

let .work .flow

drive | image

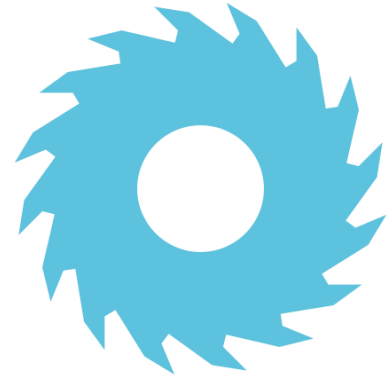
Administration



Drive | Image for administrative purposes

No matter if federal, state or local administration, if regional head office, ministry, public company, administration union – or the administration in medium-sized enterprises – whenever it comes to administration, it goes without saying that the efficient and careful handling of documents and data is the key for success.

One of the core competencies of a scan solution, like Drive | Image is to design these processes simple and reliable.



Possibilities of Drive | Image

By using Drive | Image every administration has the possibility to digitize all documents for more efficient, comfortable and intuitive workflows. It's not necessary to wait at the scan device, therefore users can save a lot of time.

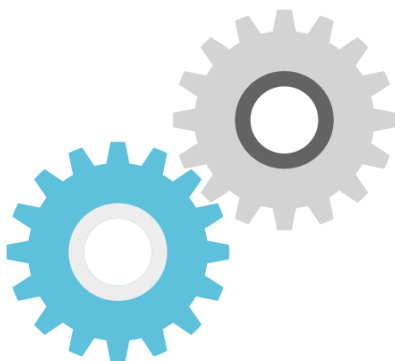
No matter how complex the scan process will be, every user just needs to feed the documents to the scan device, choose some information from a drop-down list and start scanning – the document will be forwarded fast and in a perfect quality to the right destination throughout your network.

Benefits

- Distribute documents via digital document workflows and find a document by the push of a button. Fast and easy digitization of all incoming documents allows not only to organize documents in a centralized and organized structure, but also to find them very easily – whether on your server or document management of your choice - instead of searching through endless paper archives
- All process steps can be operated with a simple push of a button – digitization, archiving and forwarding of documents in one simple step with Drivve | Image
- Meet the requirements defined by law – Drivve | Image allows for simple and secure digitization according current law
- User-friendly usage on a top level – Drivve | Image can be used intuitive without any verbose trainings or workshops – most users do not even recognize that there are using a scan solution
- Central administration of random devices – all scan devices will be managed by the administrator – the software will be installed on the server instead of each workplace to configured all devices at the same time and assure compliance and data security
- The environment will thank you – documents who are important to multiple user can be provide in a digital version instead of paper copies – this reduces costs and optimizes your CO2-balance

Example of use

As an assistant in the administration Sandy scans, indexes, archives and forwards a mass of papers in different ways.



Since the implementation of Drivve | Image Sandy is able to organize all her processes and work more efficiently. Direct from the control panel of the device, Sandy can choose a company or a contact person from the database. The document name will be created using the inserted information, for example Scanner5-Peter_Rose-date-Sandy Martin. Subsequent to this process there is the possibility to choose the responsible person and press “scan” – no additional input – no typing errors possible.

Drivve | Image adjusts all scanned documents, generate the document name, transmits all the relevant information with the document into the Document Management System of the company and notifies the responsible colleague via email that there is a new document in his personal inbox.

Modules of the Driveve | Image Suite



Scanner Power Tools (SPT)



Cloud Connector Module (CCM)



OCR Module (OCR)



Exchange | Fax Connector (UEC)



Database Connector (UDC)



SharePoint Connector (SPC)



Barcode Module (BARCODE)



Lotus Notes | Domino Connector (LOTUS)



Print Management Connector Module (PMC)

For more information and some success stories of Driveve | Image visit our homepage www.driveve.eu.