

One platform solution

Document scanning

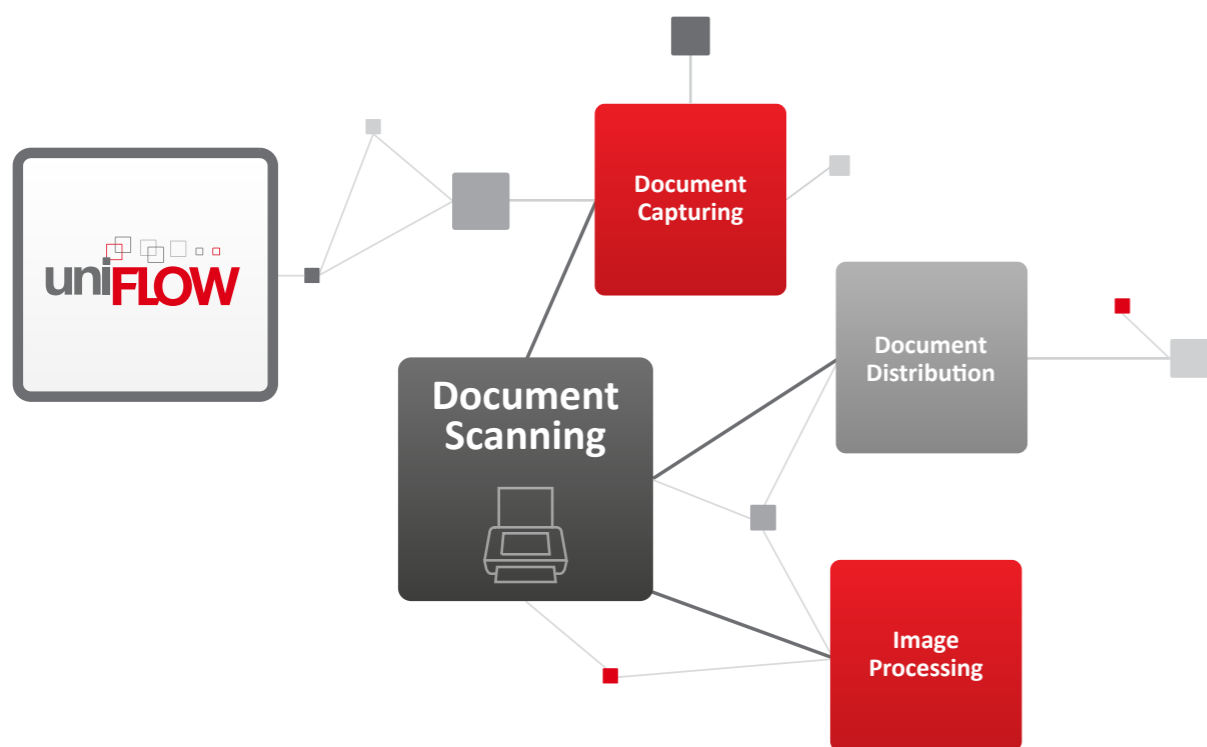
uni**FLOW**





Create intelligent document processes

uniFLOW is a complete scan management software designed to provide optimum value when digitalizing documents. The software provides better control of documents and increases employee efficiency. The lean intuitive user interface and secure personalized scan workflows that follow users around the organization reap immediate benefits. The combination of uniFLOW scan functionality with secure printing features creates a holistic business solution for document management processes.



Convenient scanning from your Canon devices

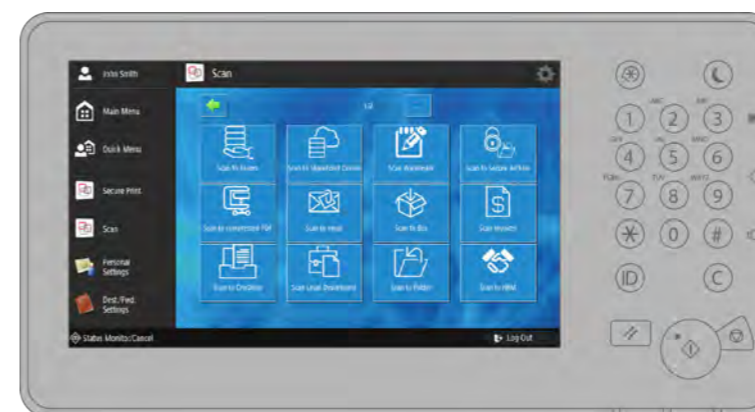
With uniFLOW, documents are scanned directly from Canon imageRUNNER ADVANCE devices and Canon imageFORMULA Scanners into prescribed business processes to meet your specific requirements.

Multiple authentication options

With uniFLOW, device access can easily be controlled. Employees can choose from multiple authentication options e.g. card login, username/ password, PIN code, job code and anonymous login to identify themselves at the device. Users can be granted different access rights to various functions depending on their job function, department or individual responsibilities.

Personalized scan workflows

Your employees are likely to have different scanning requirements depending on their job role. An administrator can assign different workflows to individuals or groups, which will deploy automatically to all supported devices, presenting the same user interface and experience. It is possible to configure up to 12 different scan workflow buttons on the scan device screen so the correct workflow is available immediately.





Convenient scan interface

Upon selecting a scan workflow, an intuitive scan interface is displayed to start the scan process. Once scanning is completed, a preview of the document is generated, allowing the user to verify the scan job before sending it to the appropriate document storage



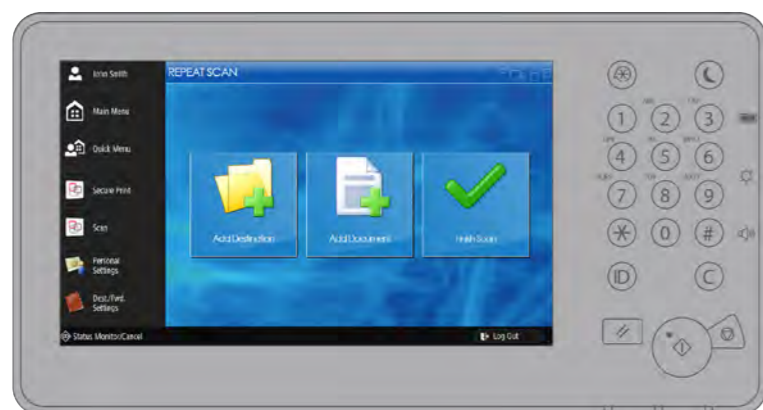
Unified printing and scanning

When operating on Canon multifunctional devices, users will have the same user interface for both printing and scanning. Once logged on, users can select their personalized scan workflows or their secure print queue, creating a unified user experience.



Subsequent scan workflows

By providing the capability to repeat scan workflows, uniFLOW minimizes the time a user spends at the scan device and increases efficiency of scan processes. Users can simply scan an additional document to the same destination while retaining previously entered meta data. It is also possible for users to send a scanned document, with previously captured meta data, to an additional destination without needing to rescan the original.



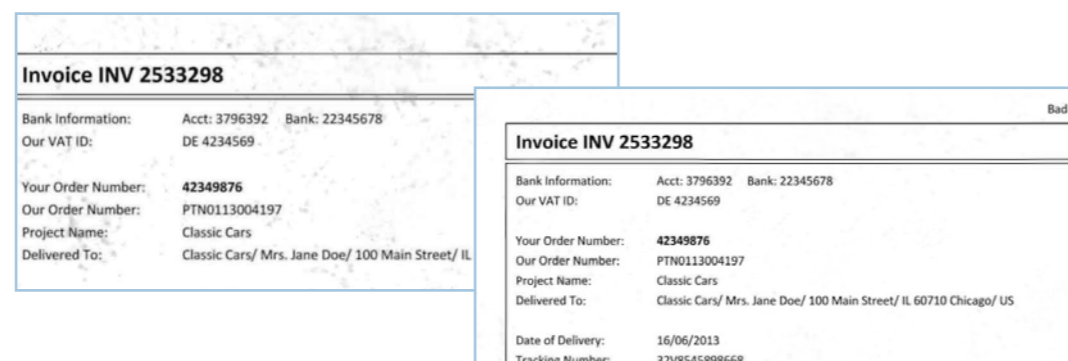


Fast and flexible processing of scanned images

Document capture is more than simply digitizing for document storage. Your documents contain valuable business information so must be easily retrievable and accessible. uniFLOW document processing prepares your documents for back-end processing and long term storage, with various image cleanup and OCR processes, and outputs to a variety of file formats including editable Microsoft Word and Excel®.

Enhanced image quality

Clean images are essential to any document imaging workflow. uniFLOW can automatically enhance the quality of scanned images. Pages can be automatically rotated, despeckle and deskew operations can improve image quality and OCR accuracy and lines or dark borders can be removed without user interaction.



Automatic text recognition

Using the highly accurate, embedded I.R.I.S. Optical Character Recognition (OCR) technology, text within documents can be automatically identified and applied to PDF files as a search layer or editable text within Microsoft Word or Excel® documents.

Included functionality:

- Highly accurate OCR engine: supporting 137 languages including all Latin languages, Greek and Cyrillic
- Multilingual recognition: up to 8 different languages per page
- Page layout analysis: automatic detection of text, graphic, table and barcode zones
- User lexicon support: user lexicons containing specific terms that can be loaded into the engine

Structure through barcode/ blank page recognition

To reduce error-prone tasks like naming, splitting, filing or indexing, uniFLOW can recognize blank pages and/or read 1D/2D barcode values from digitized documents, bringing structure and automation to your scanning processes.

Included functionality:

- 1D/2D barcode support: A wide range of barcodes covers the most popular ones such as code 39, EAN or code 128 as well as QR Codes
- Blank page removal: Blank sheets can automatically be removed or inserted to separate batch scan jobs
- Splitting: documents can be automatically split into individual pages or page ranges.

Fast encryption and conversion

Paper documents can be automatically transformed into various electronic formats to suit your needs.

- PDF & PDF/A Support: PDF/A-1b available for long term archiving, certification and/or encryption
- Encrypted PDFs: for a secure transfer of documents within the network, PDFs can be password protected
- Native Microsoft Office Conversion: convert to editable formats such as Microsoft Word or Excel®, maintaining the general document layout
- Simultaneous conversion: scans can be converted multiple times, simultaneously sending different formats to different locations





Powerful compression

As cloud storage becomes increasingly popular, network link congestion and storage capacity are increasingly important to IT managers. uniFLOW offers hyper-compressed PDF or XPS formats, which are up to 50 times smaller thanks to the unique I.R.I.S. iHQC™ technology, to reduce the impact on network traffic and storage capacity.

Bi-directional database validation

Document meta data entered manually on the display of the Canon imageRUNNER ADVANCE, Canon imageFORMULA desktop scanner or captured automatically using OCR can be validated against your company database on the fly and used to automatically populate other index fields, preventing errors and improving productivity.

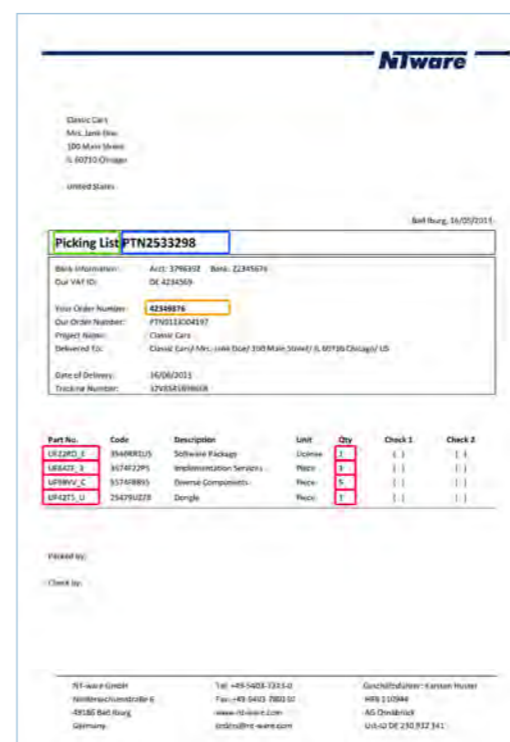


Scan watermarking and bates stamping

uniFLOW incorporates scan watermarking (including Bates stamping) for improved business security. Scan watermarks are fixed to a document and cannot be changed by anyone who opens and processes the watermarked document. Watermarks may be used to prove authenticity of a document. Scan watermarks can be fixed text e.g. confidentiality, copyrights, customer name, variable data utilizing the uniFLOW tokens or variable text e.g. user name, time and date, printer management fields, job ID etc. Watermarks can also comprise free text created directly at the scan device or Bates stamping.

Bates stamping - also known as Bates numbering, Bates branding, Bates coding or Bates labeling - is a type of watermark used in legal and medical fields to provide automatic consecutive numbering of scanned images.

Automated forms processing



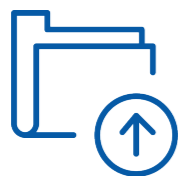
When processing a multitude of different printed forms, manual data entry is time-consuming and prone to human error. With uniFLOW, different layouts can be recognized automatically and data can be captured via zonal OCR or barcodes. At the point of scanning, the user can validate the captured data directly on the display of the Canon imageRUNNER ADVANCE or Canon imageFORMULA desktop scanner.

- Recognize, structure and capture data via zone OCR or barcodes
- The system can be trained to recognize different formats
- Once recognized, documents can be processed according to a specific workflow
- Users can remain in control and override automatic choices if required



Distributed to where documents are required

Once captured and processed, uniFLOW can easily distribute documents to a variety of destinations including Microsoft SharePoint®/ SharePoint® Online, Therefore™/ Therefore™ Online, RightFax or Hyland OnBase® as well as to popular cloud-based destinations such as Microsoft OneDrive®/ OneDrive® for Business, Google Drive™ or Dropbox.



Standard

- Email
- Folder
- FTP
- Microsoft Exchange
- Print Room
- WebDAV



Cloud destinations

- Box
- Dropbox
- Evernote®
- Google Drive™
- LEAP (only Cloud)
- Microsoft OneDrive®
- Microsoft OneDrive® for Business
- Microsoft SharePoint® Online
- NetDocuments
- Therefore™ Online



DMS/ ECM-systems

- AFAS VIA/SBT
- Biscom Faxcom Anywhere®
- CMIS
- Content Worker
- DMSforLegal
- Everial
- Hyland OnBase®
- iManage Work
- Kivi
- Laserfiche
- Lexis Affinity™
- M-Files
- Microsoft SharePoint®
- NEDAP Ons
- Vitec Next
- OpenText Content Server
- OpenText RightFax
- Peppermint CX
- PlanCare
- Square9 GlobalSearch®
- Therefore™
- XMedius
- XPLAN
- YouForce

Immediate benefits

Increase document security



uniFLOW requires users to authenticate at the device to prevent unauthorized use of Canon imageRUNNER ADVANCE devices and Canon imageFORMULA scanners.

Cut document storage costs



An effective document scanning and storage process can replace physical storage, thus reducing costs for office space.

Job distribution

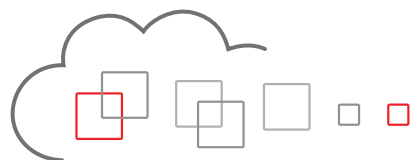


Documents can be scanned directly to a variety of destinations which means that organizations can use the same file hosting or document management system that they use for other processes instead of being forced to introduce an additional system or service.

Improve productivity



Personalized scan workflows can improve productivity through automated meta data extraction, back-office integration and database validation. The capture of meta data prevents errors caused by manual input. Digital documents can be retrieved and processed faster.



www.uniflow.global
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