



ibml's SoftTrac® Scan enables users to centralize information management and helps to ensure regulatory compliance and tracking and control. With the operational intelligence provided by SoftTrac Scan, organizations can more easily standardize their scanning operations and the information they provide.

Complementing ECM platforms and traditional scanning solutions, SoftTrac Scan delivers efficiencies and process improvements. SoftTrac Scan is designed to work with ibml scanners as well as those from other manufacturers, co-exist with any capture or other downstream solution and support both distributed and centralized document scanning environments.

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#### **SoftTrac Scan features:**

- An attractive and intuitive user interface
- Easy-to use job configuration tools, including a Scan Job Setup wizard and Ink Jet Printer (IJP) setup interface
- Centralized monitoring and reporting
- Batch and user administration
- Dynamic software feeder controls for optimizing scanner throughput
- A tool for streamlining the configuration of TIFF images and settings
- Automated dog-ear detection
- Centralized data storage for all devices
- The ability to scan into virtualized environments
- Single Windows log-in and authentication
- Built on .NET framework

#### **Secure Global Access**

SoftTrac Scan's centralized authentication provides authorized users with a single login for secure, global access to all applications. Access can be customized for specific users and groups, depending on security requirements.

- Manage multiple database configurations from one central point
- Login using one of several methods: Windows authentication, ibml database authentication, or one-click login using the current logged-in Windows account.

#### **Easy-to-Use Application Console**

SoftTrac Scan's Application Console provides an intuitive, common user interface that launches all ibml document capture applications – from the Administration Console to Quality Control Job Setup and DocNetics® software. It features a sleek, 3D carousel for displaying application icons. The Application Console is permissions-based and shows only those applications in the console that the currently logged in user has permission to use, safeguarding against unauthorized user access.

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### **Streamlined Scanning**

The intuitive operator interface is equipped with easy-to-use controls that launch you into instant productivity.

- Quickly create new batches and begin scanning
- View images as documents are scanned
- Activate hand feed mode for quick jam and skew recovery
- Flag documents for rescanning
- Easily open existing batches for review
- Append to batches and insert documents from offline devices
- Rescan documents with ease
- Edit document data
- Fit, rotate and zoom in and out on images in the image viewer
- Automate detection of dog-eared documents (those with folded corners)
- Dynamically adjusted feeder settings optimize scanner throughput

### **Simple User Administration**

With SoftTrac Scan's User Administration application, the process of creating, managing and editing multiple user and group profiles for job-access and data protection is simplified. Organizations can define rules for user access within applications based on an individual's or group's profile.

### **Efficient Batch Administration**

SoftTrac Scan's Batch Administration allows users to view and manage batches of scanned documents without interrupting the scanning process.

- Operator productivity is maximized through fast viewing and manipulation of images offline without interrupting scanning
- Users can drag and drop batches into the recycle bin or into multi-thread processes, allowing for continued scanner operation while batches are being deleted
- Apply filters to sort which batches are displayed in the viewer
- Choose how to group batches in the viewer for quick and easy navigation

### **Streamlined Job Setup**

Scan Job Setup is easy to use. Rules- and actions-based job setup capabilities enable rapid job creation without sophisticated programming, providing for easier deployment and faster ROI.

- Job configuration tools, including a step-by-step Scan Job Setup wizard
- Tool streamlines the configuration of TIFF images and settings
- View a history of all job changes
- Restore jobs to previously saved points

### **Powerful Reporting**

SoftTrac Scan includes Client Reports for direct, easy-to-view productivity statistics and other valuable operations reports. Out of the box, this application provides scanning statistics by batch, operator or specific document as well as cumulative data. The reports can be stored locally or on a network.

Additionally, a number of filtering options allow users to select what dates, scan jobs, scanners, operators, and data connections are included in the reported data. Reports can be saved for future use, or they may be exported as PDF, Excel or HTML files.

### **Let's Get Started**

Based upon your specific hardware installation, SoftTrac Scan provides various levels of functionality. To see how SoftTrac Scan can help your organization, visit [www.ibm.com](http://www.ibm.com).