



OPTIMIZE SECURE DOCUMENT CAPTURE WITH DIRECT BACK-END SYSTEM INTEGRATION



**uniFLOW Connector for OnBase by Hyland
with Canon imageRUNNER ADVANCE**

CONSIDER THIS ...

Limiting access to confidential information and improving the accuracy of data sharing for Supply Chain Management, Production, Product Development, ERP, and other business process areas can help your firm keep its competitive advantage and speed up exchanges of information to help limit inaccuracies in your processes. Without a method that has security to scan and properly index directly into your ECM solution, manually updating documents to network folders can produce errors, inaccuracies, and allow for theft of information.



INDIRECT SCANS AND LOST TIME

Documents scanned and stored to a network "sweep" folder can require additional time to review information, indexing of meta data, and storing of the documents.



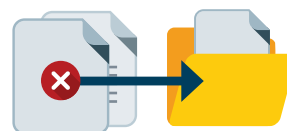
UNAUTHORIZED ACCESS

If files are temporarily kept in folders outside of your ECM system, confidential information, intellectual property, and trade secrets could be exposed to unauthorized users.



POTENTIAL INDEXING ERRORS FROM MANUAL UPDATING

The staff most familiar with documents when scanning into a network folder may not be the staff updating the information. Accounting records, forecasts, and customer files could be misindexed, resulting in wasted time and costs correcting information.



According to a recent Gartner study, poor data quality results in 40% of all business initiatives failing to achieve their targeted benefit. Poor data quality affects overall labor productivity by as much as 20%.* Manual input errors can result in incorrect data inside the document. Incorrect tagging can also lead to lost documents. Both of these issues are costly to identify and correct after they've been introduced.

**DATA QUALITY
AFFECTS
OVERALL LABOR
PRODUCTIVITY
BY AS MUCH AS
20%**

When documents can be scanned, previewed, verified, and indexed by employees that are most familiar with the content and the content authors, and those same employees can send the documents directly into your ECM system, errors and lost information can be reduced.

* Gartner Measuring the Business Value of Data Quality Published: 10 October 2011.

CANON + ONBASE CAN HELP SECURE DOCUMENT CAPTURE AND IMPROVE ACCURACY OF INDEXING

HOW IT HELPS

The uniFLOW Connector for OnBase allows manufacturers to scan, preview, and index business documents directly into OnBase from a Canon imageRUNNER ADVANCE device with the ability to verify documents before saving. This process is designed to reduce the need and risks from scanning to network folders outside of your ECM system and can help improve the accuracy of indexing through OnBase.



DIRECT ACCESS TO ONBASE

Scan, preview, input, and verify information at the device prior to documents being sent. This can reduce the potential for data entry errors and retains the quality of information being stored.



SECURE DOCUMENT CAPTURE

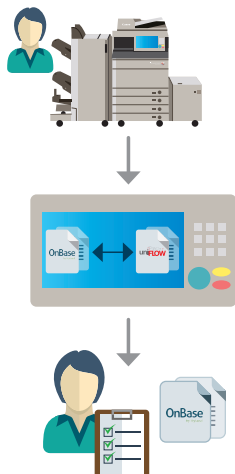
uniFLOW Scanning using uniFLOW software provides a level of protection during document processing by restricting access to authorized users only.



FAST INPUT

Indexing documents at the device instead of using "sweep" folders can help with time-consuming manual indexing. In addition, batch processing can be employed to scan large volumes of documents directly into OnBase to further speed up the process.

HOW IT WORKS



1

AUTHORIZE SCAN

A user authenticates at a Canon imageRUNNER ADVANCE device and scans the document.

2

PREVIEW

Review the scanned document before sending to OnBase.

3

INDEX

Verify information is correct before sending to file.

4

SEND

After the user verifies that the information is correct, the document is indexed and sent to OnBase.

TRANSFER DATA ACCURATELY FROM PAPER DOCUMENTS INTO ONBASE

THE BENEFITS ARE CLEAR

- Direct scanning and indexing of documents into OnBase from the MFP
- Secure scan for authorized users
- Preview and validate data at the Canon imageRUNNER ADVANCE device
- Potential to limit errors and save time indexing documents



For a manufacturer, the real benefit of implementing uniFLOW and the uniFLOW Connector for OnBase is a scan process from your MFP with a direct workflow into OnBase. Help protect critical confidential documents, customer contracts, and invoices by restricting access to authorized users at your Canon imageRUNNER ADVANCE devices. Improve indexing accuracy by allowing staff to scan, preview, and verify information at the device before sending to OnBase. Reduce turnaround time by indexing into OnBase versus storing scanned documents in network folders that have to be manually indexed and later swept into OnBase. And leverage Canon imaging technology with OnBase to integrate documents into your back-end ERP systems.



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