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ImageRUNNER ADVANCE

DOCUMENT CAPTURE AND DISTRIBUTION

Virtually all companies today have the ability to scan and distribute documents. Often that scan is performed as part of a task that's subsequently repeated by others in the organization, such as an approval for a project or an expense that's submitted to another employee or department. This information is often entered manually or combined with other information and saved into a central database such as an accounting or human resources system. Process and workflow repetition can cause time delays, additional labor costs, and, sometimes, data entry errors.

COMMON WORKFLOWS AND APPLICATIONS

Think about the level of functionality and document access needed in departments where a large number of transactions occur.

MANAGING EMPLOYEE EXPENSES

Expense receipts and reports are typically scanned by employees, e-mailed to themselves, sent to finance, presented for approval, and entered into the accounting system.

INVENTORY AND SHIPPING ORDERS

Newly received inventory and shipping orders require signatures for approval and billing. They also need to be digitally filed, distributed, and searched. Future access to those orders is required as well.

HOSPITAL OR GOVERNMENT INFORMATION COLLECTION

HIPAA compliance considerations and the need to comply with record-keeping and information governance policies are key requirements.

MANAGING FINANCIAL DATA

Remote workers require access to documents and files while offsite. They need to print, scan, and share their documents while visiting the main office.

DOCUMENT CAPTURE AND DISTRIBUTION SOLUTIONS FROM CANON

Document Capture and Distribution Solutions from Canon can help employees to efficiently digitize their documents and data, share it with customers, suppliers, and co-workers, and integrate it into existing systems and workflows. This can help minimize the amount of paper handling required to process information and can help establish customized, secure, and automated document routing.

Document Capture and Distribution Solutions from Canon can support basic to advanced scan to e-mail, scan to network folders, and optical character recognition (OCR) functionality. As organizations look for enhanced security, streamlined workflow, and third-party application integration to support their document workflow requirements, Canon can help support these with various server, serverless, or cloud-based solutions.

STANDARD ON imageRUNNER ADVANCE

UNIVERSAL SEND

- Scan to e-mail and/or networked folder
- Support for multiple file formats including OCR and scan to native formats (.docx and .pptx) (text box conversion)

SERVERLESS SOLUTIONS

AUTHORIZED SEND

- Adds additional security by restricting scan and send capabilities to authorized users and controlling send destinations
- Can support Common Access Card (CAC) environments and Personal Identity Verification (PIV) server with optional Smart Card Service
- Supports connection to Microsoft Exchange Server and Office 365 (Microsoft® Exchange Online and Microsoft SharePoint Online)
- Supports Gmail and Office 365 (Microsoft Exchange Online and Microsoft SharePoint Online) for Authentication Support

SERVER-BASED SOLUTIONS

SHARESCAN

- Supports SMB to Enterprise
- Scan to Microsoft Word and Excel (true conversion scanning)
- Advanced processing tools to increase scanned document usability
- Extensive list of available direct connectors
- Extensive device support (non-MEAP, scanners, phone, etc.)

uniFLOW

- Supports SMB to Enterprise
- Scan to native formats (.docx and .pptx) (text box conversion)
- Advanced processing tools to increase scanned document usability
- Create customized connections to back end systems
- Personalized, follow-me scan function
- Connection with various cloud applications

CLOUD-BASED SOLUTIONS

ADVANCE CLOUD PORTAL

- MEAP Web Application for imageRUNNER ADVANCE
- Scan directly to Google Drive
- Print directly from Google Drive

Business Problems. Solved.

Output Management | Document Capture and Distribution | Mobile Solutions | Information Management and Workflow | Device Management

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