

Image Everywhere Scan Pro

User Functions

Ver. # 3.01

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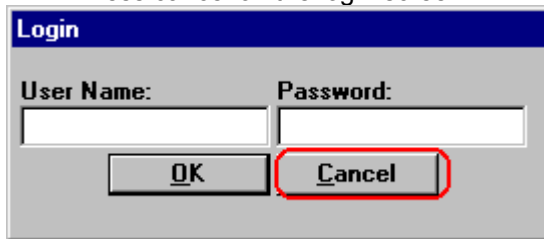
Non Graphical Documents And Other Files:

Adding Other Documents

Logging In

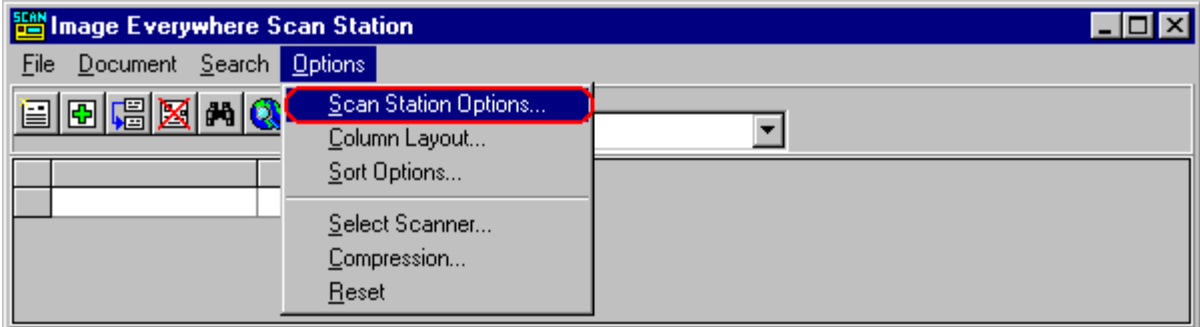
Before logging in, you need to tell ImevScan the name or IP address of the Imaging Server.

- Press cancel on the login screen.

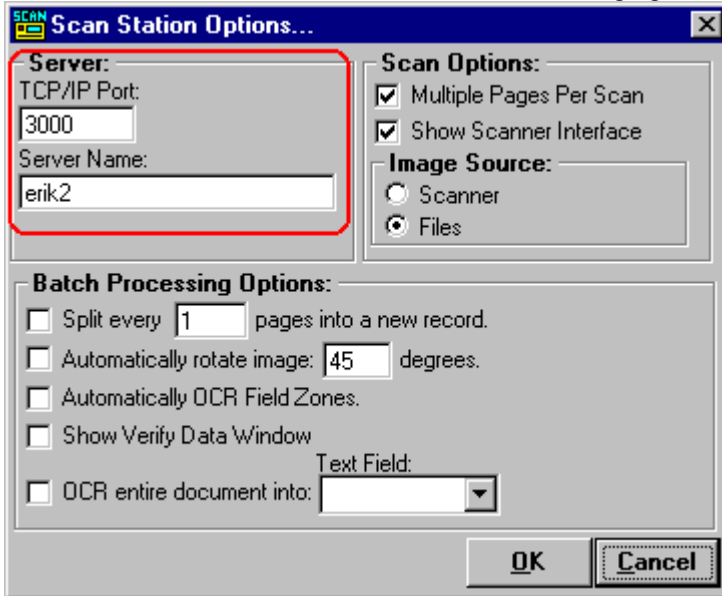


The image shows a standard Windows-style dialog box titled "Login". It contains two text input fields, one labeled "User Name:" and one labeled "Password:". Below these fields are two buttons: "OK" and "Cancel". The "Cancel" button is highlighted with a red rectangular border.

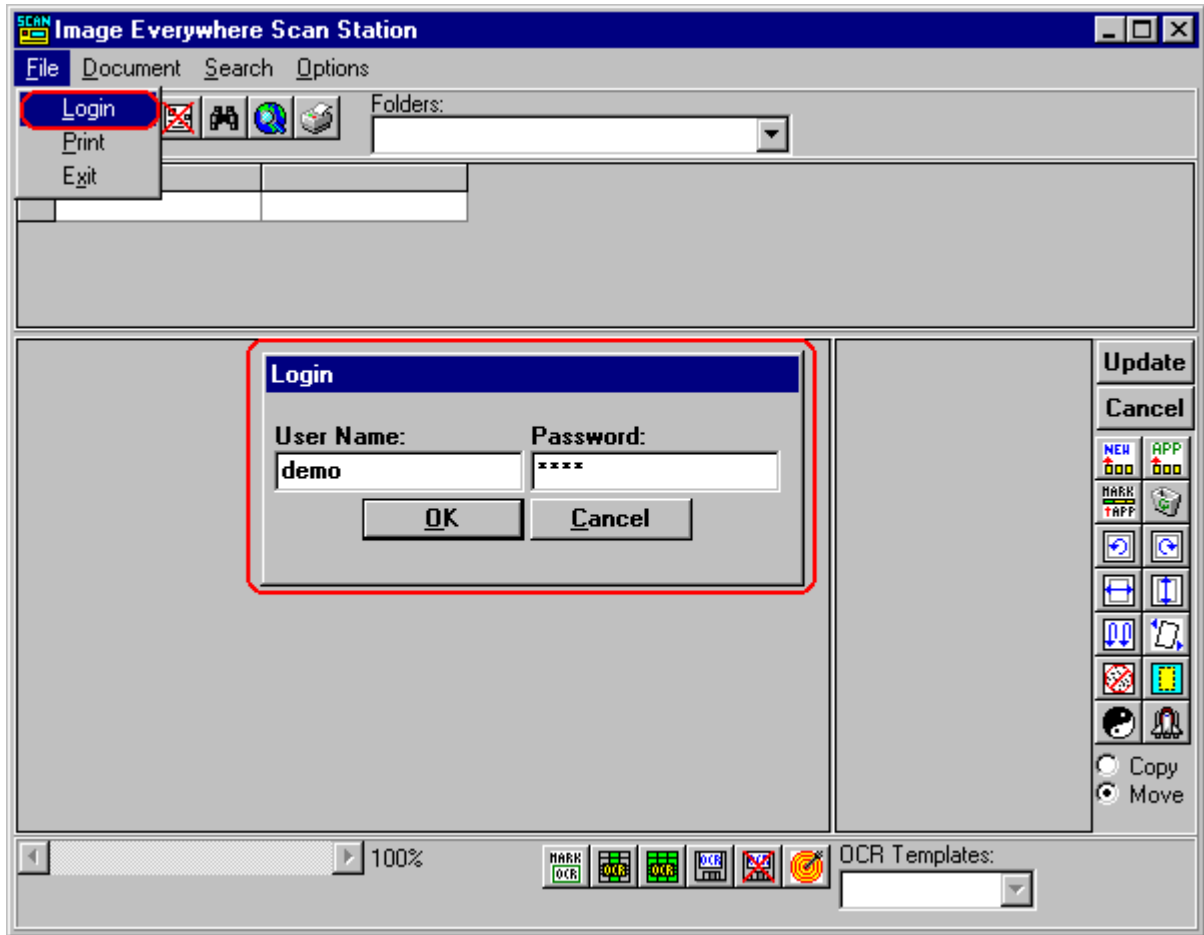
- Select "Scan Station Options" from the "Options Menu".



- Enter the Port number to connect to the server. (Default is 3000)
- Enter the DNS name or IP address to the imaging server.



- Press OK when finished.
 Contact your network administrator if you don't know the proper settings for the TCP/IP Port and Server Name.
- From the "File" menu, select "Login" and enter your login name and password.

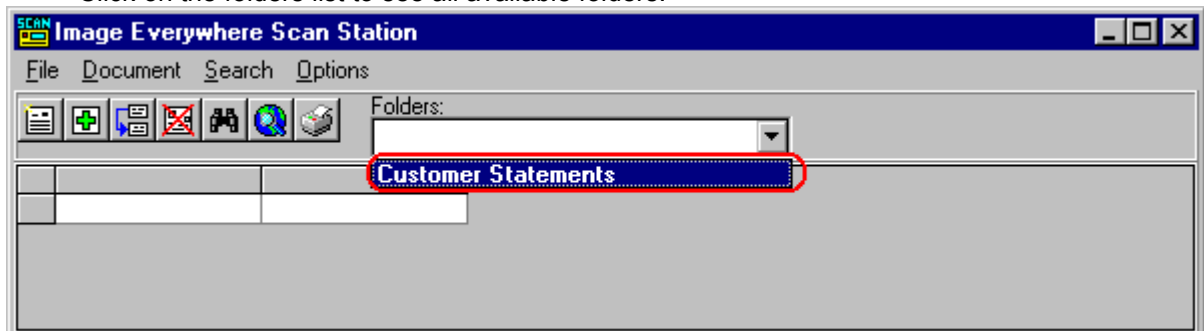


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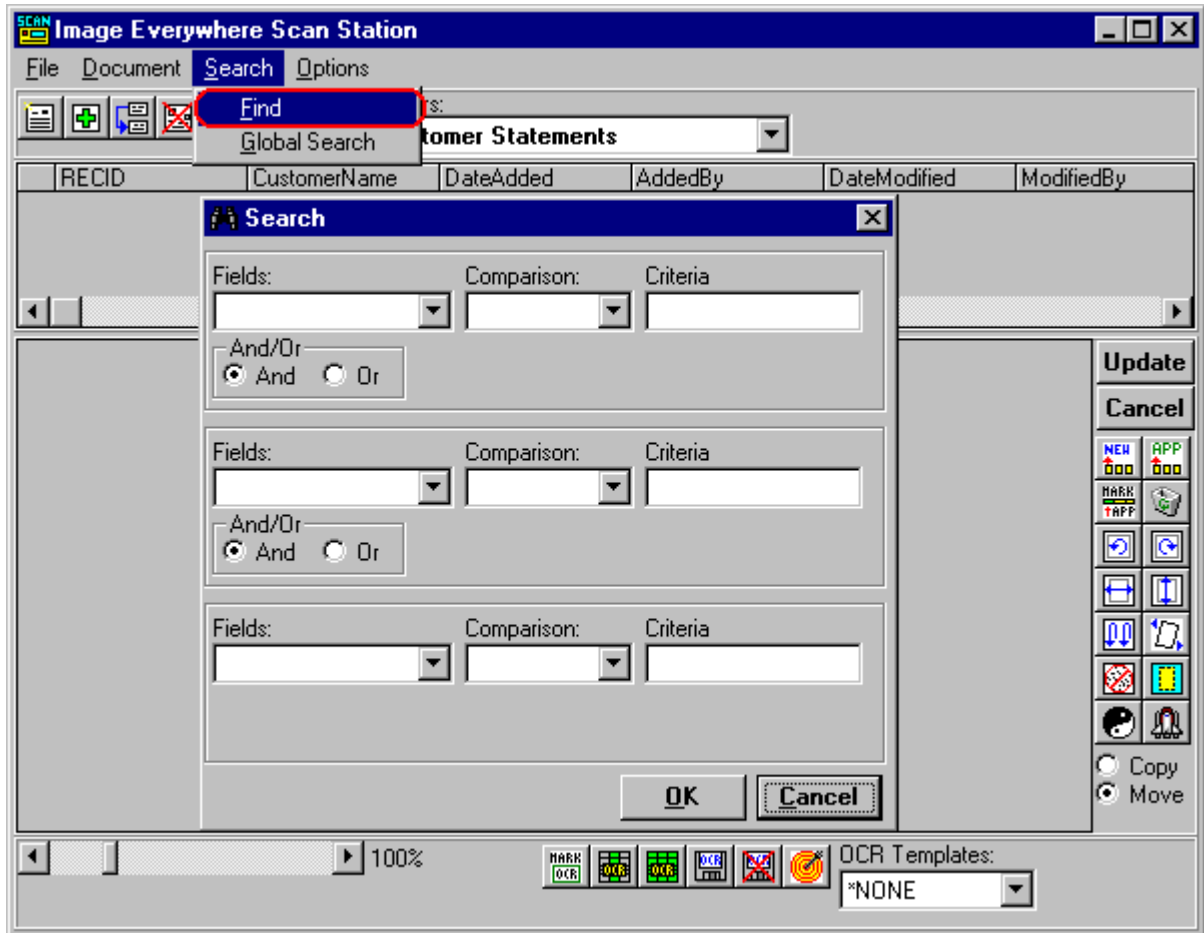
Selecting Records

After logging in, you can select folders and records.

- Click on the folders list to see all available folders.



After selecting a folder, press the "Search" button (the binoculars icon) or from the "Search" menu, select "Find".



- Select the first field you would like to search by. Up to 3 fields can be used in a single search.

Next, select a comparison operator (> = etc...)

Last, enter the value you wish to find.

The image shows a 'Search' dialog box with three search criteria sections. The top section is highlighted with a red rectangle and contains the following information:

| Fields: | Comparison: | Criteria |
|----------------|-------------|----------|
| CustomerNumber | = | 110140 |

Below each section are radio buttons for 'And' (selected) and 'Or'. At the bottom are 'OK' and 'Cancel' buttons.

- Press OK to see the results.

Depending on the speed of your network and the number of records returned, the query could take a few seconds to run.

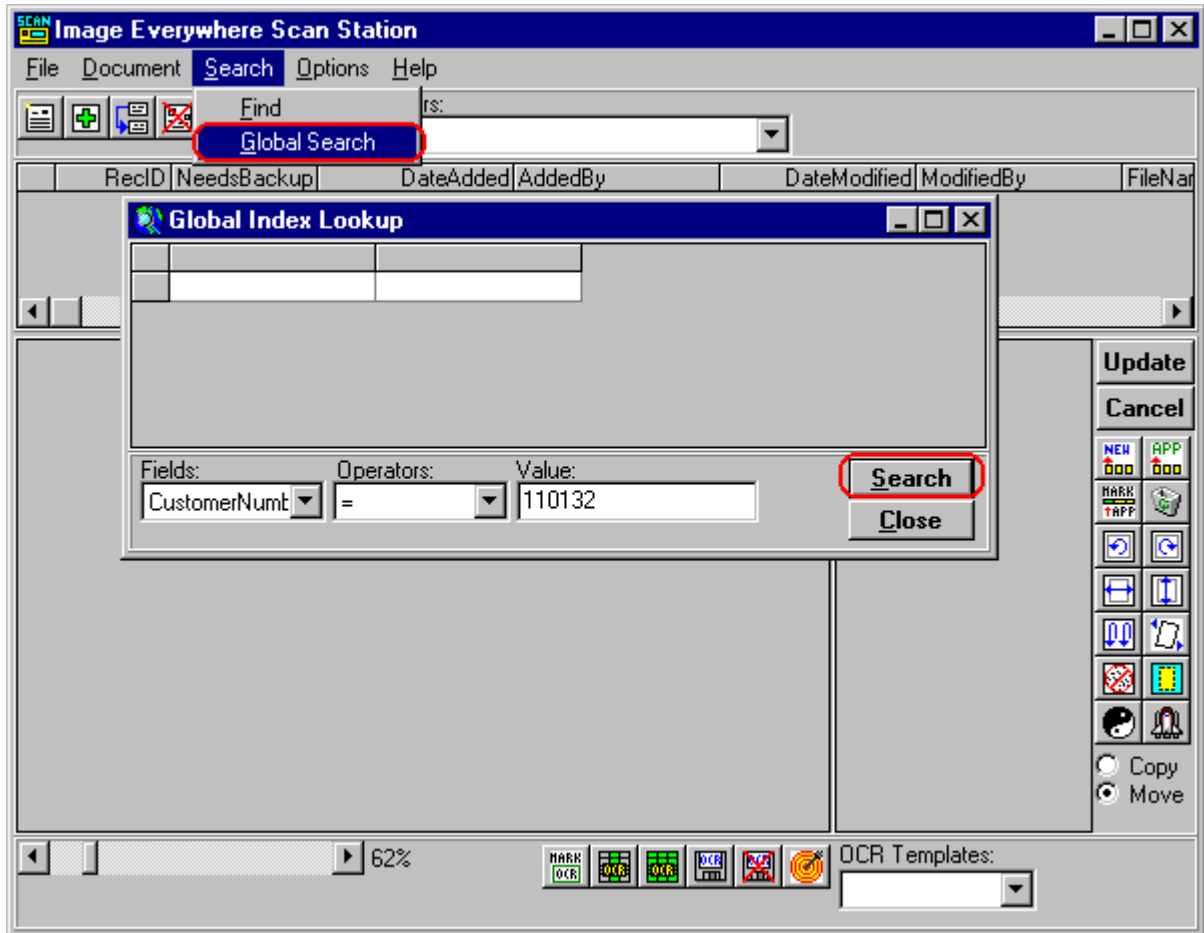
If you wish to see all the records in a folder, do a search on RecID > 0.

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Global Search

The Global Search is useful when you want to search on a field value that may occur in more than one folder.

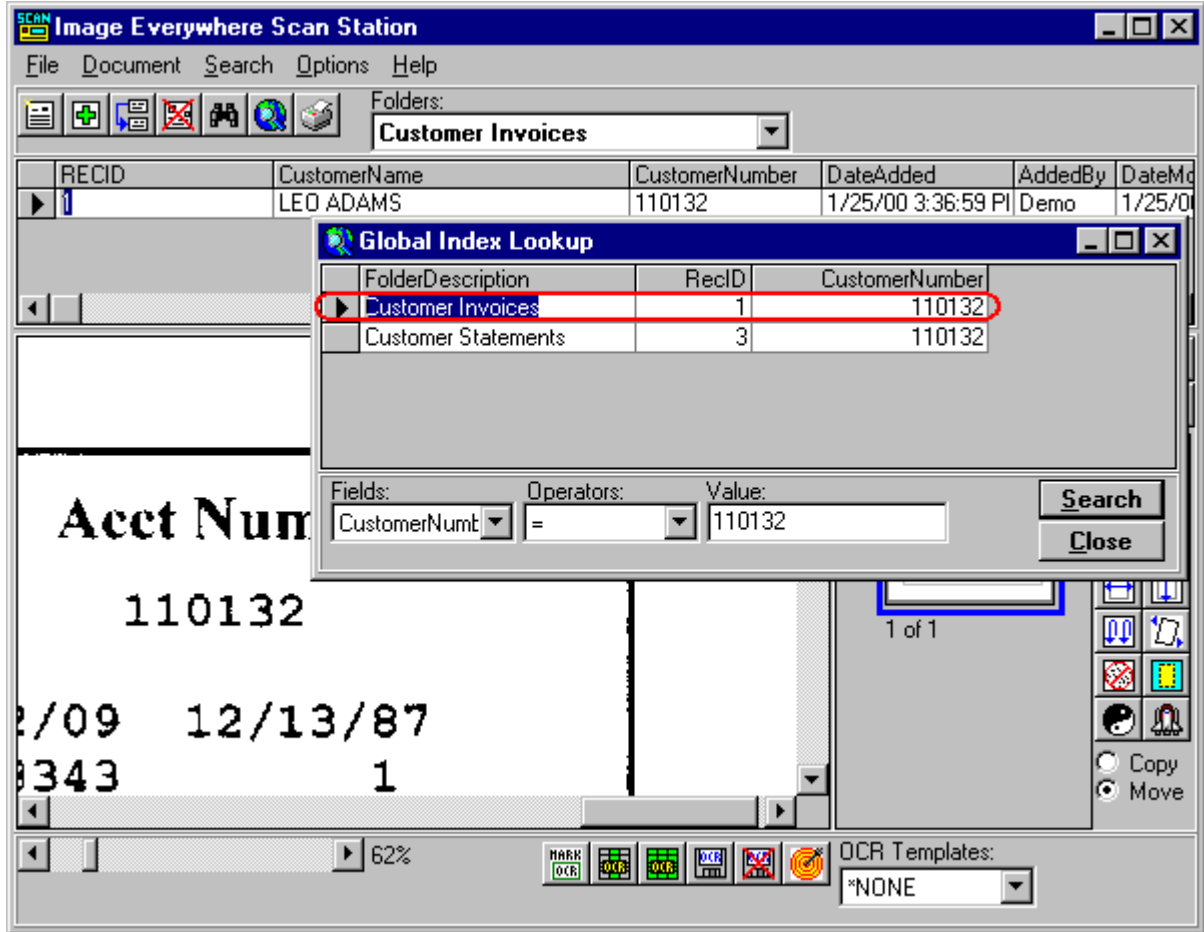
- To do a global search, click on the "Global Search" button or select "Global Search" from the "Search" menu.



The global index fields that the system administrator has defined will be displayed.

After doing a search, a results table will be displayed showing all occurrences of the field value and which folders they are in.

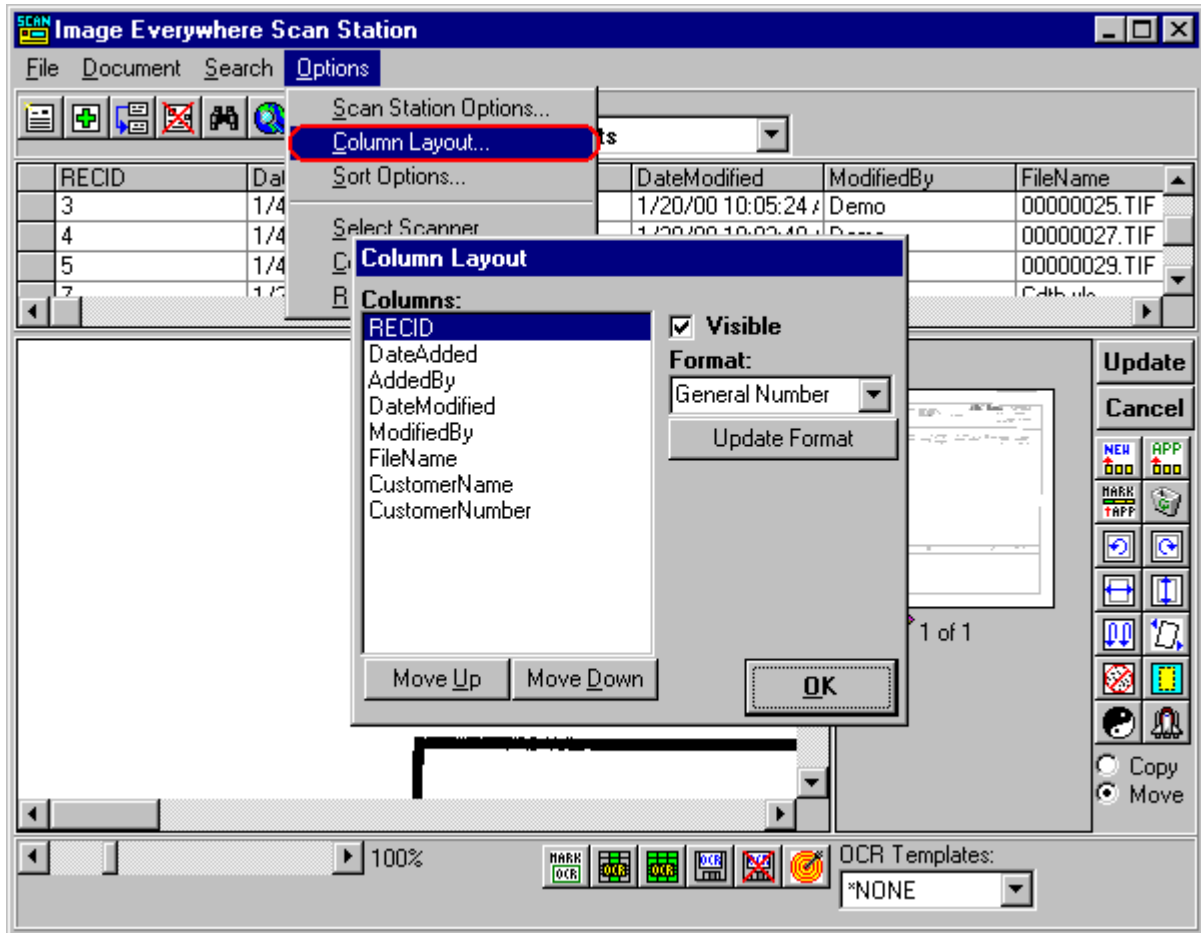
Clicking on a search result will cause the viewer to switch to the appropriate folder and display the selected record.



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Column Layout

If you wish to change the column layout, you can do so by selecting "Column Layout" from the "Options Menu".



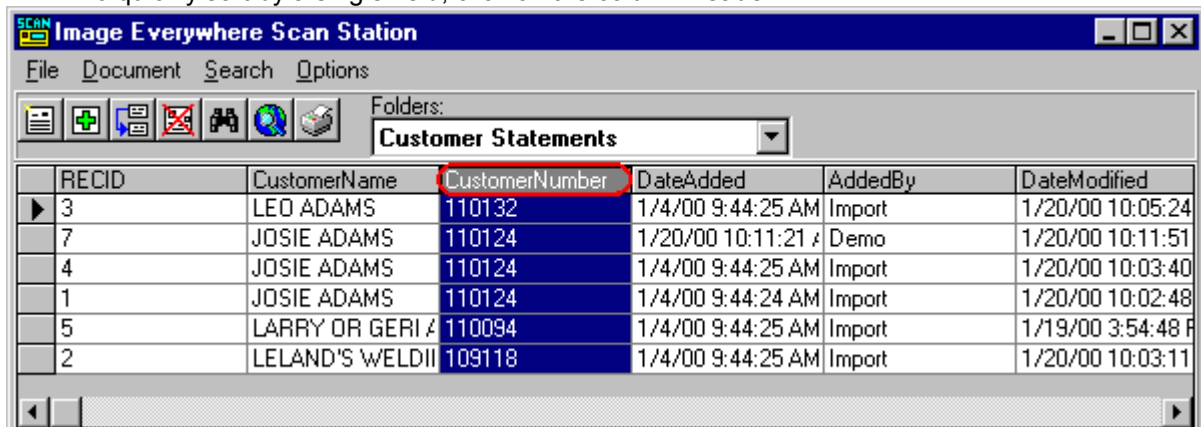
- To make a column invisible, select the column and then un-check the "Visible" check box.
- Use the "Move Up" and "Move Down" buttons to change the column's position.
- If you would like to change the way the data is displayed, you can set that in the format field. After changing a column's format, press "Update Format" to save the changes.

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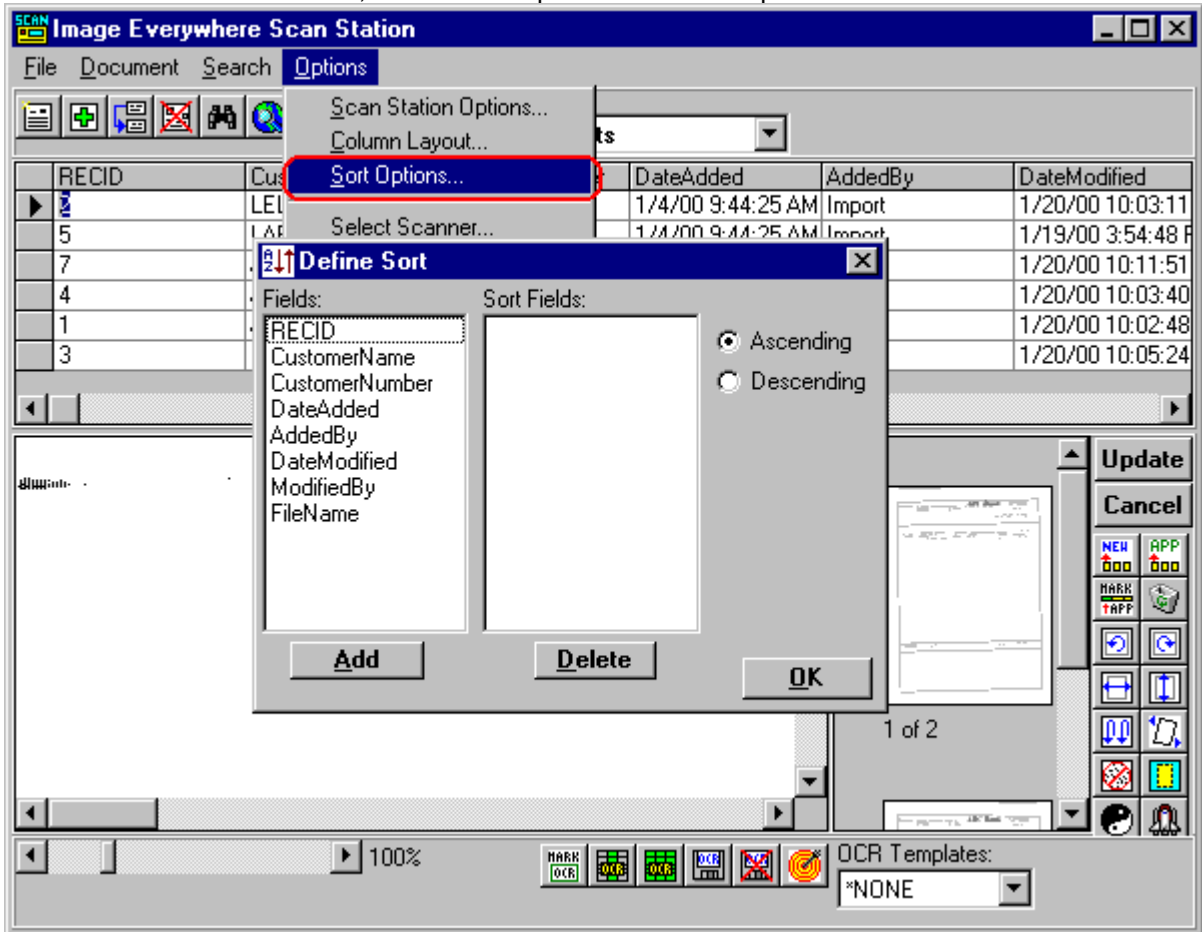
Sort Options

There are two ways to sort the data in the results grid.

- To quickly sort by a single field, click on the column header.

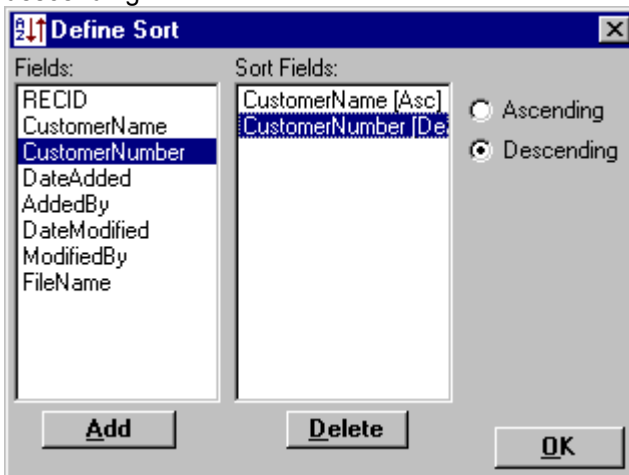


- To do a "multi-field" sort, select "Sort Options" from the "Options" menu.



- Double click the first field you want to sort by on the left. Then select the sort order "Ascending/Descending"

The example below shows how to sort by "CustomerName" ascending and "CustomerNumber" descending.



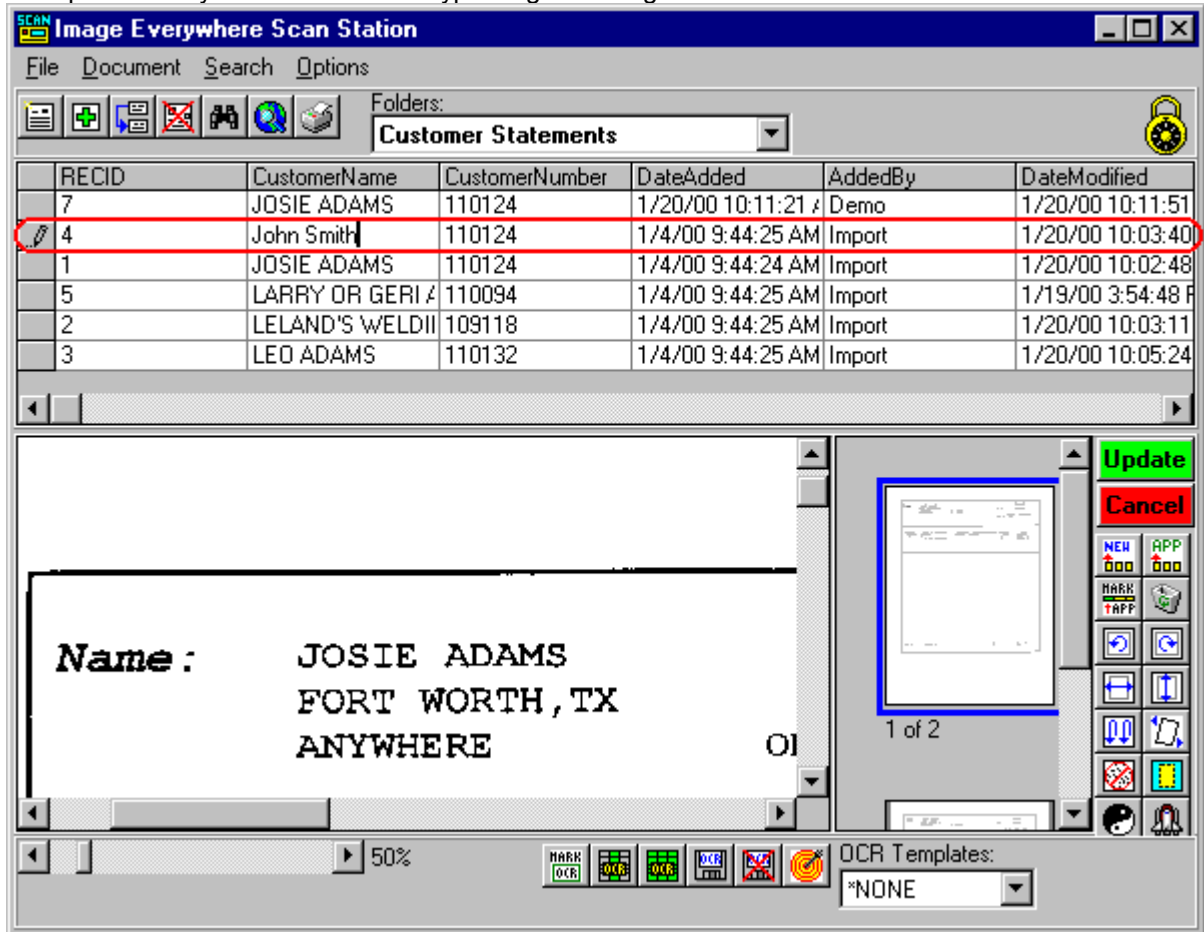
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Data Entry

After images or documents have been added to a folder, you may need to enter data into the

associated fields.

The quickest way to enter data is to type it right in the grid.



When you start typing, you will see an edit indicator to the left of the grid.

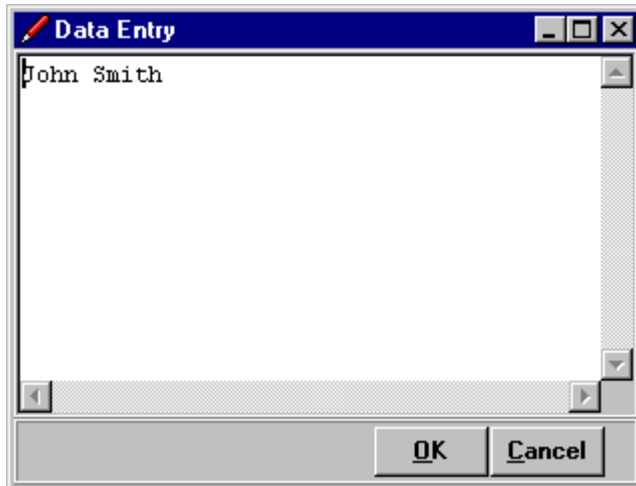
The lock icon will display indicating that you have this record locked and no one else can change it.

The Update and Cancel button will light up.

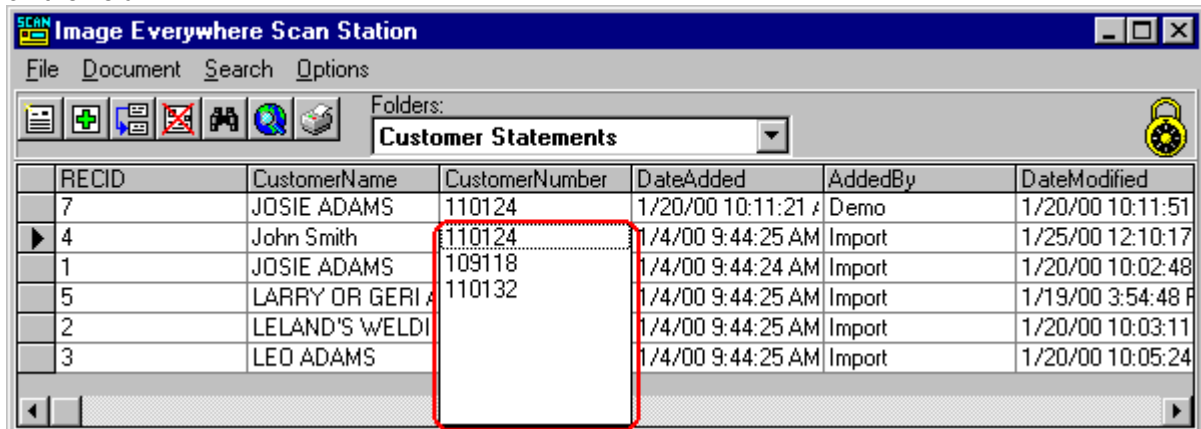
To save any changes, press update or move to another record.

To cancel changes, press cancel or click in each field you edited and press the escape key.

To make a data entry box popup, press the insert key after clicking on the field you wish to edit.



The system administrator can setup a list of allowed or suggested values for a field. If any values have been setup, you can select these values from a drop down list that appears when you click on the field.

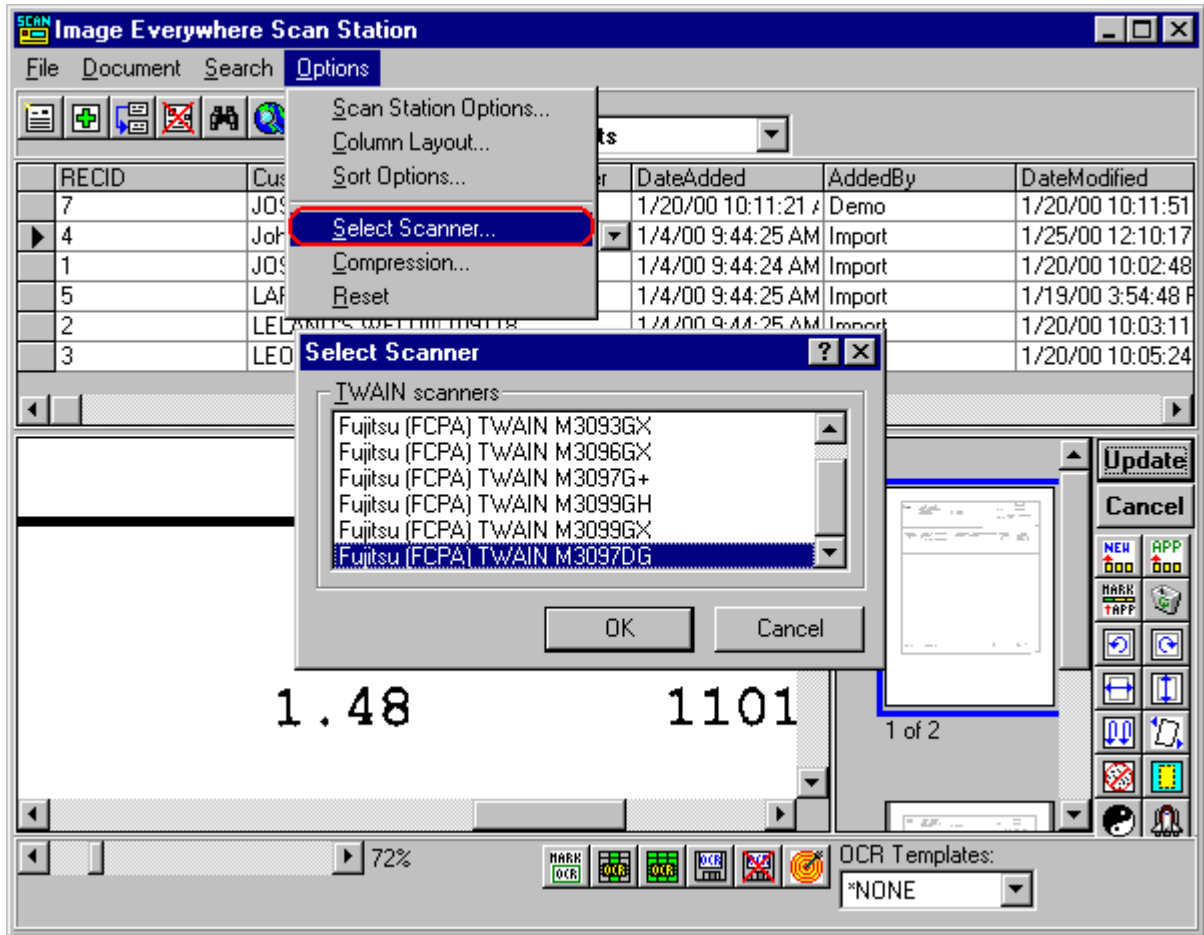


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Selecting A Scanner

Before scanning in documents, you should select a scanner.

- From the "Options" menu, select "Select Scanner".

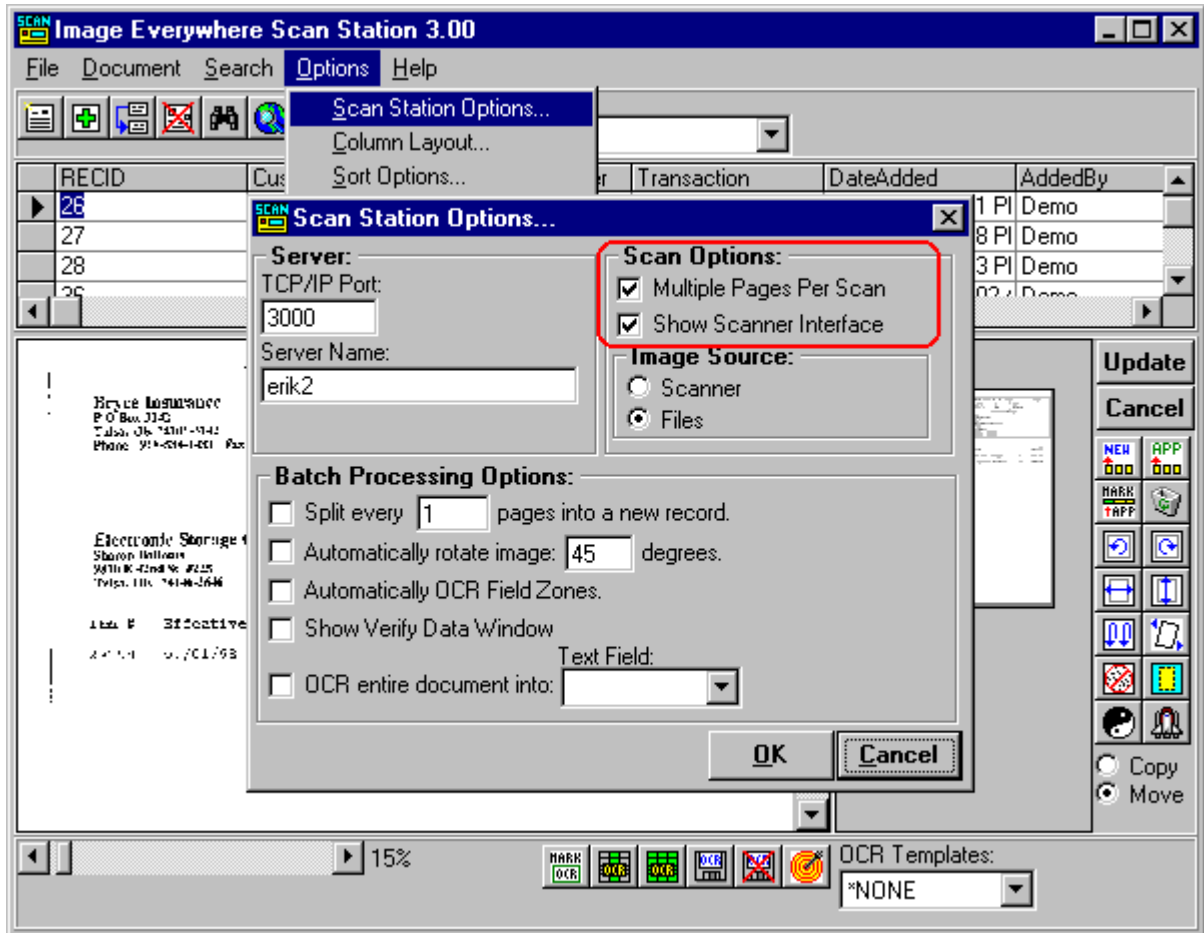


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Scanner Options

There are a couple of scanner options you can set before starting a scan.

- Select "Scan Station Options" from the "Options" menu.



The "Multiple Pages Per Scan" option is used when you have a scanner with an ADF (Automatic Document Feeder).

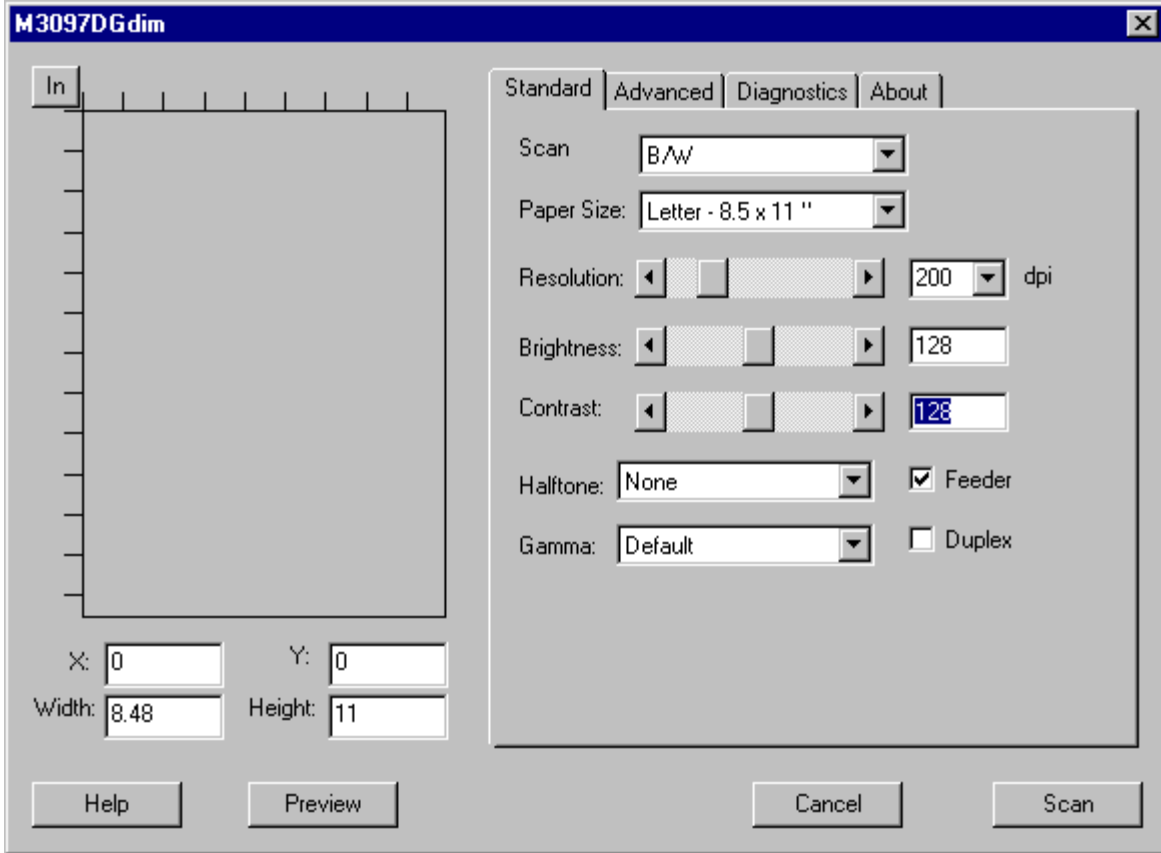
Setting this option causes the program to scan all pages in the feeder into a single record/image.

The "Show Scanner Interface" option causes the program to display the scanner's "Twain Interface". This is the screen where you can set various scanner specific options.

To scan images, the "Image Source" should be set to "Scanner".

Note: the "Twain Interface" screen will vary from one manufacturer to another.

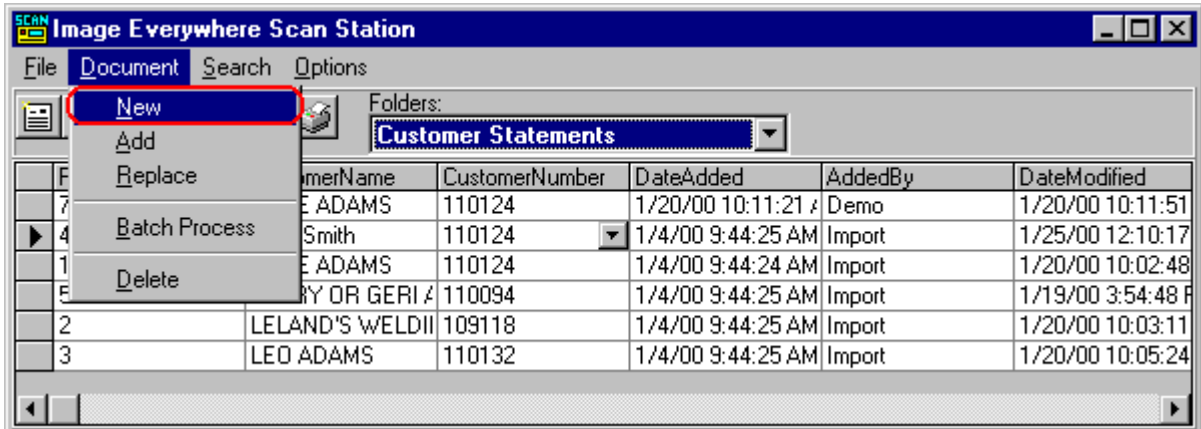
Below is an example of the Twain interface for the Fujitsu M3097DG.



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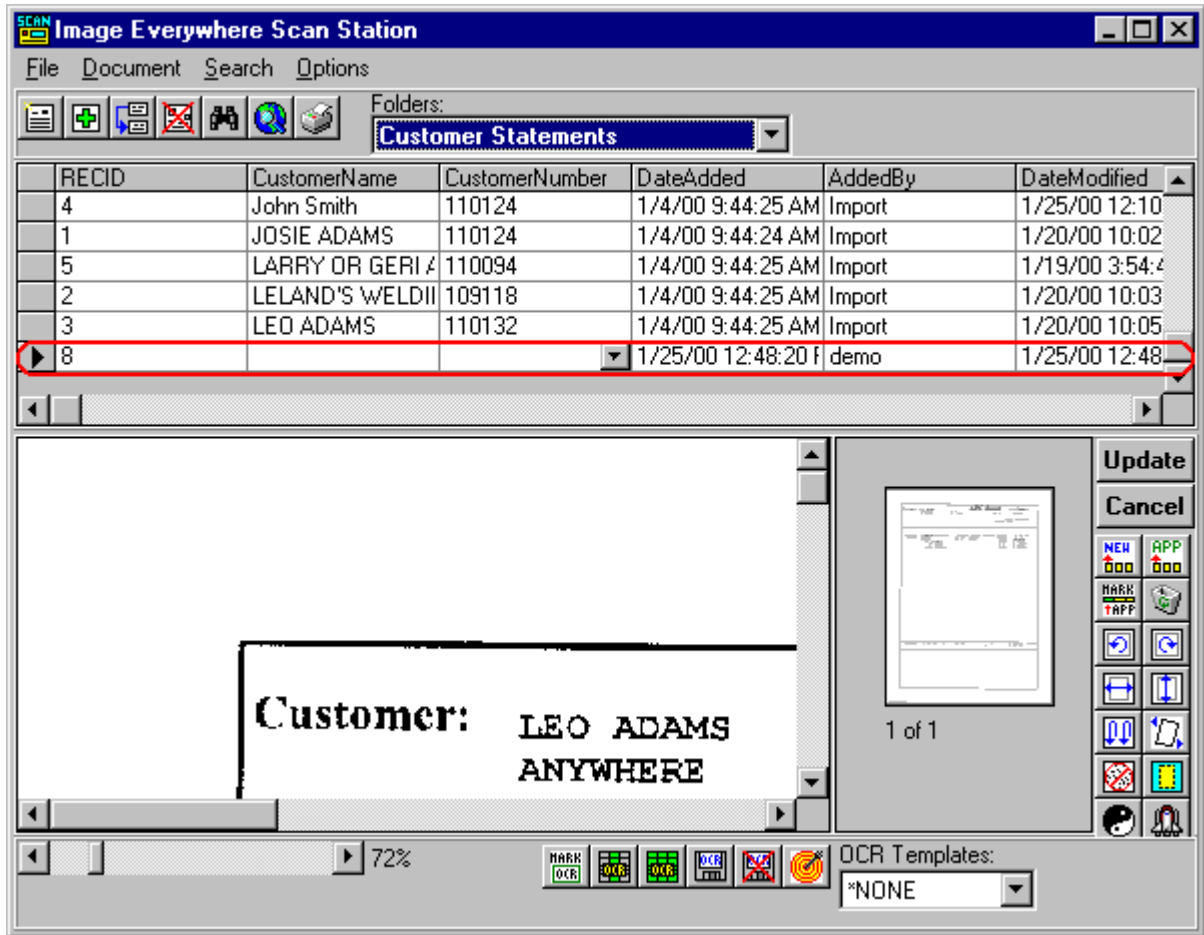
Scanning New Images

- To scan in a new image, click on the "Scan New" button or select "New" from the "Document" Menu.



If you have the "Show Scanner Interface" option selected, then you will see the scanner's "Twain Interface".

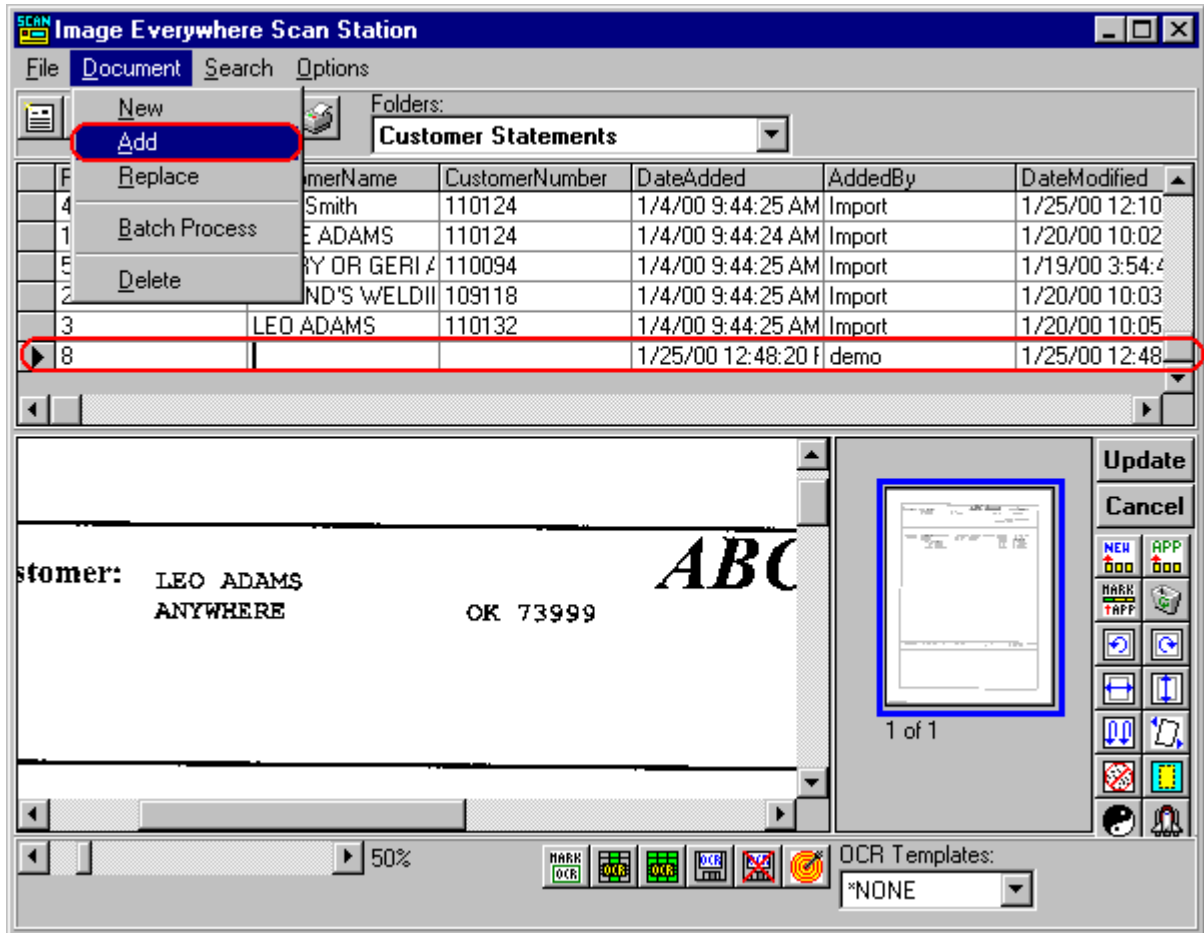
After scanning in a new document, the grid will be positioned to the new record.



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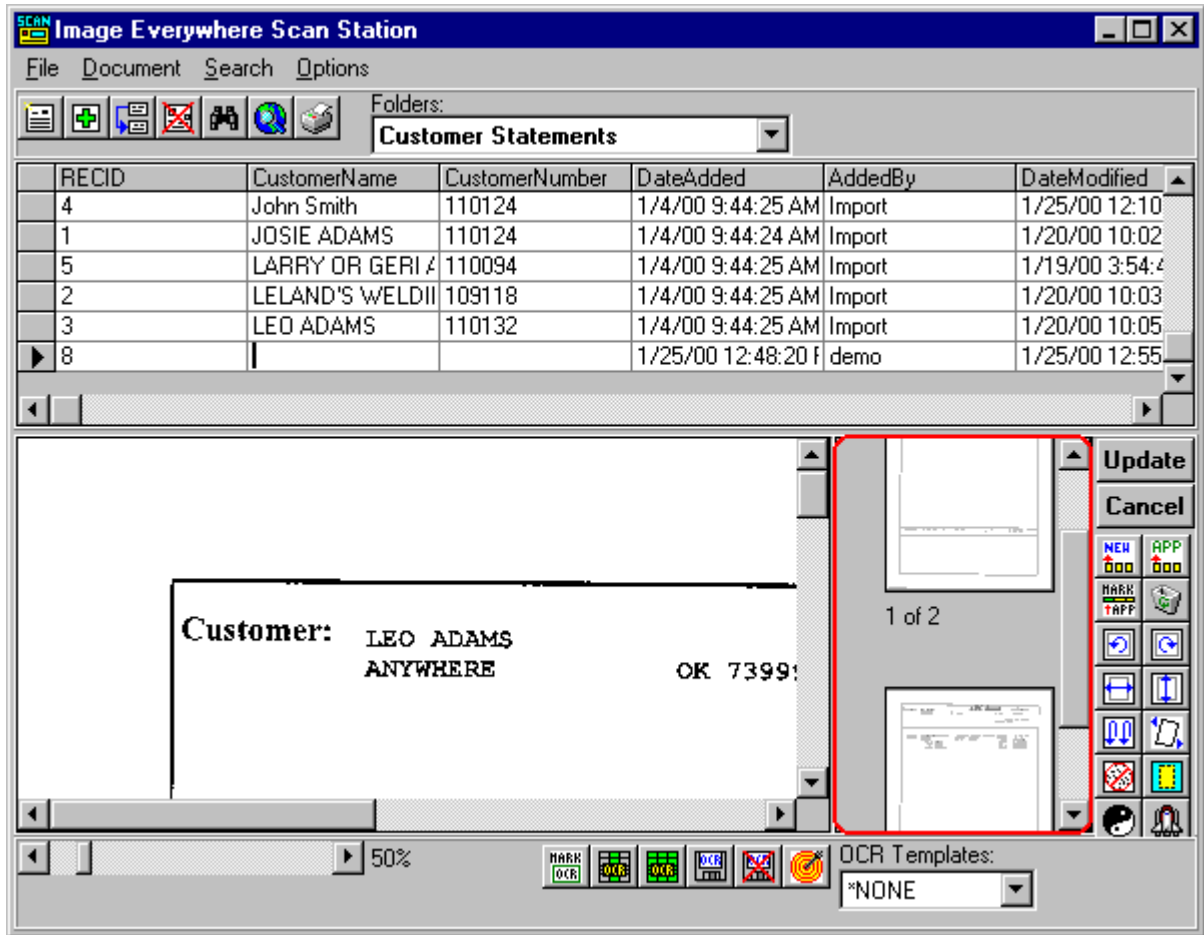
Adding Pages To An Image

If you need to add one or more pages to an existing document, select the record containing the image you would like to append to, then click on the "Add Pages" button or select "Add" from the "Document" menu.



If the "Show Scanner Interface" option has been enabled, then you will see the scanner's "Twain Interface".

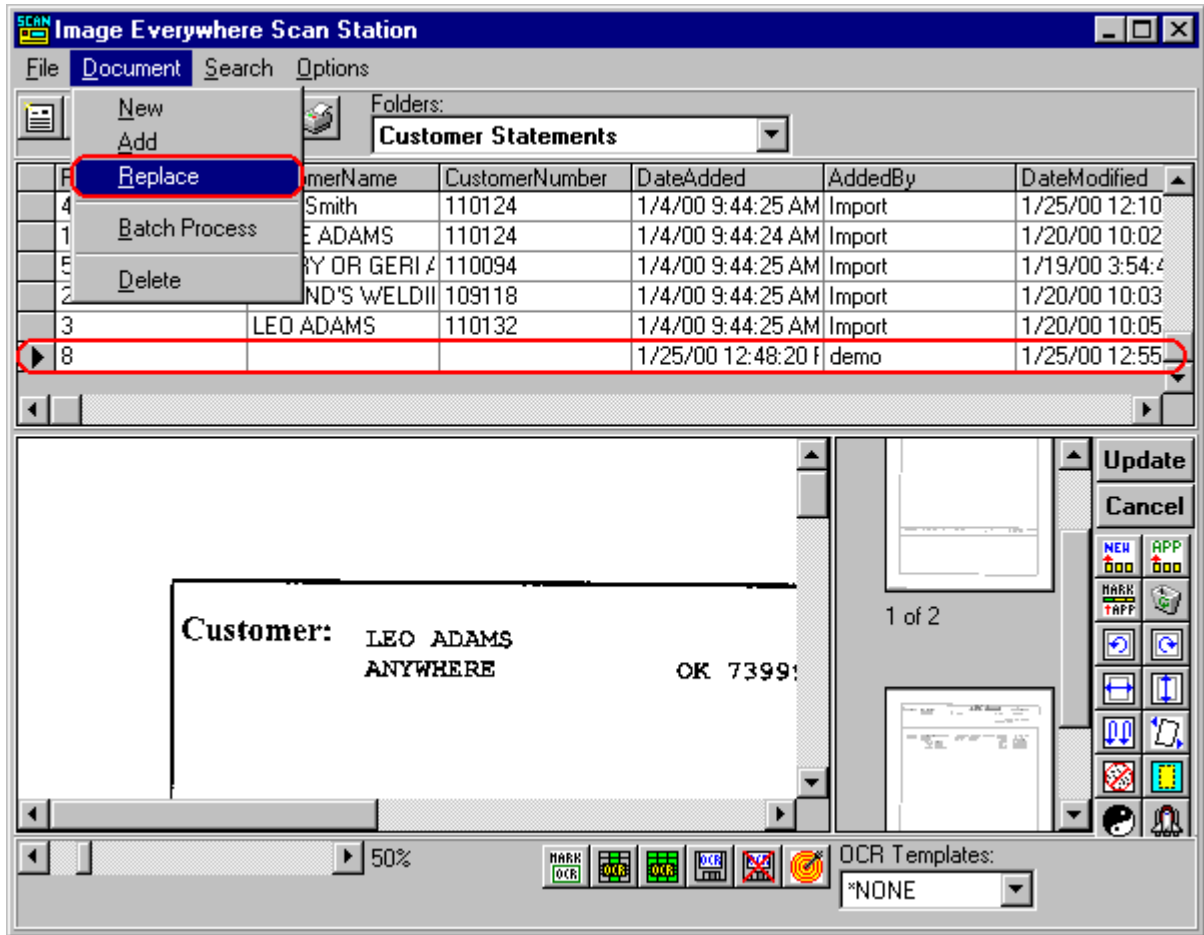
After scanning in one or more pages, you will see that the thumbnail representation of the document has more than one page.



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Replacing Scanned Images

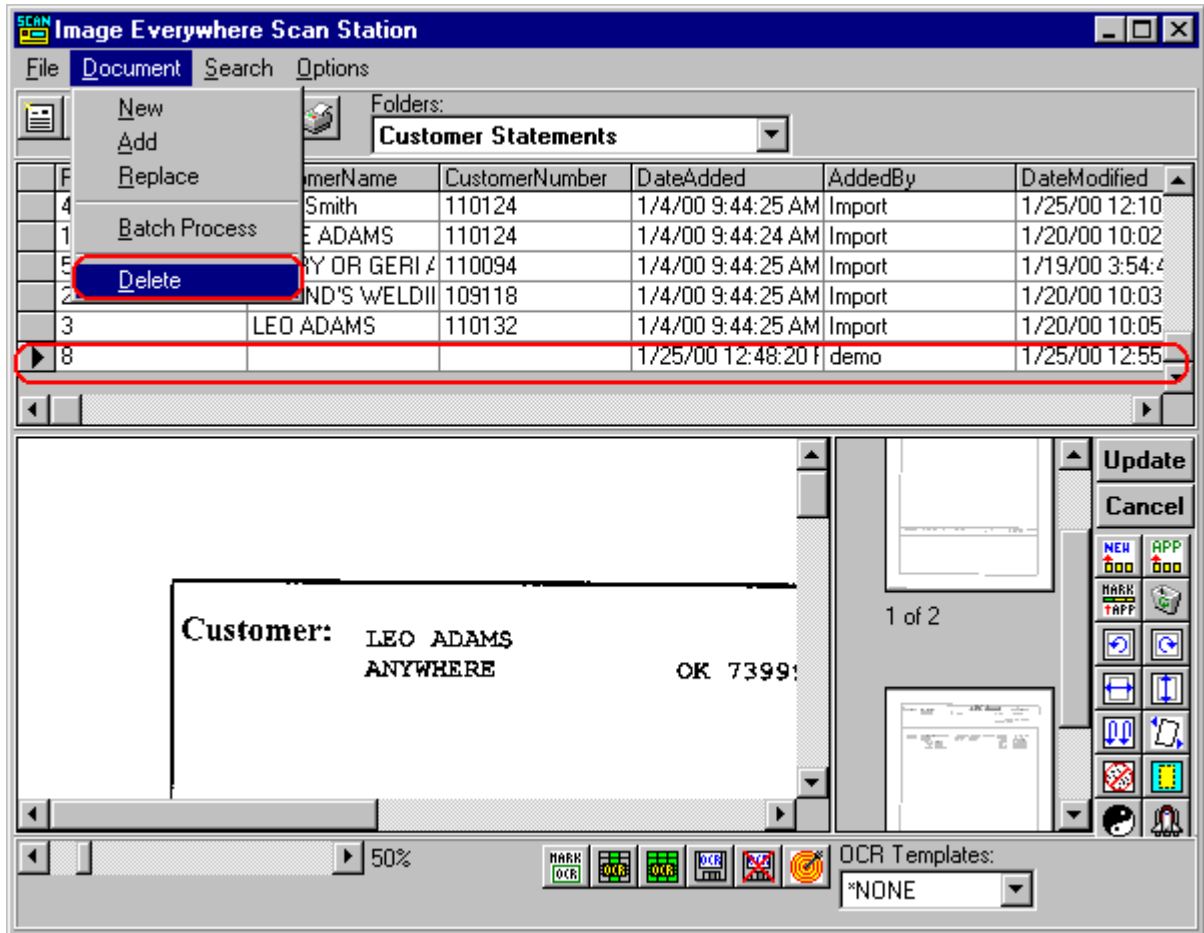
To replace an image, first select the record containing the image then click on the "Replace Image" button or select "Replace" from the "Document" menu.



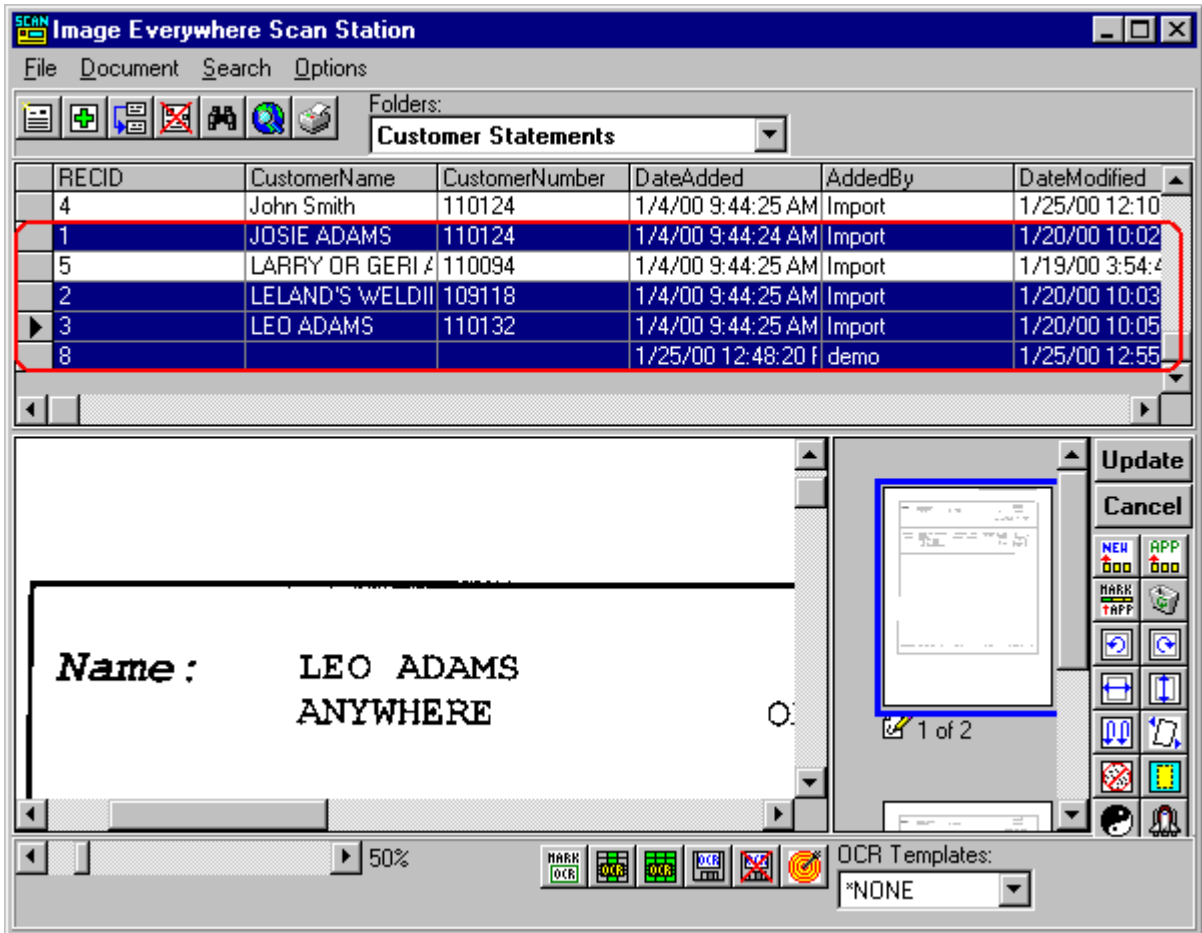
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Deleting Images

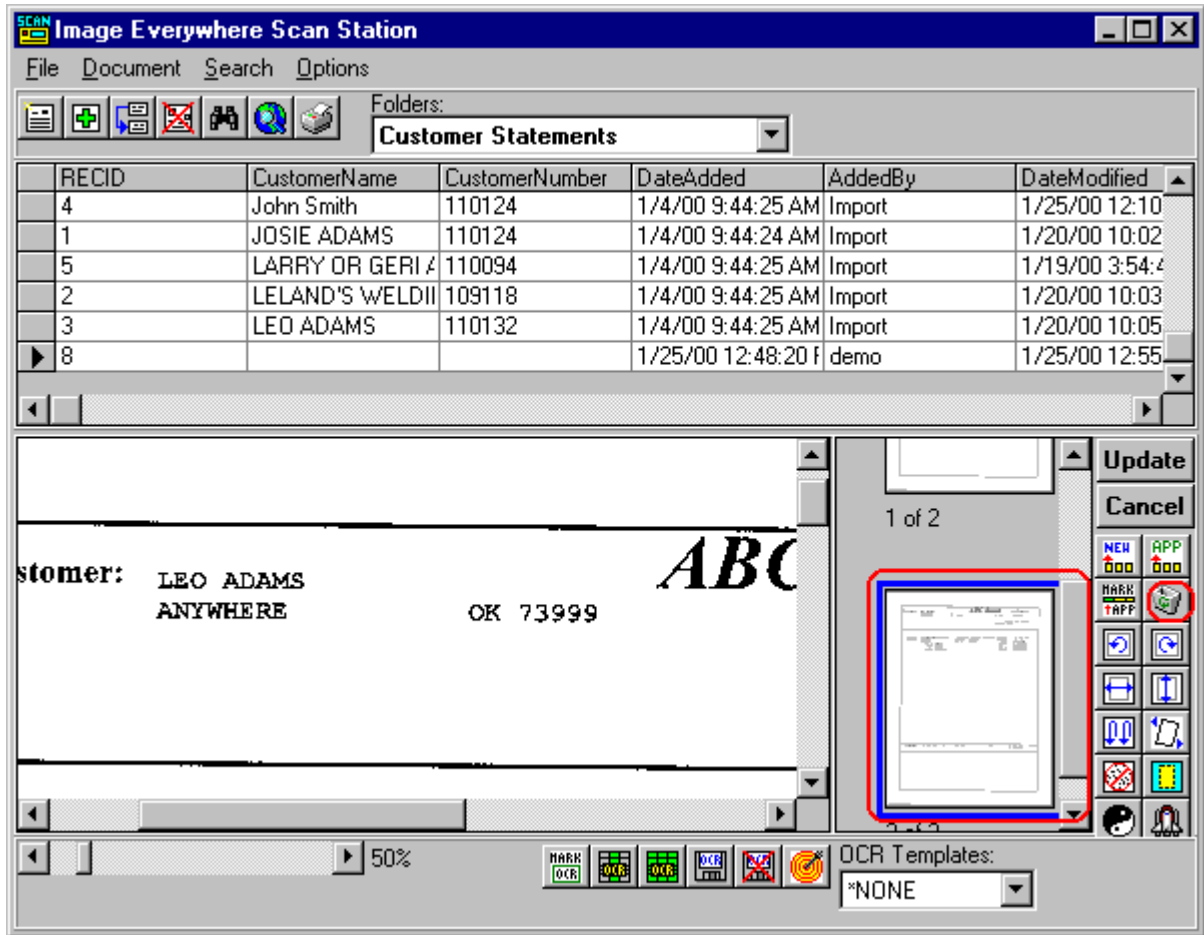
- To delete an entire image and its associated record, select the record containing the image and then press the "Delete" button or select "Delete" from the "Document" menu.



- To delete multiple images, click on the first record you wish to delete. Then hold the control key down while clicking to select individual records, or hold the shift key down while clicking to select a range of records. Press the "Delete" button or select "Delete" from the "Document" menu.



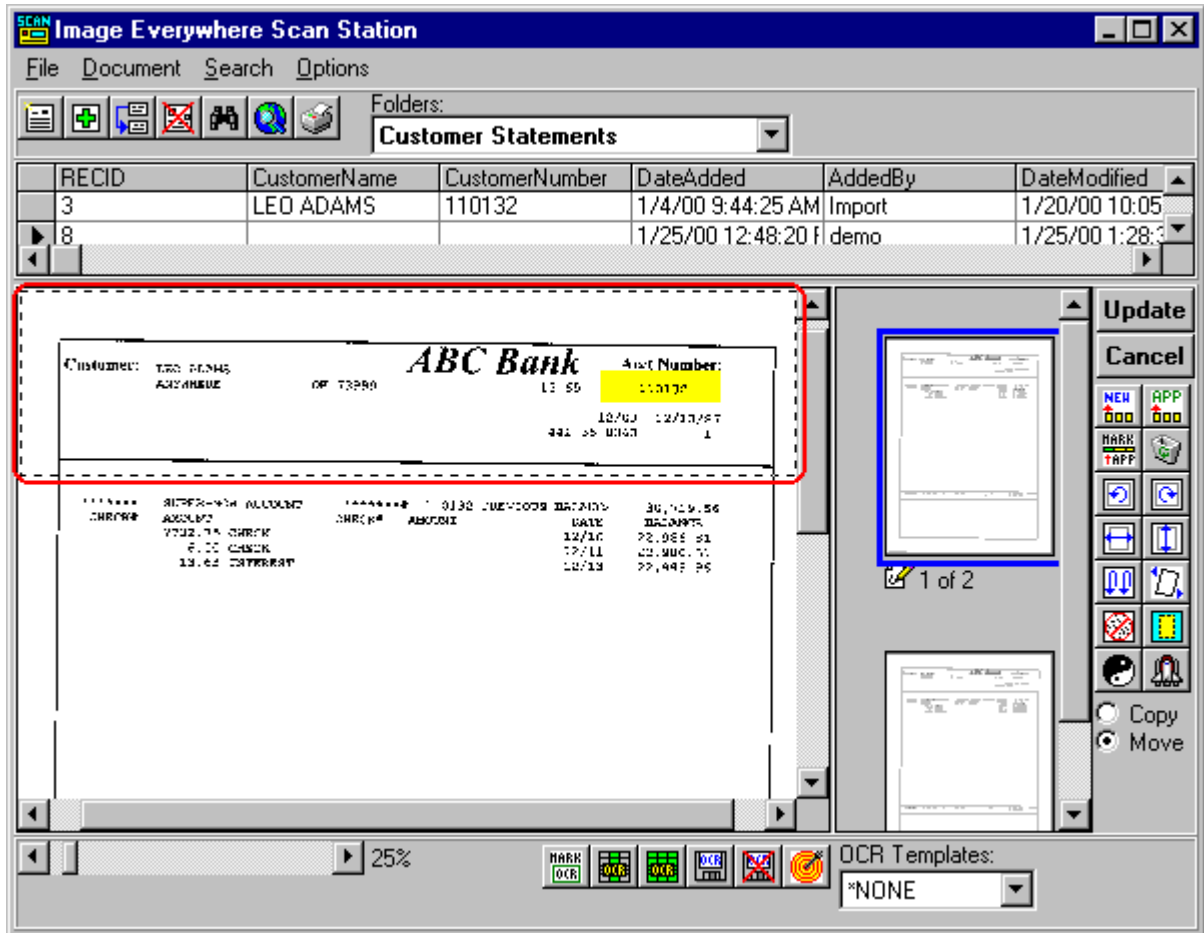
- To delete individual pages from an image, select the image thumbnails and press the "Delete Page" button on the right hand tool bar.



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Viewing Images

- To view an image in full screen mode, double click the image. (The annotation tool palette must be hidden first.)










- Click the thumb nail at the right to see other pages in the image.

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Button Controls

There are several image editing functions built in to ImevScan.

-  Add a page to a document.
-  Scan a new document.
-  Replace a document.
-  Delete a document.
-  Search.
-  Global Search.
-  Print Document.



Split images to new record.



Append images to record.



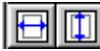
Mark record for append.



Delete Page



Rotate image 180 degrees right or left.



Fit image horizontal or vertical.



Flip image.



Launch application.

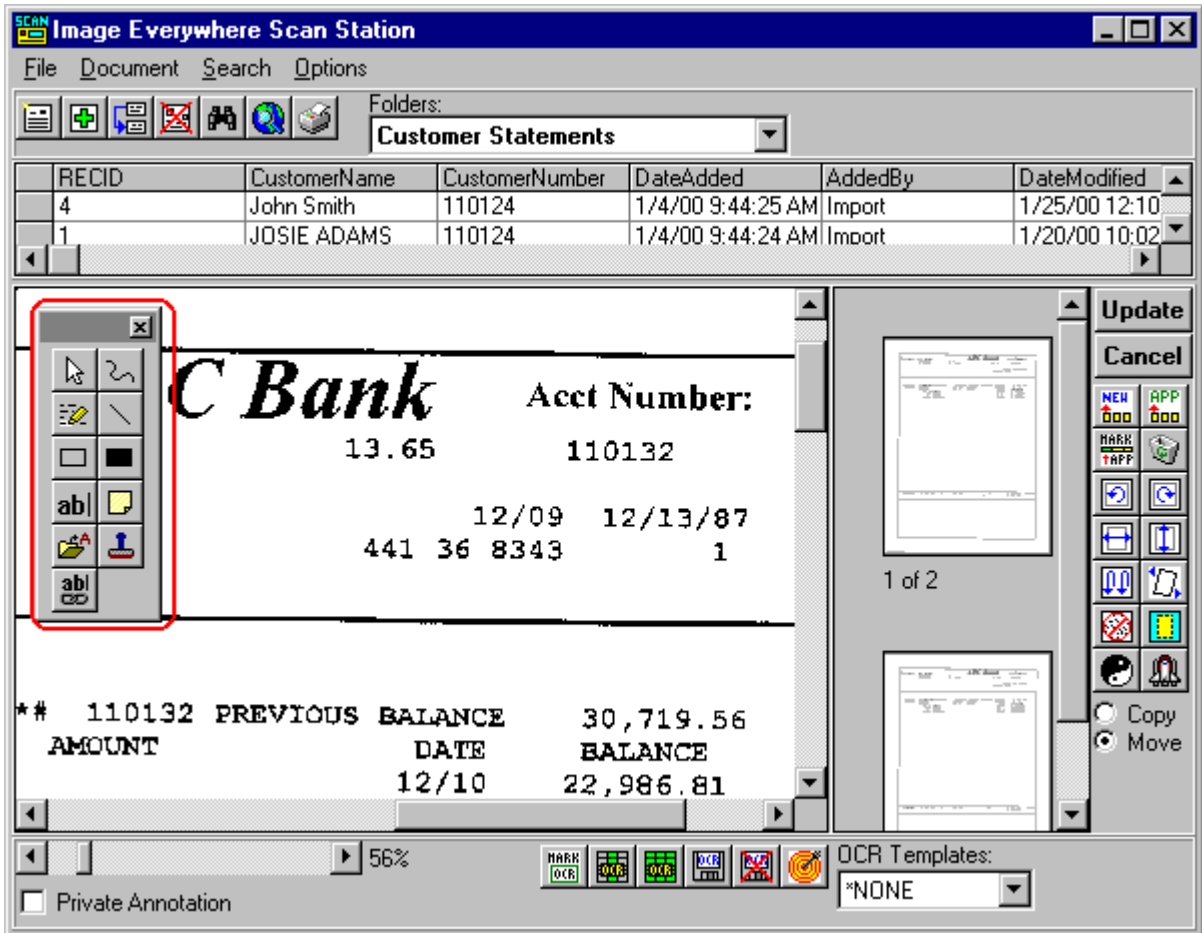
Note: After editing an image, press "Update" to save the changes, or press "Cancel" to revert to the old image.

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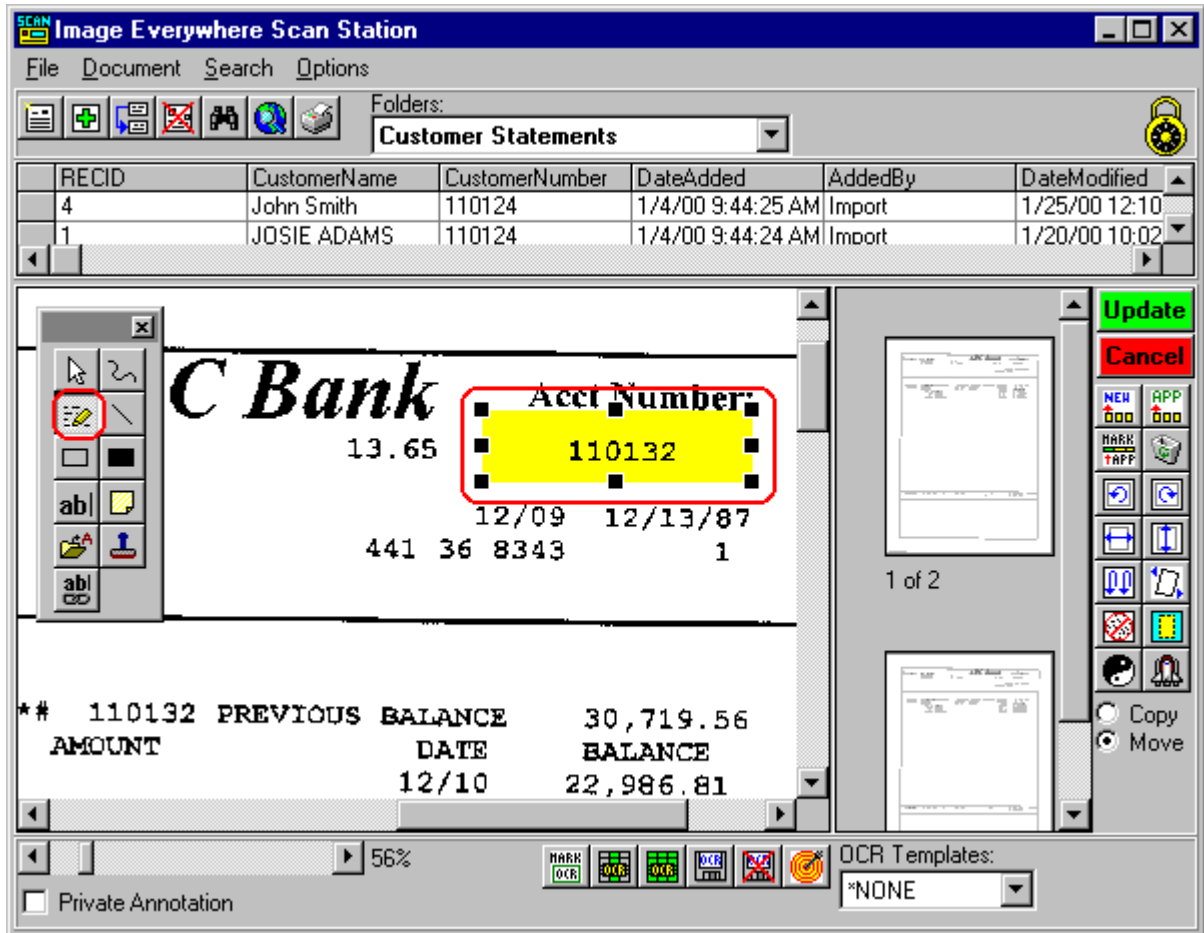
Image Annotations

You can add annotations to tiff images.

- Right click on the image to pop up a menu of annotation tools.



- Check the "Private Annotation" option if don't want other users to see your annotation.
 Select a tool and draw the annotation.



- Press "Update" to save the changes, or "Cancel" to delete.
- To delete an annotation, use the annotation selector (the arrow) and select the annotation, then press the delete key.



- Annotation selector. (use this to select or move an annotation)



- Free-hand line.



- Hi-lighting tool.



- Straight Line.



- Un-filled and filled rectangle.



- Text annotation.



- Note annotation.



- Text from file.



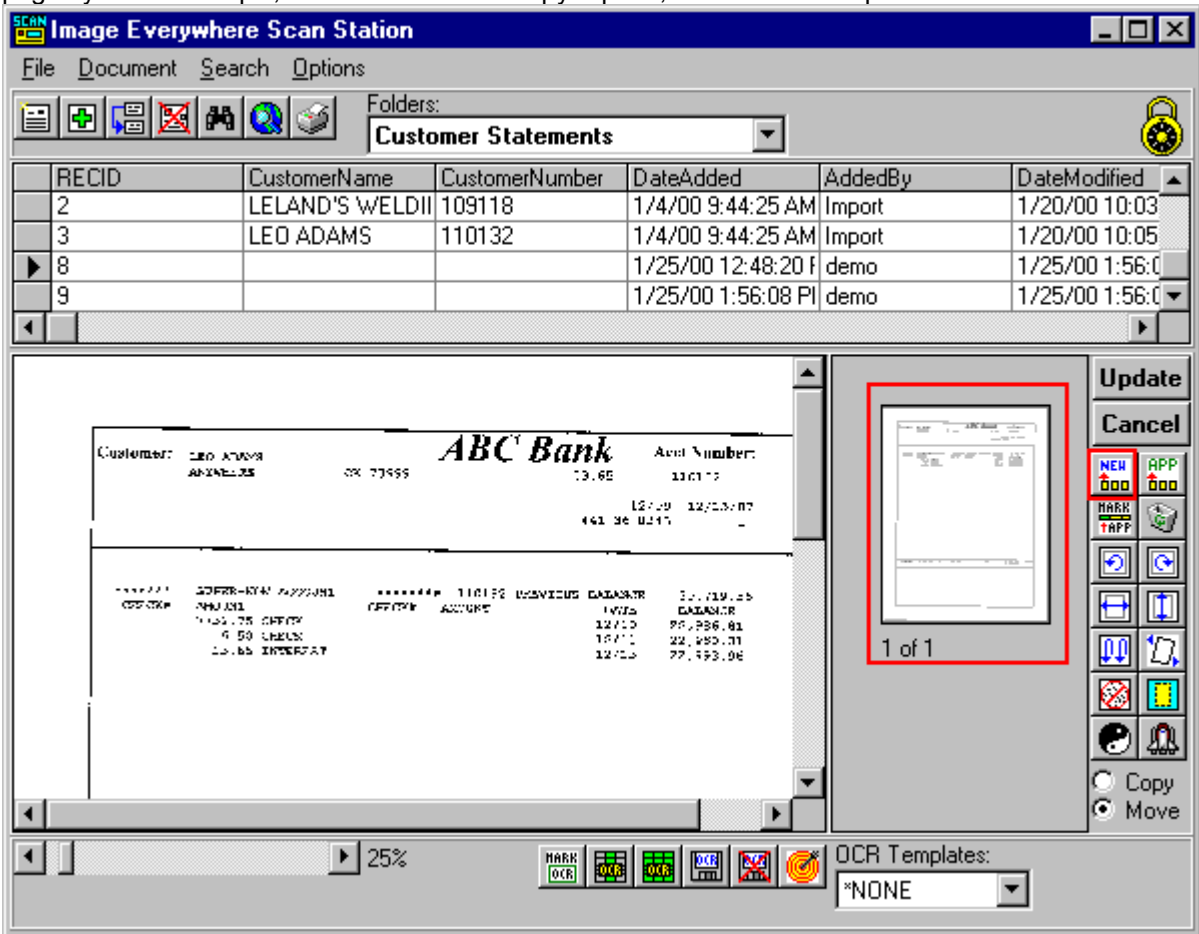
- Stamp.

To change the properties of an annotation tool, right click on the tool in the tool bar.
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Splitting & Appending Images

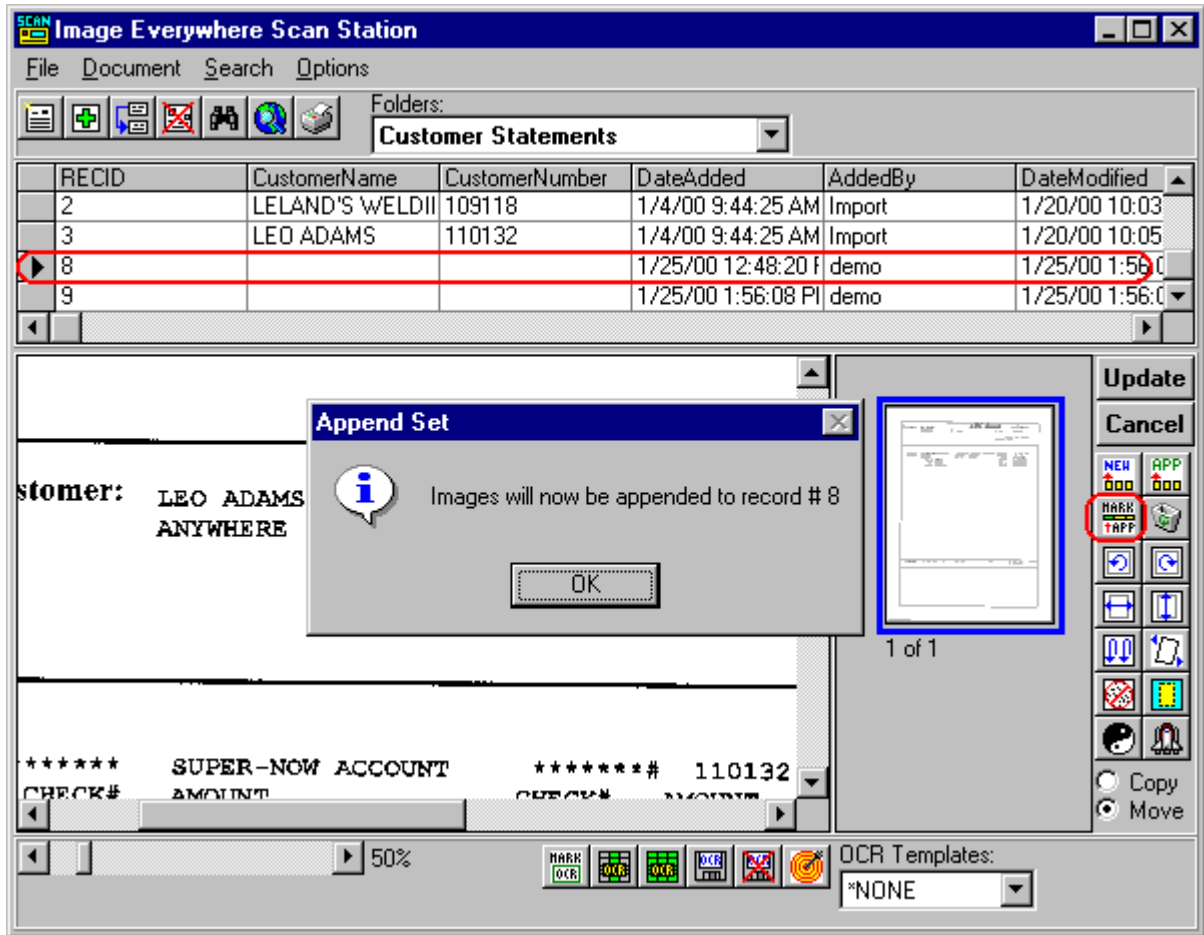
Splitting Images:

If you need to split pages of an image into separate new records, select the thumbnails of the pages you want to split, set the "Move" or "Copy" option, then click the "Split New" button.



You will see that a new record has been added.

- To append a page to the newly created record, select the page's thumbnail, then click on the "Append Image" button.



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OCR'ing Images

To aid in data entry, you can set up OCR zones.

To define an OCR Zone:

1. Select the field you want the zone defined for by clicking in that field in the grid.
2. Press the "Mark OCR" button.
3. Draw the OCR zone on the image.

Image Everywhere Scan Station

File Document Search Options

Folders: Customer Statements

| RECID | CustomerName | CustomerNumber | DateAdded | AddedBy | DateModified |
|-------|----------------|----------------|--------------------|---------|----------------|
| 2 | LELAND'S WELDI | 109118 | 1/4/00 9:44:25 AM | Import | 1/20/00 10:03 |
| 3 | LEO ADAMS | 110132 | 1/4/00 9:44:25 AM | Import | 1/20/00 10:05 |
| 8 | 1. | | 1/25/00 12:48:20 F | demo | 1/25/00 1:56:0 |
| 9 | | | 1/25/00 1:56:08 PI | demo | 1/25/00 1:56:0 |

Customer: LEO ADAMS ANYWHERE OK 73999

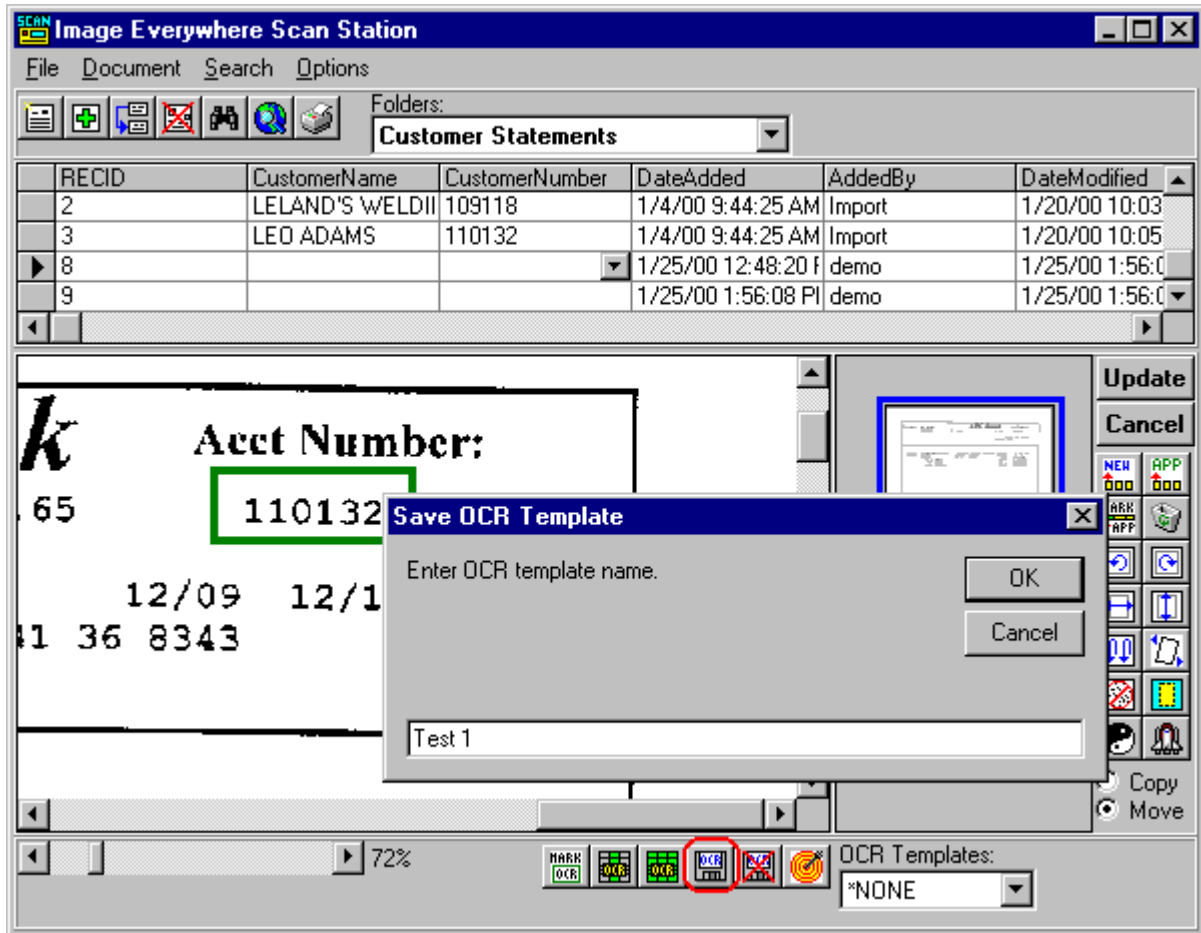
***** SUPER-NOW ACCOUNT *****# 110132
CHECK# AMOUNT CHECK# AMOUNT

50%

OCR Templates: *NONE

Repeat the above steps for each field you wish to ocr.

After defining a set of OCR Zones, you can save the OCR Template by clicking on the "Save OCR Template" button.



To OCR the current field, press the "OCR Current Field" button.



To OCR all fields, press the "OCR All Fields" button.

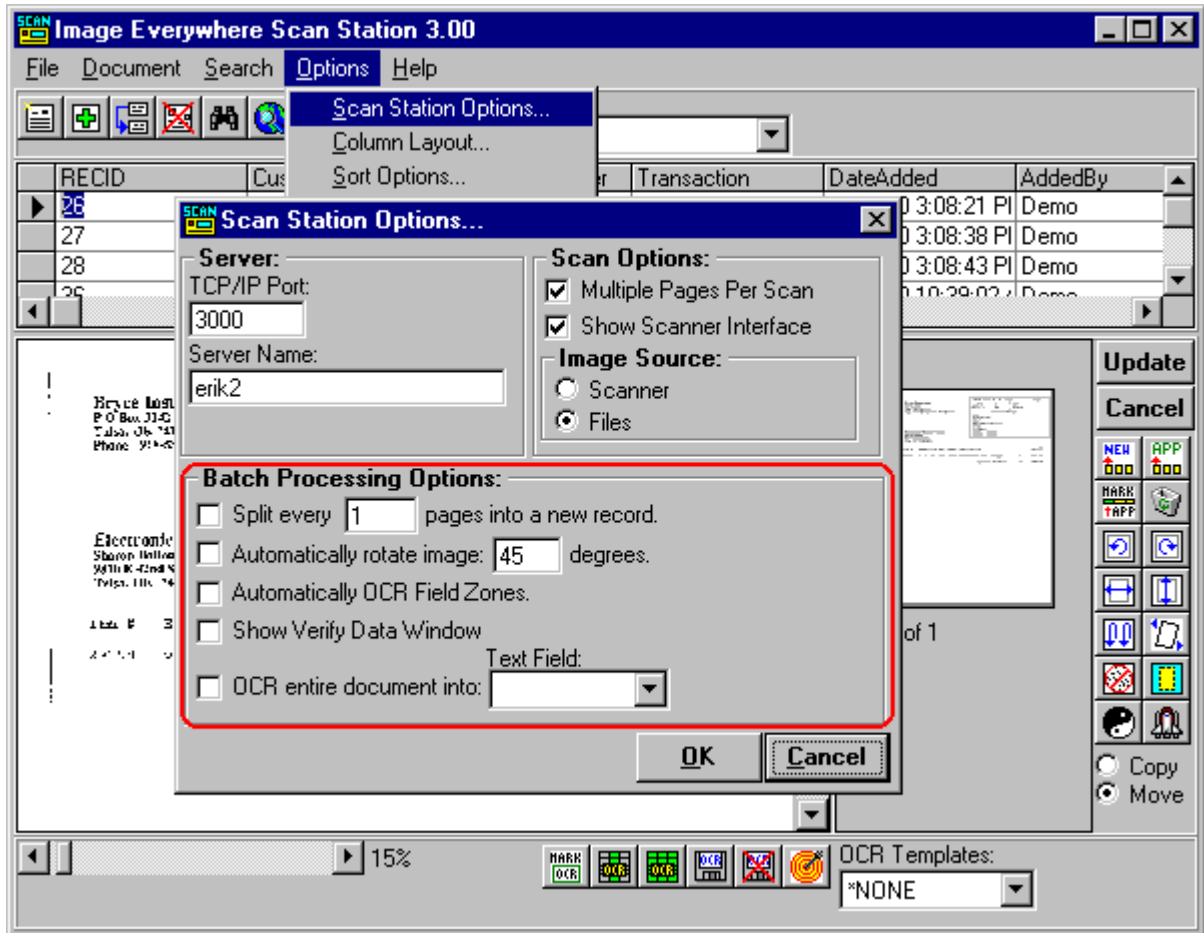


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Batch Processing

There are several batch processing options to help speed the input of scanned images.

- To set batch processing options, select "Scan Station Options" from the "Options" menu.

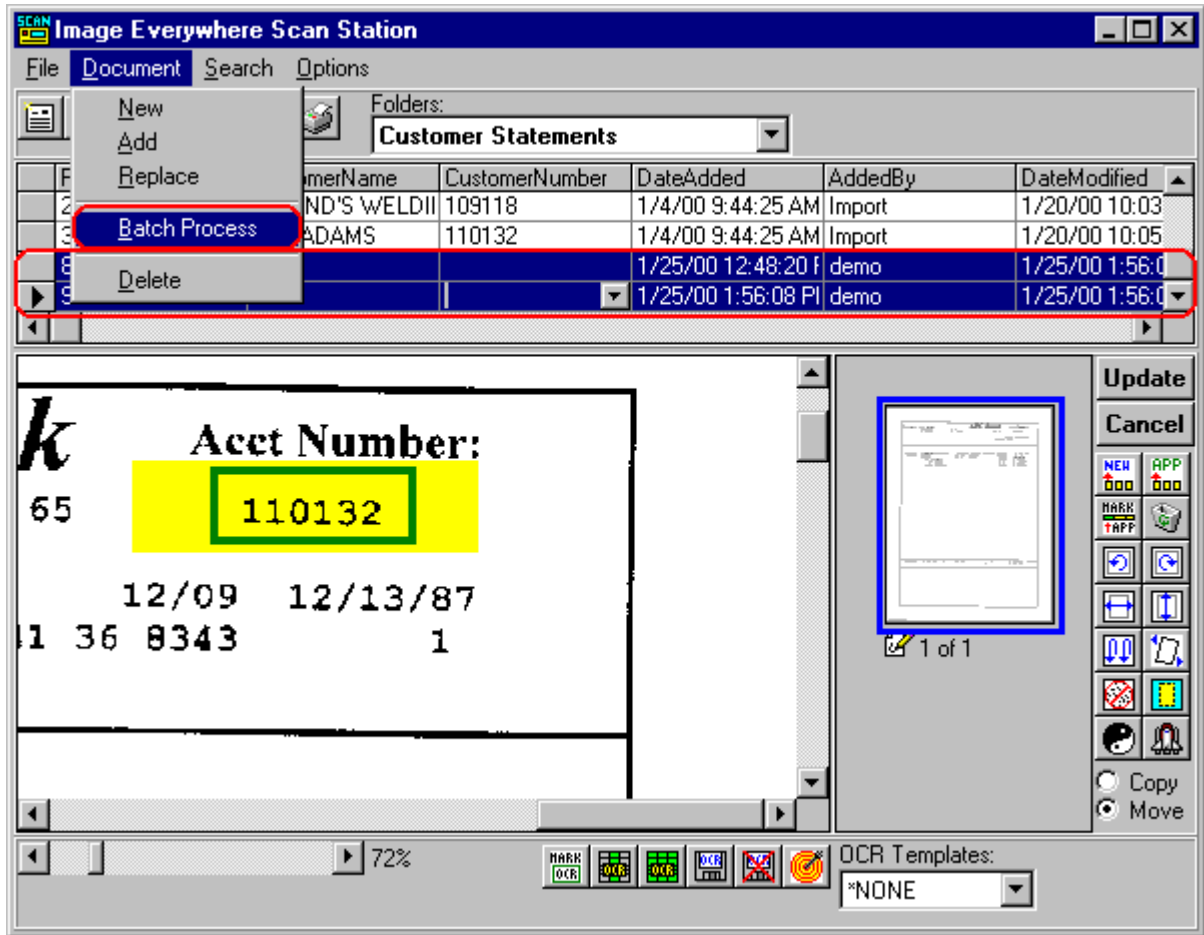


The "Split" option is useful when you want to scan in a large number of documents and have the software automatically split every X pages into a new record.

Use the auto rotate function to automatically rotate the images as they are scanned in, or to rotate a batch of images that have already been scanned in.

After setting one or more of these options, the next time you scan in a new document, the document will be batch processed according to the options set.

You can also batch process a range of records by setting the options above then selecting one or more records and choosing "Batch Process" from the "Document" menu.



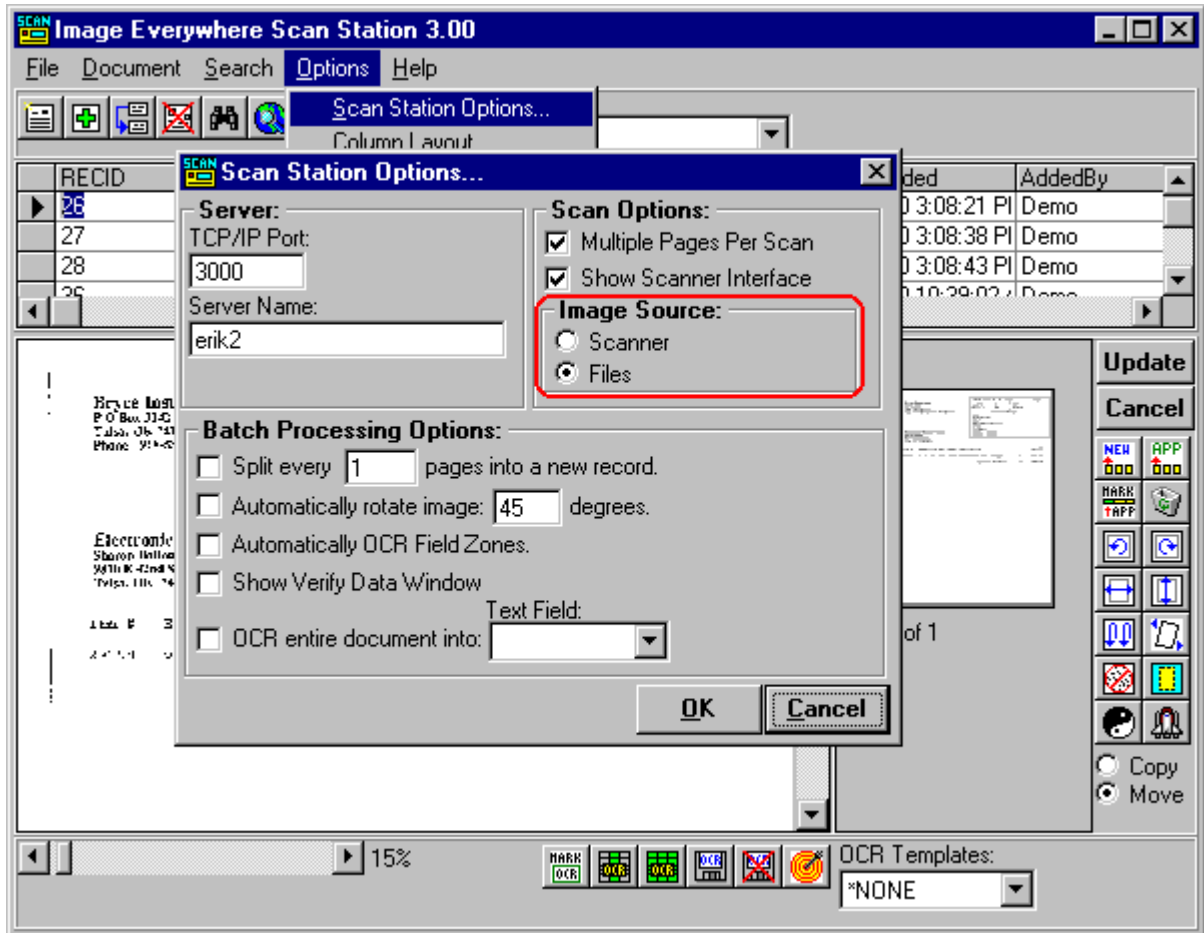
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Adding Other File Types

Image Everywhere can store more than just tiff images.

The system administrator defines what type of images or documents can be stored in a folder in Image Everywhere.

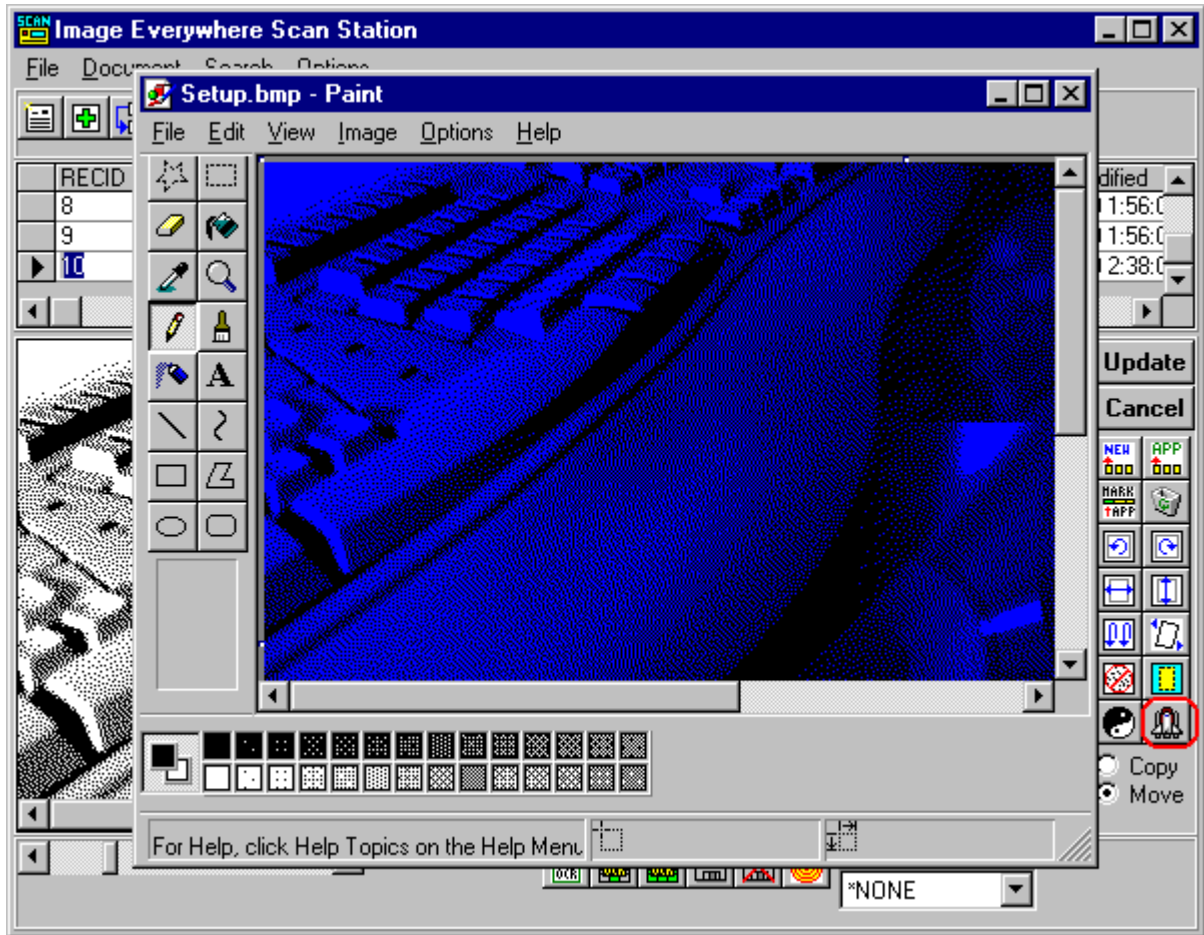
- To add an image or document from disk, select "Scan Station Options" from the "Options Menu". Then set the image source to "Files".



- Now press the "Scan New Document" button. You will see a browse dialog box.



Graphical images that can be displayed in the preview window will be. For other images, the file name will be displayed and you will have to press the launch button to launch the application associated with that file type.



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Electronic Storage Corporation

One of the most innovative report management software companies in the world, Electronic Storage Corporation (ESC) provides the best electronic solutions for long-term on-site storage of computer-processed information. Determined to be without equal at adapting to multi-vendor environments, ESC provides the flexibility needed for interconnection with host computer and application from a variety of sources.

In the business of supplying CD-ROM and optical disk storage and retrieval systems since 1974, Electronic Storage Corporation has been the industry leader of COLD (Computer Output to Laser Disk) storage products since 1989. One of ESC's most innovative products, LaserVault™ Suite, is a year 2000 compliant COLD storage package that provides both classic report storage and retrieval and highly integrated tool sets to achieve the most effective business re-engineering solutions.

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Electronic Storage Corporation's mission is:

To develop and support electronic archiving using both COLD and imaging technology. To reduce archiving expenses, improve customer service and improve decision-making through client organizations by providing rapid, easy access to users' stored reports. To provide systems that are easy to use, inexpensive to maintain and quick to install.

ESC is committed to long-term relationships with customers, recognizing their need for ongoing service, support, user-friendly software and integration.

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(918)664-7276 Fax Number: (918)663-8022

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