



Softlog.Scan

Capture and allocate the cost of every scanned document.



The increasing popularity of multifunction devices means that organisations are now utilising a range of features including scanning to capture documents. This represents a real cost to organisations which could be allocated and recovered from clients.

Softlog.Scan provides organisations with a powerful and easy to use scan monitoring system. Packed with features, Softlog.Scan effectively controls and manages access to your scanning equipment. The system ensures staff allocate each job against an appropriate account code, job, activity or cost centre.

Desktop Convenience

When staff perform scan jobs into a multifunction device (MFD) and by the time they return to their own desk their scan jobs are conveniently waiting for them in their Softlog desktop module. By nominating the correct account code, job, activity or cost centre, staff can then release their scanned jobs to file or email. Without the correct allocation details Softlog.Scan will not allow a job to be released or transmitted.

Scan to File

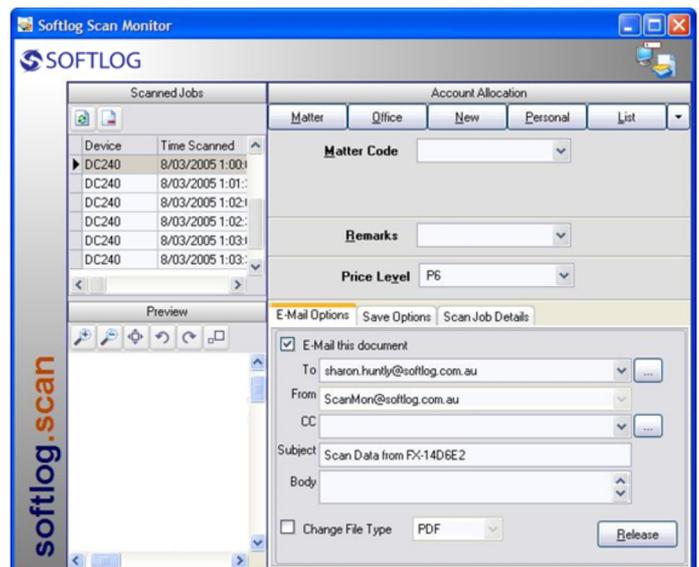
Working from individual desktops, Softlog.Scan allows users to release a scanned job and save it to a file. Staff simply select the destination path and choose the appropriate file format in which to save their scanned document for example; PDF, TIF, GIF or JPG.

Scan to Email

Softlog.Scan makes document transmission a simple one-step process. Users can release and email scanned jobs directly from the system. Our feature rich software allows users to add a subject, detailed message and even choose the attachment file format, for example; PDF, TIF, GIF or JPG.

Personal Lists and Look-ups

Softlog.Scan features personal lists and look-up menus for ease of navigation. The system automatically creates a “most recently used code” list for each user and allows individuals to create “personal” lists to automate their workflow. Allocating correct codes is made simple with Softlog.Scan.



Softlog Enterprise Management Modules

The Softlog.Enterprise modules comprises of powerful management and administration applications that allows organisations to tailor each module specifically to their requirements, ensuring that every transaction is recorded with as little user input as possible. This results in dramatically increased recovery levels and subsequently higher revenue.