



Distributed Document Capture

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One of the most important ways that a company can streamline document organization is to capture documents at the point they enter the organization. For sites that are remote to the home office, or even located within different parts of the same building or campus, this means scanning them, encrypting them, and sending them to the host server. And iKAN Software has been offering this solution over the web since 2002.

It's a fact that moving documents around in paper form can be both costly and time consuming, and impede your ability to compete effectively.

By implementing a document scan/capture program at your organization end points, you shed some pain and realize gain:

- You minimize the need to copy the document
- You save personnel time by handling the document once
- You reduce the float time it takes to get the document delivered via mail
- You reduce the cost of both overnight and standard mail delivery
- You lower the instance of lost or delayed documents
- You get the document into a managed state right away
- You adhere to proper governance and chain of custody issues that you need to comply with

You can now take a low cost document scanning device such as a Fujitsu Scanner or digital copier, and using iKAN Capture software solutions, implement either ad hoc (single document at a time) or batch (multiple documents at a time) scan routines. We'll help you implement a solution that works the way you need it to.

**End the paper chase in your office.
Contact us today for more information.**

With Distributed Document Capture:

- Tie in your remote offices
- Reduce mailing costs
- Speed processing time
- Integrate with tools like Microsoft Sharepoint for routing and workflow
- Use Bar code technology or OCR to get even more important benefits
- Employ compression software for improved performance

When surveyed, XX percent said they were sss a distributed scanning solution.

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