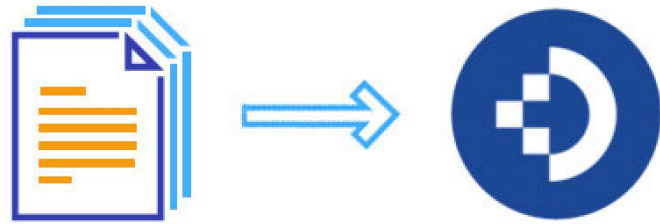


DocuWare Import

Product Info



Automatic and Organized Storage of Documents from Monitored Folders

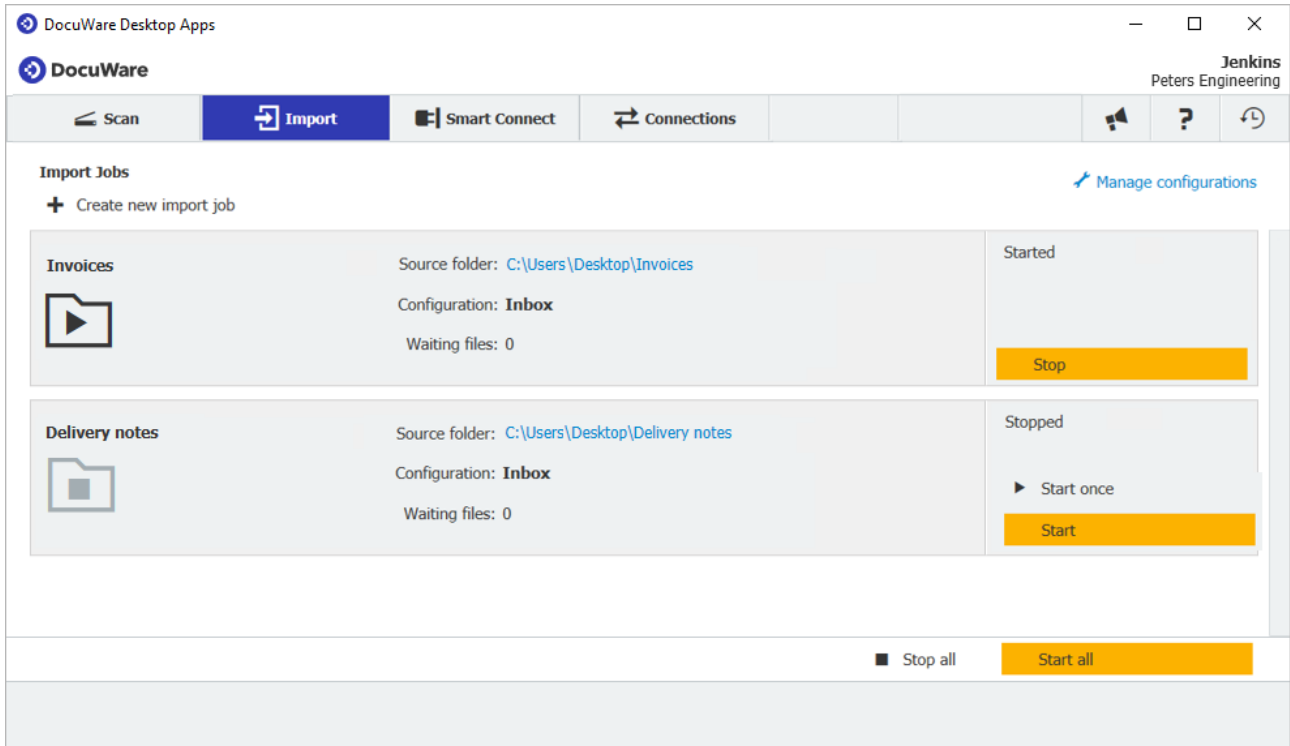
With DocuWare Import you can easily and efficiently import documents directly into your DocuWare system. The module works in the background monitoring selected folders in your file system or network to automatically move all incoming files into DocuWare, where they can be indexed as needed.

The Solution for Large Volumes of Documents

DocuWare Import was developed for companies that process large volumes of documents. This productivity module is particularly useful when using network scanners or ERP programs which create a large number of PDF documents. For example, if you are working with an ERP system that exports all invoices, credit notes, and other documents as PDF, you can now store these documents in DocuWare automatically.

Benefits

- **Directly to an employee from the network scanner:** forward your documents to your colleagues while scanning.
- **Fast and reliable archiving:** files are automatically sorted and stored in DocuWare.



DocuWare Import automatically brings your invoices or other documents from monitored folders into your DocuWare system.

Distributing Documents Directly to Employees When Scanning

With a network scanner you can forward documents to your employees at the time of scanning. To do this, DocuWare Import monitors the network directory and stores the scanned files in the employees' DocuWare baskets.

Indexing Options

The DocuWare Import options can be expanded with additional DocuWare licenses: with the Barcode & Forms license, information is automatically pulled from the document and used for indexing and storing. For example, incoming invoices are given a 1D or 2D barcode and scanned using a network scanner directly into a folder monitored by DocuWare Import. After the import, the document number on the invoice is read out from the barcode.

With the additional Autoindex license, the documents are automatically indexed after the import. For even greater convenience, you can combine DocuWare Import with the license for Intelligent Indexing. This Web-based service automatically records the most important meta data of your scanned documents and indexes the documents.



This document can also be found here:

<http://pub.docuware.com/en/docuware-import>

For more information please visit our website at:

www.docuware.com