# v7

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DocuWare®

**Docuware helps you manage many types of documents in your organization, making sure that every document is categorized correctly and is easily accessible and searchable by people who needs it, at any time and from any location. A document is fully available and easy to find only when it has the correct properties or indexes. Making sure that document properties are properly populated can be time consuming, especially with paper documents which have no properties to begin with, until you provide them. Scanning and indexing paper documents take your time away from important business tasks. With our new Docuware connector, ScannerVision will optimize your scan process and let you focus on your business.**

In the Docuware application, documents are stored in a file cabinet. A file cabinet defines which set of fields belongs to a group of documents. A file cabinet usually contains documents of the same type, or documents that belong to a specific department. These fields are filled with values or indexes, which can be entered in the Docuware application. When you need to scan and archive documents, you go to your MFP and scan the documents to a temporary folder. Once the documents have arrived, you open the Docuware application and import these files to a document tray. After previewing a specific document you decide which values go into the fields and store the document. And then you go to the next one.

With ScannerVision you are able to do all three steps (scan, index and store) directly from the MFP. You do not need to preview the scanned document because you have the original document in front of you. Not only will this save you time, the document will go straight into the file cabinet making it immediately accessible and searchable by authorized employees.
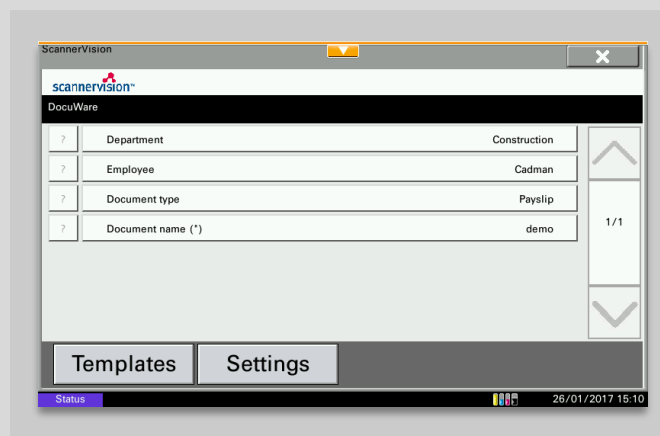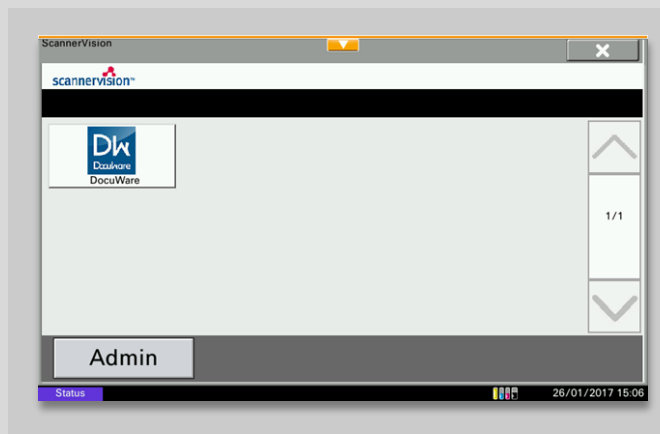
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Most of the time you will be scanning a stack of papers that have similar indexes. An example of this would be performance reviews of employees from a specific department and a specific year. With ScannerVision you are able to prepopulate a number of fields with a press of a button, or by using barcodes, instead of having to enter a value to each and every field of every document. And since you are able to do this directly on the MFP, the document will be sent to Docuware complete with indexes, so that it can be searched immediately, saving you time and effort and optimizing your business process.

Other business critical documents that can benefit from this quick and simplified scan process include, but not limited to:

- Travel expenses form
- (Signed) contract
- ID document
- Delivery note
- Certificate

By having ScannerVision as your scan solution all your paper documents will be stored, searched and retrieved easily, quickly and reliably.

**Your benefits in a glance:**

- **Simplify and significantly reduce the number of steps required to archive paper documents.**
- **Have a uniform scan process for every cabinet.**
- **Set document properties directly on the MFP.**
- **Since the scanned document goes directly to a cabinet, the document is immediately available and searchable.**