

windream Imaging



**Conveniently importing documents
into windream**



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With windream Imaging, windream GmbH offers a powerful solution for the windream ECM-system, which allows users to conveniently scan, index and archive incoming paper documents. This new solution has specifically been designed for workgroups in network environments and especially supports Konica Minolta's multifunctional devices, which can be integrated into windream Imaging seamlessly. However, it is also possible to integrate devices of other manufacturers without any functional restrictions.

windream Imaging allows users to scan, index and archive documents in windream. First, the windream Imaging software starts a scanning process to digitalize incoming documents. After this process has been completed, the scans can be edited, indexed and imported into windream with the associated index data in one working step. windream Imaging also allows to import TIFF-files which are already available in the filesystem. Single pages and complete documents as well can be added to already existing files.

Optionally, an optical character recognition (OCR) process can be executed during the import process. The text elements of the documents scanned will then be extracted and automatically stored as fulltext with the documents in the ECM-system.

Editing all documents in one working environment

windream Imaging presents the filing structure of the documents in the ECM-system, the documents already scanned (which shall be acquired in windream) and the dialog box for editing index data in one user interface on the screen. In this environment, windream Imaging allows to process

- TIFF-documents,
- documents using multifunctional devices of Konica Minolta and
- documents of different filetypes (for example PDF, DOC or XLS).

Depending on the type of file (TIFF or other filetypes), windream Imaging displays the functions available in the working environment on the screen. There is a differentiation between an editing mode for single pages and an editing mode for complete documents.



Processing TIFF-documents

Scanned documents are displayed as single pages – so called single page TIFF-files – in configurable views. The document sorting corresponds to the sorting of the scanning process.

The view is presented as a list of all pages, as thumbnail and as page view. Users can enhance or modify single pages with the integrated image enhancement functions, for example to change the appearance of a scanned document (like contrast or brilliance), to attach annotations or to delete pages. Single page TIFF-files can either be stored as single TIFF-documents or as a merged document, meaning as multipage TIFF-file in windream. The windream directory in which the documents are stored can be determined individually. Additionally, the filing structure can be built according to year numbers, months or dates in destination folders which have especially been generated for this purpose. windream Imaging will then create the required subfolders automatically.

Users determine the index properties for the documents to be archived in the screen area for acquiring and editing the index criteria. Using the function for indexing documents via the Windows clipboard, a part of a document's contents can be applied to selected index fields directly from a TIFF-file. Selected screen areas can be applied to index fields as text after an OCR operation.

Processing different filetypes

Besides processing TIFF-documents, windream Imaging offers an opportunity to also import documents of other filetypes (for example PDF, DOC or XLS) and to even process documents of different types simultaneously.

Documents are displayed within the original applications in separate browser windows of Microsoft's Internet Explorer. The only basic requirement is that the applications have been registered for displaying documents in the Internet Explorer. windream Imaging allows to acquire and edit the index data and to import these documents into windream. You can also merge documents from different applications to one document and archive it.

Performance features:

- All sectors for document processing in one user interface
- Convenient import of different filetypes
- Special support for Konica Minolta multifunctional devices
- Quick update of windream documents and index data
- Configurable and automatic document storage in the ECM-system
- Automized e-mail notification for selected users after document import

Support for Konica Minolta multifunctional devices

windream Imaging can especially be configured to be used with Konica Minolta multifunctional devices. Two editing modes are available for processing TIFF-files when using Konica Minolta's devices:

- Editing single pages (corresponds to the processing of TIFF-files) and
- Editing complete documents (corresponds to the processing of documents from different applications).

When using a Konica Minolta multifunctional device, scanned files to be imported into windream are read from the Konica Minolta device and forwarded to windream Imaging. In this process, it is possible to determine whether the files shall be forwarded as single files or as a merged file (for editing complete documents). The user-specific settings for a Konica Minolta device can be made on an integrated tab page of the program.

Processing windream documents

TIFF-documents and their index data which have already been stored in windream can be opened and edited with windream Imaging any time.

Automatic storage in configurable directories

The place of document storage for the import into windream can be configured individually. Via a specific windream Imaging module, users can determine in which directory of the ECM-system the files shall be placed per default. No further configurations of the destination folders will be required any more, if these settings have been made once. A further option is to determine destination folders for documents of a specific object type.

Automized e-mail notification

Users can send e-mail notifications to selected receivers as so called „archiving messages“. In this case, windream Imaging will use the default e-mail Client which has been installed on the respective workstation computer. Notifications include archiving date and time, assigned object type and a link to the archived document. In addition to this, users can determine a default text to be used automatically for each notification. They can also determine that windream Imaging shall generate a further link to the archived document, with which the receivers can access it via the windream Web Portal. E-mail notifications are configured in a separate dialog box.

Post-processing after archiving via scripts

It is also possible to post-process archived documents via scripts in windream. This function can for example be used to initiate a following workflow process.





Rely on the Technological Market Leader

If you plan to invest in an innovative, efficient and easy to handle ECM-system, or if you need further information on how to optimise your business processes concretely, we should get to know each other.

In the market sector of ECM-software suppliers, windream GmbH is the technologically leading manufacturer. With the windream ECM-system based on the patented Virtual File System technology (VFS), we have created an unrivaled tool for administering your complete company knowledge. Our software is easy to handle, effective, and future-proof. We have 20 years experience in successful software solutions development for enterprises of any size. Medium-sized companies and multinational corporations as well rely on our top quality products and on our technological know-how.

Look and see!

windream GmbH

Wasserstraße 219
44799 Bochum
Germany

Phone: +49 234 9734-0
Fax: +49 234 9734-520
E-Mail: info@windream.com

www.windream.com

**Managing
Documents**