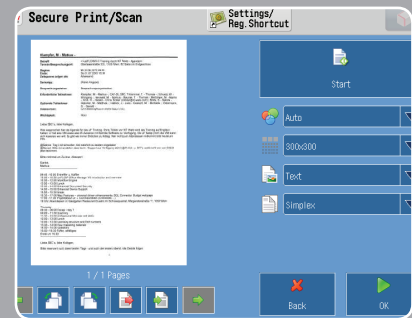
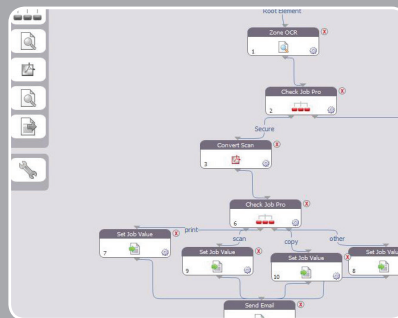
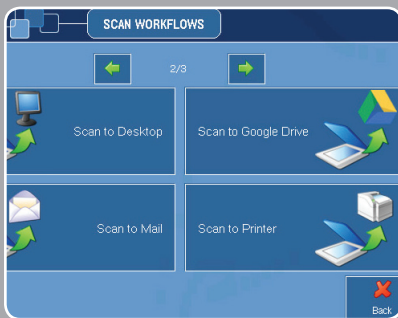


# Advanced Scanning

uniFLOW allows users to distribute documents around the organization to help improve productivity and compliance issues. Users can be shown a series of personalized workflows that are relevant to their job role allowing them to scan documents directly into the relevant business process or back end document management systems.



## Multiple Formats

uniFLOW can convert paper documents into a variety of different formats and store them in multiple destinations. For storage, uniFLOW can convert the paper documents into highly compressed PDF and PDF/A files. If the paper document needs to be re-used, uniFLOW can convert it into an editable format such as Microsoft Word DOCX. Converted documents can be sent to the user via email, stored on a file or FTP server or in a document management system such as Therefore, Microsoft SharePoint or Google Docs.

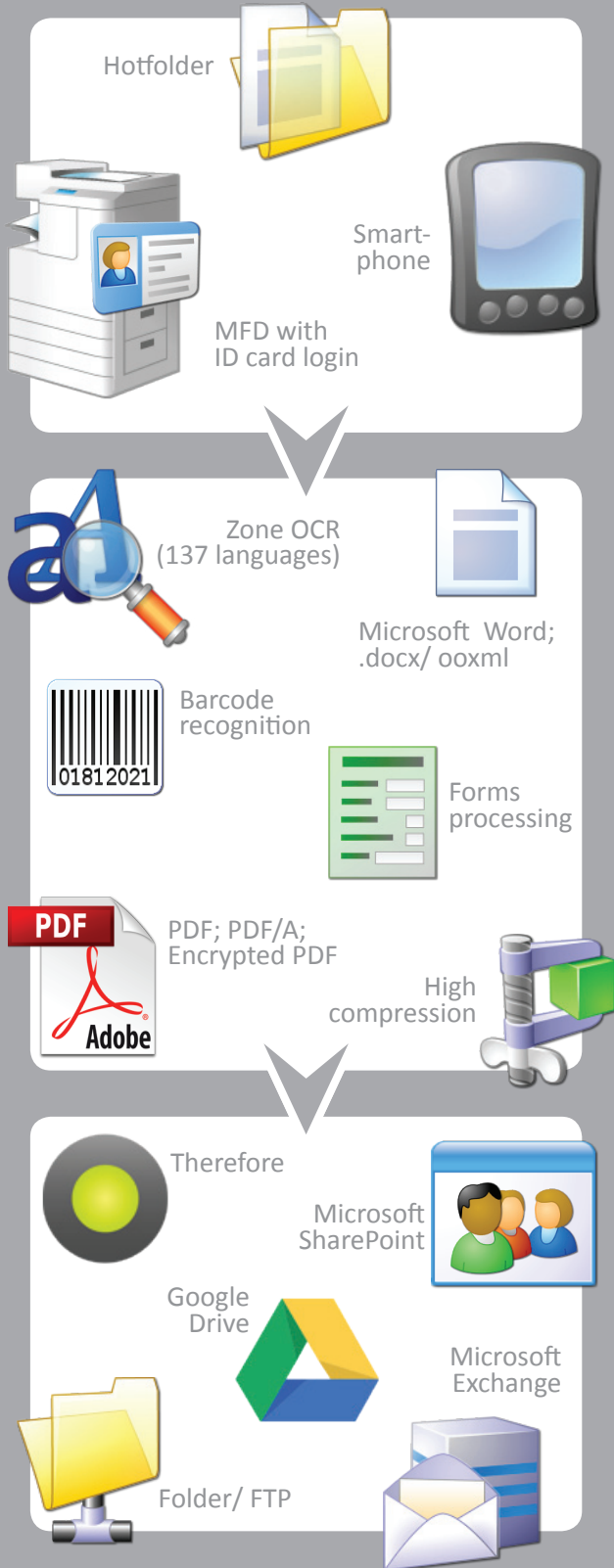
## Personalized Workflows

Users have different scanning requirements depending on their job role. uniFLOW allows users to identify themselves at the Canon imageRUNNER ADVANCE device with their proximity card and see only the scanning workflows that are relevant for them. The administrator can decide which workflows should be accessible to each department and which workflows are available for everyone. For example, HR would see workflows allowing them to scan holiday forms while Sales would be able to scan in their orders.

## One Platform

uniFLOW is built as a single platform solution, providing administrators with a single console to configure different areas of functionality through a single administration interface with a single set of user accounts. Organizations that start using uniFLOW for scanning can add other functionality, such as secure mobile printing or print and scan accounting, just by purchasing an additional license code. The existing configuration of users, groups, card numbers and access rights is shared regardless of which functionality of uniFLOW is being used.





## Features and Benefits

■ **Unified Management and Control** - uniFLOW is administered through a single management console, reducing configuration effort and ensuring that the administrator only has to learn one interface.

■ **Personalized Workflows** - Administrators can configure different scanning workflows for different users or groups using a simple drag-and-drop editor. When authenticating at the device, the user sees their available workflows as a series of buttons making it simple for the user to access the functionality they need without seeing the workflows they don't.

■ **Forms Processing** - Zonal OCR and Barcode Recognition can be used to process forms faster. Information taken from the form can be presented back to the user for confirmation and be validated against a live database to ensure accuracy before being sent to back office systems.

■ **MFD, Mobile and Server Based Input**- uniFLOW does not only work with paper based originals scanned from a MFD but allows electronic images to be processed as well. These could be from a server based process or even a photograph of a document emailed to uniFLOW from a smartphone.

■ **Convert Paper Documents to Formatted, Editable Versions** - Paper documents can be converted to highly compressed PDF and PDF/A formats allowing them to be sent or stored easily. Scans can be converted into editable formats such as Microsoft Word DOCX using the built-in 137 language OCR engine removing the need to retype or reformat documents that only exist on paper.

■ **Integration with Back Office Systems** - uniFLOW can send scanned documents via email servers such as Microsoft Exchange with or directly to document management systems including Therefore and Microsoft SharePoint. uniFLOW can send documents and XML information to a hot folder to be imported into any back office system.

