

# Hyperwave Scan & Store



## Scan, Store, Search...

Hyperwave Scan & Store scans all your paper documents through your existing copiers and scanners for secure browser-based access. With Scan & Store you can easily search and retrieve your documents with full version control and maintain your documents according to the latest legislation and compliance guidelines.

### Why do you need it?

- ✔ Save on document storage costs
- ✔ Use existing scanners & multifunctional devices
- ✔ Scan to archive immediately
- ✔ Secure storage
- ✔ Free up office space
- ✔ Access through your web browser
- ✔ Immediate fast searchable
- ✔ Fully audited

### How can you use it?

#### Scan and Archive

As soon as a piece of paper comes in to the organization, scan and archive it electronically.

#### To save space

With the documents scanned you can get rid of original documents that are stored in the building.

### Improve your customer services

No longer do you need to worry about losing your documents – as soon as it is scanned it is audited.

### Expand your archive solution

Use Scan & Store as the stepping stone to full document management.

### From your existing copiers

In the majority of cases Scan & Store can be used from the copier itself.

### Improve efficiency

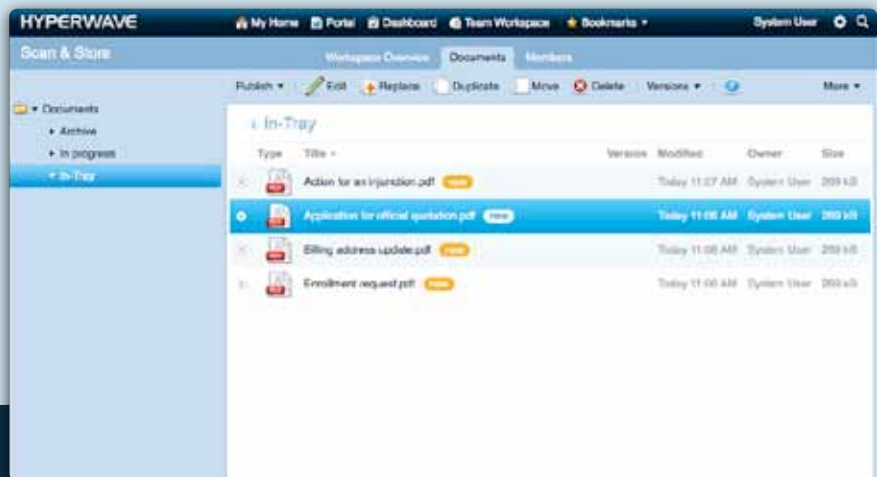
Don't spend hours searching the filing cabinets for a document, get to it in seconds with Scan & Store's comprehensive search.

### Through the web browser

Access your documents through a familiar interface wherever you are in the world.

### Bring your offices together

If you have several offices on different sites, use Scan & Store to be able to access all the information.



# How can this work for you?

## Scan, store, search and retrieve your documents with full version

control and maintain your documents according to the latest legislation and compliance guidelines.

### ✔ Creating Electronic Documents

Users can create and store any electronic documents from any software application and store them in the system. Full integration with Microsoft® Office™ applications means that all information is automatically stored in the secure repository.

### ✔ Scanning Documents

Create electronic documents using the easy to use scanning interface. Any compatible scanner or networked print/copy/scan device (MFP/MFD) allows you to send your scanned documents directly to your desktop or network folders.

### ✔ Search and Retrieval

A powerful search function lets users easily find documents and information based on their content or filing tags (index data). This means that users with the appropriate access rights can find any document quickly.

### ✔ User and Group "In-Trays"

All users can be provided with their own electronic in-tray. Personal and group in-trays are used to replicate physical in-trays which enable documents to be viewed and distributed electronically.

### ✔ Electronic Filing

Documents can be filed using your existing file and folder structure, both manually and automatically. This information can be defined by a user or can be automatically assigned if document recognition tools are being used.

### ✔ Automatic Document Recognition

Documents can be recognized based on their layout, and this information used to file (index) the document in the system. This is a particularly useful feature if high volumes of documents require scanning, processing and filing. These documents can then be sent automatically to user/group in-trays using Workflow tools.

### ✔ Document Routing

Automatic document routing (Workflow) functionality allows documents to be intelligently sent to user/group in-trays. This, combined with Auto-Recognition, enables businesses to replicate and automate manual processes.

### ✔ Business Process Management

Electronic data capture and document recognition tools can replicate your existing manual processes, which enables comprehensive mapping of your business processes.



## Features

- ✔ Fully web-browser based solution
- ✔ Full MS Office integration
- ✔ E-mail integration – Outlook/Lotus Notes etc.
- ✔ Application-independent – native application not required to view documents
- ✔ Version control, document history, check in/out
- ✔ Extensive search capabilities
- ✔ Workflow tools built in
- ✔ Automatic notification tools
- ✔ Multilingual interface capabilities
- ✔ Easily customisable user interface
- ✔ Powerful integration with back office systems

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