drive

Print directly from Google Drive











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