

Features' Guide

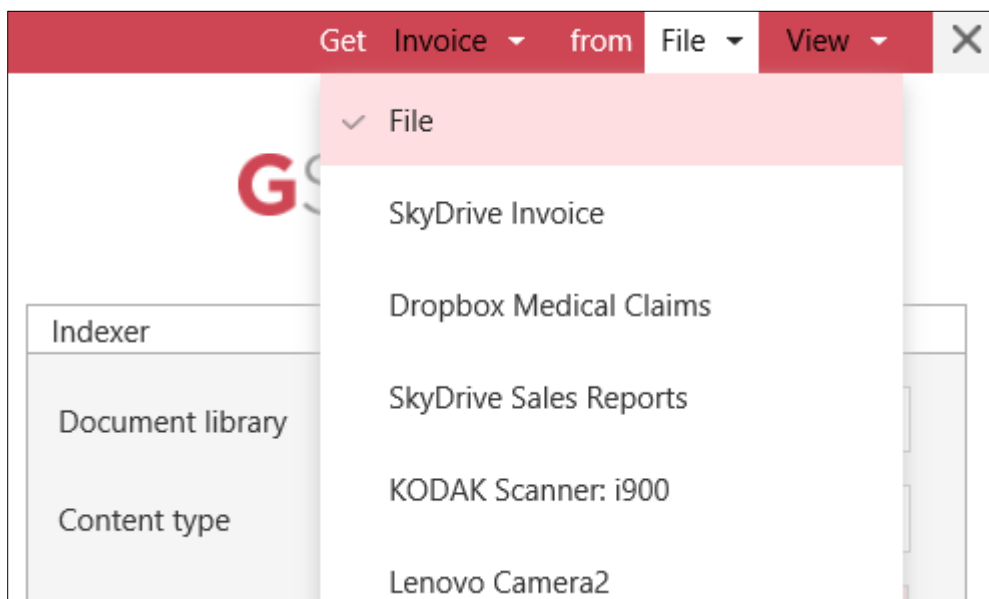
Let's have a brief look to some of the main GScan Online Features. Making your own settings based on document and image type and quality get the best-of-breed result!

1. Image Source Selection
2. Batch Setup
3. Automated Image Pre-processing
4. Unique Click-to-Index Feature
5. Cloud Storage Connectivity

1. Image Source Selection

GScan Online automatically detects attached Scanners via TWAIN drivers. You can define file folder location or change them just before acquiring the images. Connecting to Cloud Storage has never been easier. Connect mobile phones or tablets via GScan Mobile App*.

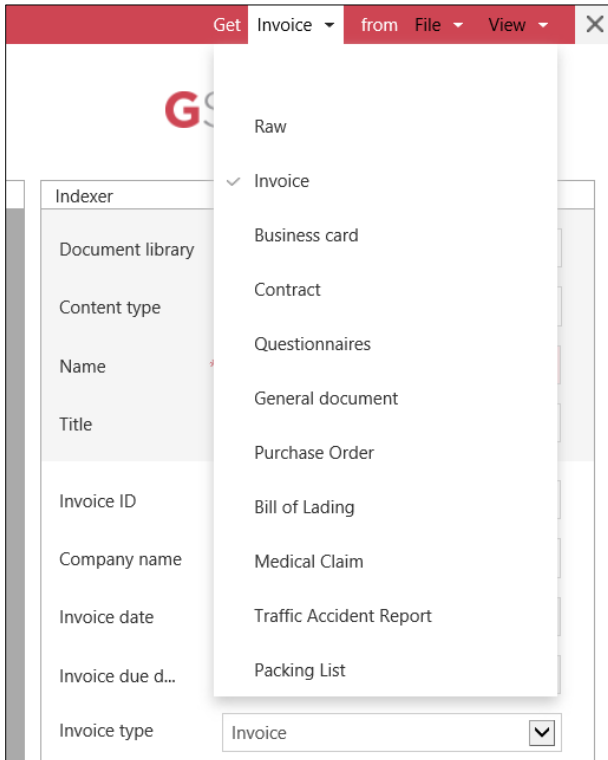
✓ Attached scanner | File Folder + MFD/MFP | Cloud | Mobile device |...



2. **Batch the documents all together - Then Identify and Index quickly & easily**

Whatever document type you need to process, just set-up its profile and put them all together to scanner.

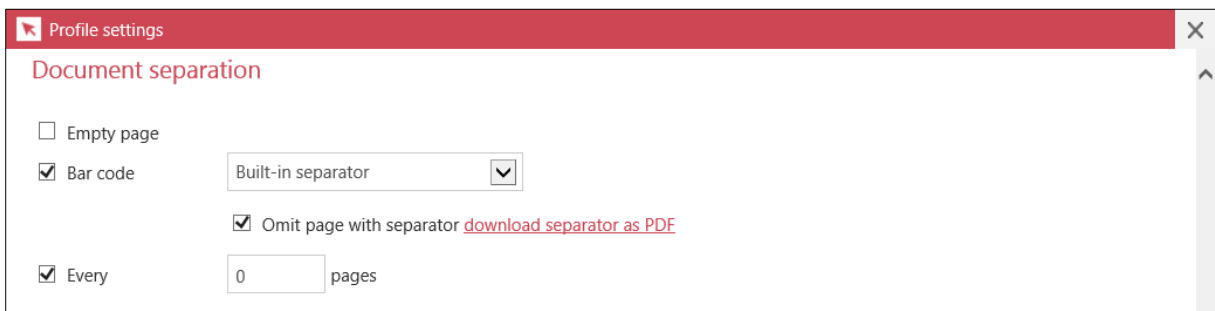
✓ Invoices | Orders | Contracts | Bills of Lading | Medical Claims | ...



Sort Large Batches:

GScan Online will make the rest: separate pages, automatically read barcode and populate its content to index field*, delete blank sheets and prepare the batches for indexing.

✓ Barcodes | Separators | Blank Sheets | Indexing Rules | ...



Content types usually contain a lot of fields, but only some of them need to be filled when scanning. In this setup you can choose fields of particular content types, which will be available for indexing.

Document library

Content type

Columns	use	readonly	prefilled with
Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Title	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Order ID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Invoice ID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Built-in separator"/>
Company name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Invoice date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Received on	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Invoice due date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Invoice type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Payment type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Total amount	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Previous

Next

Barcode settings

General Parameters

Barcode name

Barcode type

Description

Recognition

Validation regex

Recognition area mode

Area Width (mm) Height (mm)

Output value

Text transformation

Output value format

Test

Input text [Test](#)

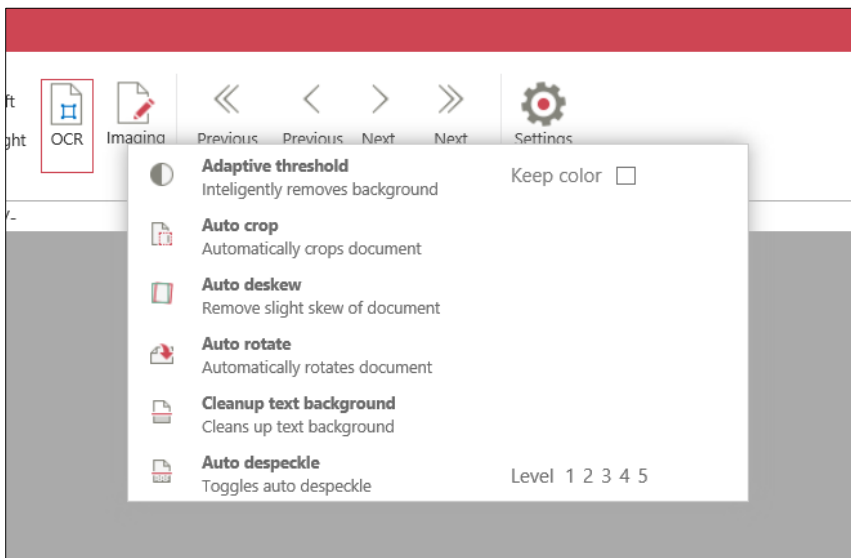
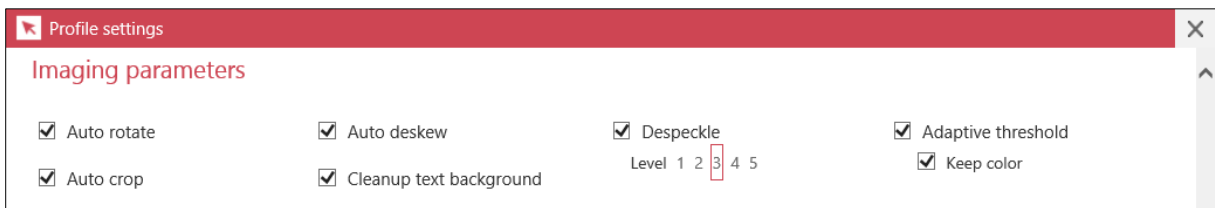
Output value:

3. Automated adaptive Image pre-processing:

You do not need to care anymore about a nightmare called “setting up an image”. GScan Online has built-in Image Pre-processing functionality which automatically transforms even hand-made pictures taken by mobile phone to high quality images at dramatically decreased file size.

What’s more – enjoy brilliantly clean text background without any additional setup. Automated Rotation, Color Detection, Contrast adjustment etc. are a standard.

- ✓ AutoRotation | AutoColor | AutoContrast | Auto blank page removal | AutoDeskew | Barcode recognition | Cleaning text background | ...




a) Original Image:

REPORT OF TRAFFIC ACCIDENT OCCURRING IN CALIFORNIA			
READ IMPORTANT INFORMATION ON BACK			
AS APPROPRIATE, PLEASE TYPE OR PRINT IN BOXES			
# OF VEHICLES	DATE OF ACCIDENT	CALIFORNIA COUNTY OF ACCIDENT	CALIFORNIA CITY WHERE ACCIDENT OCCURRED
2	03/02/05	ORANGE	TUSTIN
TIME OF ACCIDENT			
Hour	5:45	AM	PM
DRIVER'S NAME (FIRST AND MIDDLE) LAST NAME			
JOHN, MICHAEL		SMITH	
DRIVER'S ADDRESS (NUMBER)		STREET	
1111		NORTH STREET	
CITY		STATE	ZIP CODE
SANTA ANA		CA	92619
VEHICLE OWNER—PERSON OR COMPANY		DATE OF BIRTH	
JOHN MICHAEL SMITH		01/31/63	
ADDRESS		CITY	
111 NORTH STREET		SANTA ANA	
VEHICLE IDENTIFICATION NUMBER		INSURANCE COMPANY NAME (NOT AGENT, UNDERWRITER)	
#S B M E 5 6 7 2 3 + C V 0 0 2 2		ATLAS INSURANCE	
INSURANCE POLICY NUMBER COVERING THE VEHICLE ACCIDENT (NOT CLAIM OR FILE NUMBER) POLICY PERIOD			

b) Standard B&W Scanned Image when GScan Online Image Pre-Processing is switched off:

REPORT OF TRAFFIC ACCIDENT OCCURRING IN CALIFORNIA			
READ IMPORTANT INFORMATION ON BACK			
AS APPROPRIATE, PLEASE TYPE OR PRINT IN BOXES			
# OF VEHICLES	DATE OF ACCIDENT	CALIFORNIA COUNTY OF ACCIDENT	CALIFORNIA CITY WHERE ACCIDENT OCCURRED
2	03/02/05	ORANGE	TUSTIN
TIME OF ACCIDENT			
Hour	5:45	AM	PM
DRIVER'S NAME (FIRST AND MIDDLE) LAST NAME			
JOHN, MICHAEL		SMITH	
DRIVER'S ADDRESS (NUMBER)		STREET	
1111		NORTH STREET	
CITY		STATE	ZIP CODE
SANTA ANA		CA	92619
VEHICLE OWNER—PERSON OR COMPANY		DATE OF BIRTH	
JOHN MICHAEL SMITH		01/31/63	
ADDRESS		CITY	
111 NORTH STREET		SANTA ANA	
VEHICLE IDENTIFICATION NUMBER		INSURANCE COMPANY NAME (NOT AGENT, UNDERWRITER)	
#S B M E 5 6 7 2 3 + C V 0 0 2 2		ATLAS INSURANCE	
INSURANCE POLICY NUMBER COVERING THE VEHICLE ACCIDENT (NOT CLAIM OR FILE NUMBER) POLICY PERIOD			

c) GScan Online Result:



STATE OF CALIFORNIA
DMV
DEPARTMENT OF MOTOR VEHICLES
A Public Service Agency

REPORT OF TRAFFIC ACCIDENT OCCURRING IN CALIFORNIA

READ IMPORTANT INFORMATION ON BACK

AS APPROPRIATE, PLEASE TYPE OR PRINT IN BOXES








# OF VEHICLES	DATE OF ACCIDENT	CALIFORNIA COUNTY OF ACCIDENT	CALIFORNIA CITY WHERE ACCIDENT OCCURRED
2	030205	ORANGE	TUSTIN

REPORTING PARTY'S INFORMATION

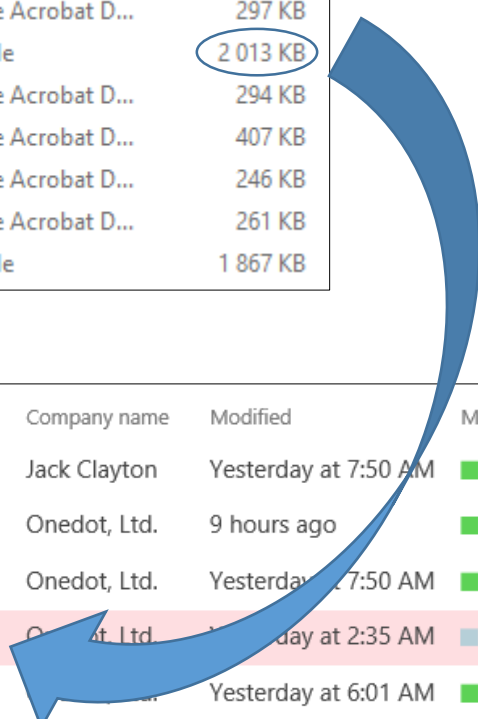
TIME OF ACCIDENT		DRIVER'S NAME (FIRST AND MIDDLE)		LAST NAME		DRIVER LICENSE		
Hour	545	<input type="checkbox"/> AM	<input checked="" type="checkbox"/> PM	<input checked="" type="checkbox"/> In Traffic	<input type="checkbox"/> Parked	<input type="checkbox"/> Pedestrian	<input type="checkbox"/> Bicyclist	<input type="checkbox"/> Other (EXPLAIN E.G. F...
DRIVER'S ADDRESS (NUMBER)		STREET		DATE OF BIRTH		TELEPHONE NUMBER		
111		NORTH STREET		0131		WK (949)222		
CITY		STATE		ZIP CODE		VEHICLE OWNER—PERSON OR COMPANY		
SANTA ANA		CA		92619		JOHN MICHAEL SMITH		
VEHICLE OWNER—PERSON OR COMPANY		DATE OF BIRTH		VEHICLE IDENTIFICATION NUMBER		INSURANCE COMPANY NAME (NOT AGENT UNDERWRITER OR BROKER)		
JOHN MICHAEL SMITH		013163		HSBME567234CVO022		ATLAS INSURANCE		
ADDRESS		CITY		STATE		INSURANCE POLICY NUMBER COVERING THE VEHICLE ACCIDENT (NOT CLAIM OR FILE NUMBER)		
111 NORTH STREET		SANTA ANA		CA				
VEHICLE IDENTIFICATION NUMBER		INSURANCE COMPANY NAME (NOT AGENT UNDERWRITER OR BROKER)		INSURANCE POLICY NUMBER COVERING THE VEHICLE ACCIDENT (NOT CLAIM OR FILE NUMBER)		POLICY PERIOD		
HSBME567234CVO022		ATLAS INSURANCE						

The Quickest Document Retrieval:

It is not about storage capacity but about how quickly you can download document you need right now. Just imagine – how long time would take you to download 2MB file compared to a few kilobytes?

 Invoice_HR	8. 11. 2013 12:42	Adobe Acrobat D...	297 KB
 Invoice_iPhone	29. 10. 2013 15:09	JPG File	2 013 KB
 Invoice_NL	8. 11. 2013 12:42	Adobe Acrobat D...	294 KB
 Invoice_RU	12. 11. 2013 10:46	Adobe Acrobat D...	407 KB
 Invoice_SL	8. 11. 2013 12:42	Adobe Acrobat D...	246 KB
 Invoice_UA	12. 11. 2013 10:46	Adobe Acrobat D...	261 KB
 PurchaseOrder_i...	29. 10. 2013 15:09	JPG File	1 867 KB

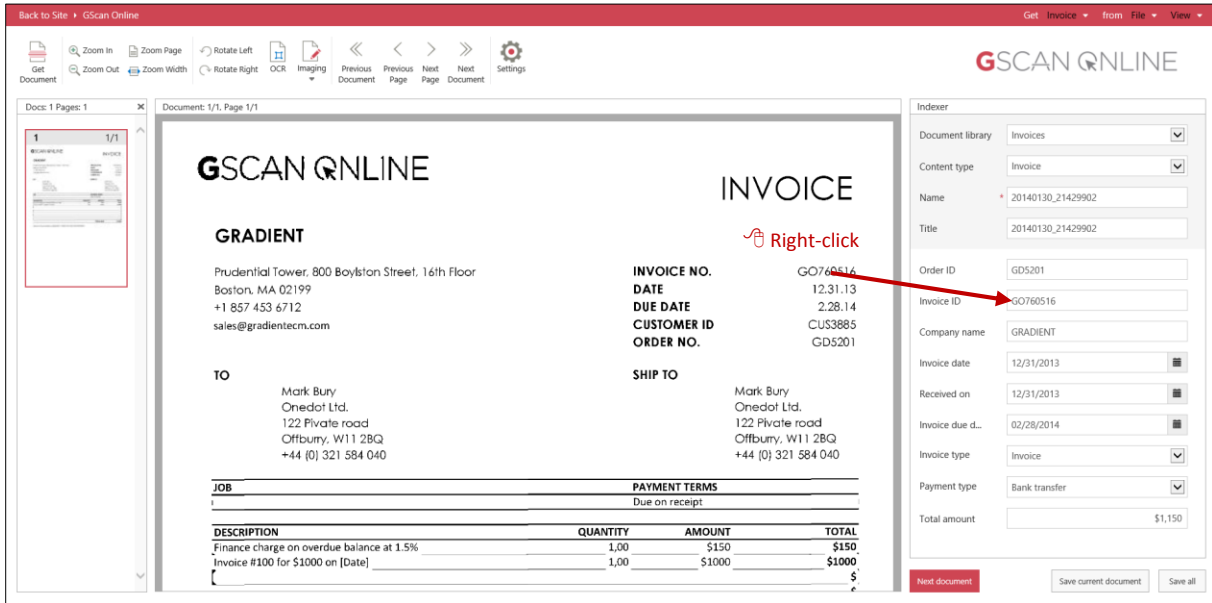
Name	Title	File Size	Company name	Modified	Mo
20140130_16487557	...	51 KB	Jack Clayton	Yesterday at 7:50 AM	■
20140131_14502935	...	65 KB	Onedot, Ltd.	9 hours ago	■
20140130_16482512	...	62 KB	Onedot, Ltd.	Yesterday at 7:50 AM	■
20140130_11348686	...	56 KB	Onedot, Ltd.	Yesterday at 2:35 AM	■
20140130_15008932	...	62 KB	Onedot, Ltd.	Yesterday at 6:01 AM	■



4. Click-to-Index:

It's never been easier to index documents thanks to unique Click-to-Index Feature. Use all three buttons of a mouse: Left – Moving the image | Scrolling – Zoom in/out | Right – just click and “transport” the chain into index filed.

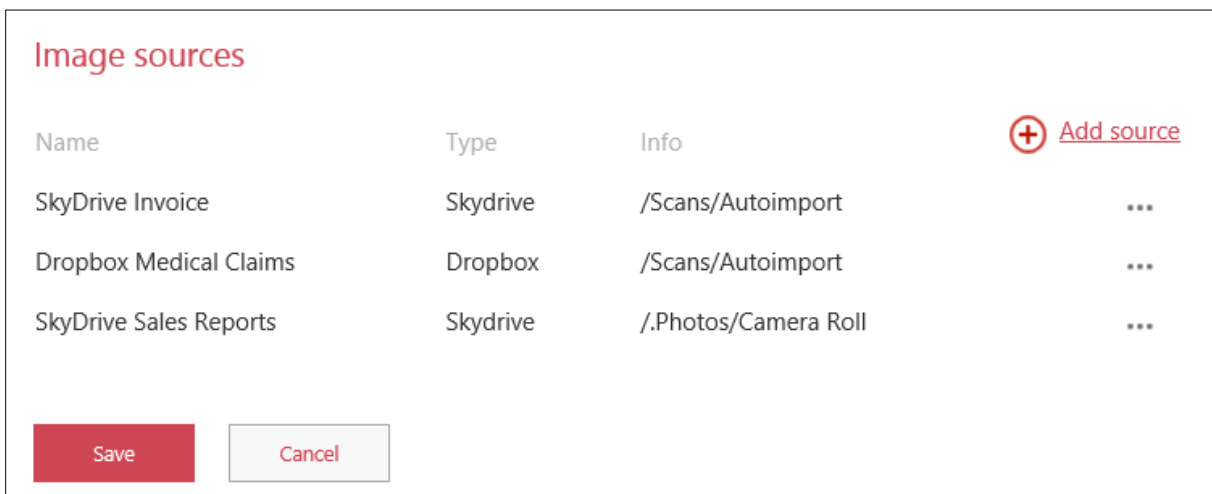
- ✓ Save your time | Forget typing | Avoid mistakes while typing



5. Easily connect to the Cloud Storage

Make just a basic settings between your SharePoint site and Cloud Storage and you won't believe you are not capturing from Filesystem.

- ✓ SkyDrive | Dropbox | ...



*) available only with GScan Online Add-on or GScan Mobile