

The way to a paperless office

How to digitize your documents with windream Imaging 7.0

Bochum, November 21, 2019



Agenda

- 01 Digitizing paper documents - Why?
- 02 Digitizing paper documents - How?
- 03 What's new in windream Imaging 7.0?



Digitizing paper documents - Why?

- ✔ All documents should be digitally and permanently available
- ✔ Access to documents from all workstations
- ✔ Simplified, faster research
- ✔ Faster, more efficient workflows and business processes



Digitizing paper documents - How?

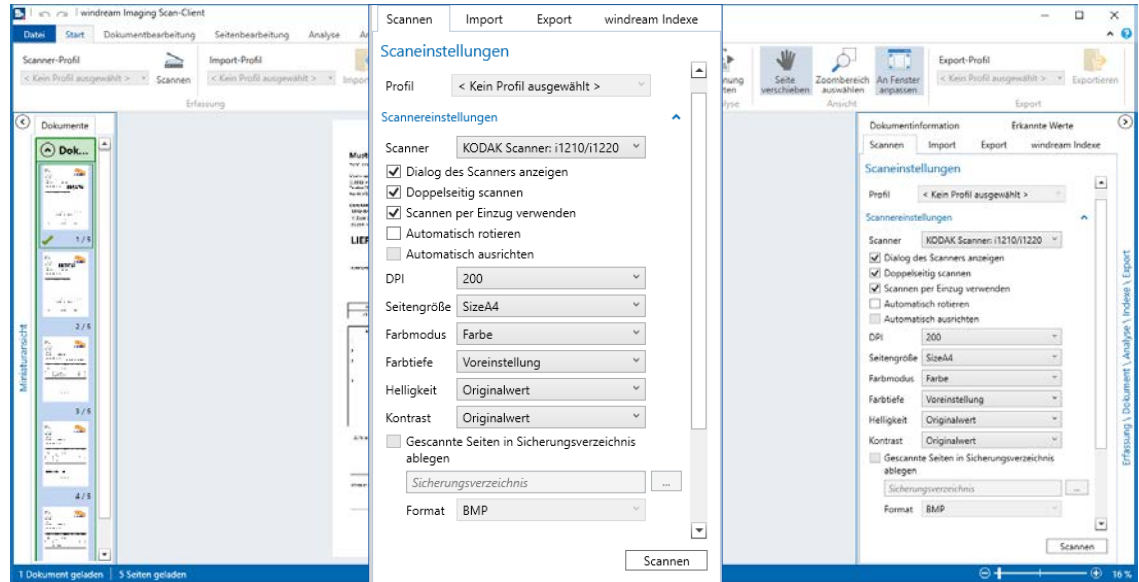
- ✓ Scanning paper documents
- ✓ Preparation of documents
- ✓ Document storage



Scanning paper documents

- ✓ Who may / should scan documents and at what point of time?
- ✓ Which documents must / should be scanned?
- ✓ How, with which settings, should I scan?
- ✓ Process documents directly or save them temporarily?

Scanning paper documents





Preparation of documents

- ✓ Separating or structuring documents
- ✓ Extracting relevant information
- ✓ Editing pages in the document

Preparation of documents

The screenshot displays the 'windream Imaging Scan-Client' software interface. The main window is titled 'Lieferschein21025' and shows the 'Erkannte Werte' (Recognized Values) tab. The interface includes a menu bar (Datei, Start, Dokumentbearbeitung, Seitenbearbeitung, Analyse, Ansicht), a toolbar with 'Scannen' and 'Import-Profil', and a sidebar with 'Dokumente' and 'Minizuarzichte'. The main content area shows the document information and OCR results.

Dokumentinformation

Lieferschein21025

Ergebnisse dokumentbezogen anzeigen

Barcodewerte

Seite	Wert	Typ
1	Lieferschein21025	PDF417

OCR-Werte

Mustermann Computer
Hard- und Software

Musterstraße 10
111111 Musterstadt
Telefon 089/12933662 MUSTERM/
Fax 089/1293389

LIEFERANSCHRIFT:

Malerbetrieb Jürgen
Velsstr.12
81654 München

LIEFERSCHEIN LIEFERSCHEIN-NR.21025

ANMERKUNGEN ODER BESONDERE ANWEISUNGEN: E
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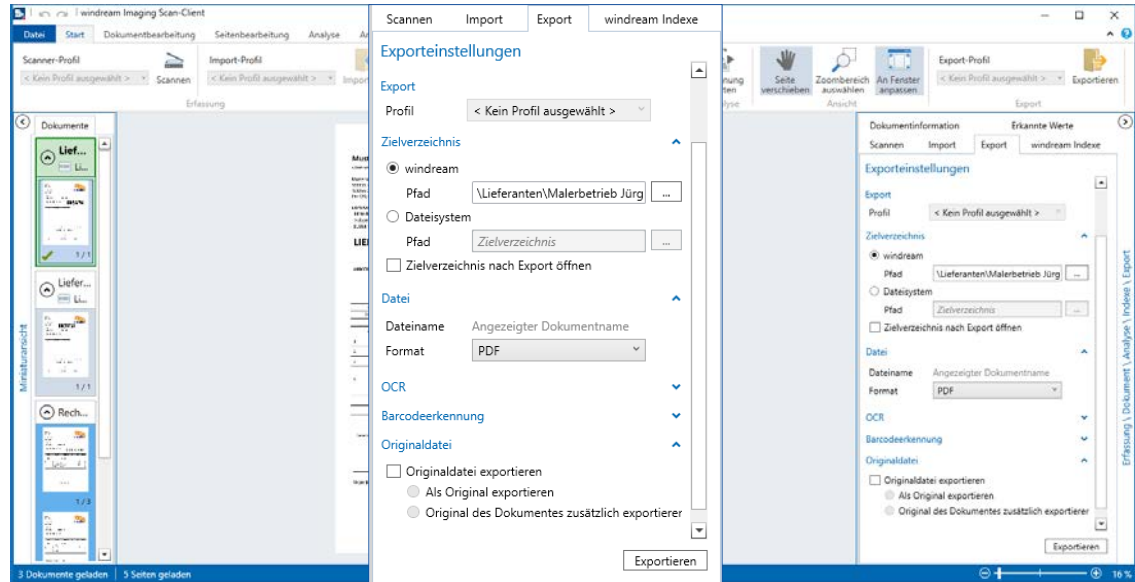
The right-hand window shows a similar view with additional options like 'Seite verschieben', 'Zoombereich auswählen', and 'An Fenster anpassen'.



Document storage

- ✓ Where are the documents stored?
- ✓ How are the documents stored?
- ✓ Storage in a retrievable and available manner
- ✓ Compliant archiving

Document storage

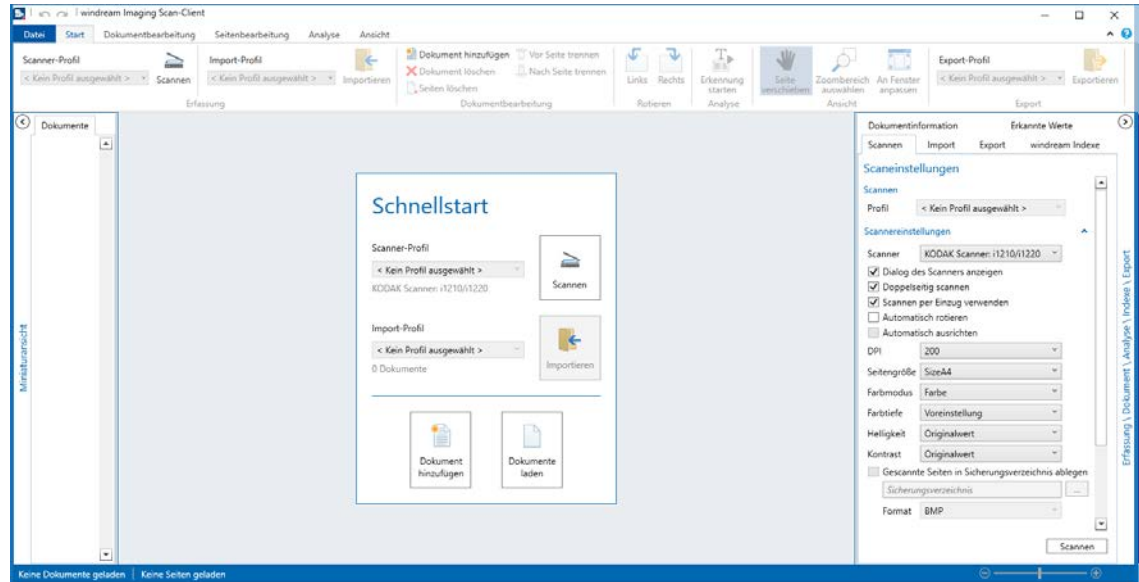




What's new in windream Imaging 7.0?

- ✔ Complete redesign of the application
- ✔ Size of thumbnails individually adjustable
- ✔ New quick start view

What's new in windream Imaging 7.0?





What's new in windream Imaging 7.0?

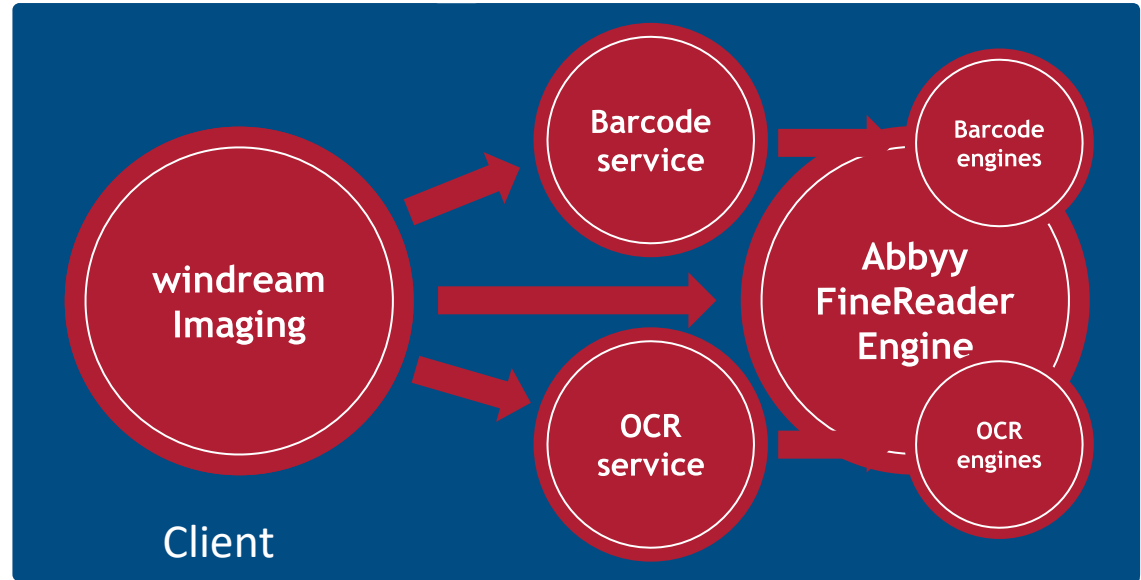
- ✔ Periodic saving of the document stack
- ✔ Resuming a document Stack
- ✔ Extended profile settings
- ✔ Extended options

What's new in windream Imaging 7.0?

- ✓ 64 bit support
- ✓ New software architecture
- ✓ New engines for OCR and barcode recognition



What's new in windream Imaging 7.0?





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