



where document management begins

ScanPoint, Inc.

Turnkey Solutions For The
“Paperless” Workplace



in partnership with:



The Digital Dilemma

Overload of information

- Fallout of documents
 - Taxes information systems, printers & file cabinets
- Most documents end up on paper
 - 1.5 trillion pages printed annually in USA
 - 500% increase since 1984
- Documents claim up to 60% of office worker's time and account for up to 45% of labor costs.
- 85% of documents are never retrieved, 50% are duplicates and 60% are obsolete.



ScanPoint Company Background

About Us

- Based in New Hampshire
- International Company-US and Canada
- Product Line
 - EasyFile
 - EasyFiler
 - Desktop Mailman
- ScanSmart
 - Document conversions for paper documents, Canofile, Laserfische and DocStar



in partnership with:



ScanPoint - Our Mission

Mission statement:

With our customers' commitment to improved productivity and quality, assist them in understanding a strategic imaging vision, and provide tailored, cost-effective solutions that precisely meet their needs.



in partnership with:



The File Cabinet History

- Yesterday

- Collect all important documents and store in filing cabinets

- Today

- Acquire data from virtually any source
 - *Paper documents*
 - *Electronic documents in native format*
 - *Spreadsheet, fax, digital image, sound, multimedia, etc.*
- Distribute data to virtually any destination
 - *Fax*
 - *Printer*
 - *Email*
 - *Web*



in partnership with:



What is a Document Management System?

Basic Document Management functions:

- **Scan:** Convert documents to images
- **Index:** Associate basic information with images
- **Store:** Save in a reliable repository
- **Retrieve:** View/print/email/fax desired documents
- **Archive:** Guarantee future access to documents & safeguard them for Disaster Control



in partnership with:



EasyFile

Query EasyFileWeb - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://mpuc.informe.org/efclass.ASP?WCI=query&WCU=>

mySearch - Edit Google - More Google -

Date mm-dd-yyyy

Case ID Without Dashes eg. 1997465

Utility / Filer Exactly as Listed on Docket Sheet

Case Description Phase Description on Docket Sheet

Doc Type

Business Name

Last Name Martin

Representing

Summary Description of Document Filed

NOTE: While you can query documents by any of the fields above, using the "Case ID" (Docket Number) alone is the most effective way to query.

EasyFile

[List of Current Docketed Cases](#)

Internet Explorer

Tools Help

<http://mpuc.informe.org/efclass.asp?WCI=hitlist&WCU=>

Google - Yahoo! - Ask Jeeves - LookSmart - Customize - More Google -

Page 10 of 11

Utility / Filer	Case Description	Doc Type	Business Name	Last Name	Representing	Summary
BANGOR GAS COMPANY, LLC	PROPOSED COST OF GAS FACTOR ADJUSTMENT FILING	Service List Requests		MARTIN		REQUESTING ADD TO THE LIST OF INTERESTED PERSON
BREWER WATER DEPARTMENT	PROPOSED RATE CHANGE PURSUANT TO 35-A M.R.S.A. SECTION 6104 TO INCREASE TOTAL REVENUES BY APPROXIMATELY \$216,700	Letter	BREWER WATER COMPANY	MARTIN		RELATED MATERIAL FOR PROPOSED RATE INCREASE
TELIGENT, INC.	PROPOSED TARIFF REVISION TO CLARIFY THE METHOD USED TO CALCULATE TERMINATION CHARGES FOR TERM CUSTOMERS UPON EARLY TERMINATION OF A TERM AGREEMENT	Initial Filing (approved 8-21-02)	TELIGENT SERVICES, INC.	MARTIN		INITIAL FILING
BANGOR HYDRO-ELECTRIC COMPANY	REQUEST FOR APPROVAL OF ALTERNATIVE RATE PLAN (BHE ARP)	Letter		MARTIN		COMMENTS

Document File Input Methods

- Scan
 - Paper converted to digital image
- Add Electronic Files
 - Electronic files maintained in their native format
 - Spreadsheet, fax digital image, sound, multi-media, etc.
 - Unalterable; suitable for archiving purposes



in partnership with:



Indexing Methods

Should support different ways to organize information

- **Index fields**
 - *Customized templates*
 - *Pull-down boxes*
 - *Automated tools*
- **Full text search**
 - *Requires OCR software if scanning documents*
 - *Allows retrieval based on any text*
- **Folder / File structure**
 - *Patterned after traditional file cabinet systems*
 - *Eases transition from paper to electronic filing*



in partnership with:



Document Retrieval

Maximum search efficiency demands an intelligent search system

- Can combine multiple search methods into one all-inclusive search
- Allows wildcard retrieval
 - *? single character replaced*
 - *% any number of characters replaced*
- Allows for “fuzzy” logic searches
 - *Compensates for misspelled words*
- Proximity searches
 - *Words in same sentence, paragraph, etc.*
 - *Allows narrowing of search results*



in partnership with:



EasyFile – Key Features

- Accessibility
 - Digital documents in standards-based format
 - Browser access works on all computers
 - Multiple users can access documents at once
 - Users can be anywhere on Intranet or Internet
 - FAST!
- Security
 - You decide who can view and modify documents
 - Logging feature monitors document activity history
 - DigiKey Security ensures document integrity



in partnership with:



EasyFile – Key Features (more!)

Options

- Keyword index
 - Familiar file cabinet metaphor
 - Automated Zone indexing for batch filing
- Full-text search
 - Search in scanned documents using OCR
- Auto Indexing
 - Automated Zone OCR indexing for batch filing
- CDFiler
 - Burn documents onto CD and installs version of viewer on CD



in partnership with:



EasyFile – Key Features (more!)

Options

- Auto Indexing
 - Automated Zone OCR indexing for batch filing
- Full-text search
 - Search in scanned documents using OCR
- CDFiler
 - Burn documents onto CD and installs version of viewer on CD



in partnership with:



Scanning with EasyFile

The result:

- Easy learning curve – minimal training required
- Simple input of new documents and adding to pre-existing documents
- Fast and secure access to documents
 - Via Web Browser (no special software needed)
 - Ability to limit individual user privileges



in partnership with:



EasyFile – Best of Breed

Open/Standards-based solution:

- Compatible with all Canon “I” Series copiers
- Works with any TWAIN-compatible scanner

No extra software required to view documents



in partnership with:



Anyone you know ?



Thank You!!


SCANPOINT

in partnership with:


NECS™
TOTAL OFFICE SOLUTIONS