



Solve Your Paper Problem

Tired of trying to manually track and manage the paper documents that are essential to your business? Now there's a better way!

Document capture and document management solutions from iKAN Software.

We provide leading edge scanning, document capture and document management solutions to improve your business.

Suited for Your Needs

At iKAN Software, we want technology to be deployed and executed just the way you need it. We have capture solutions for both high-volume, centralized scanning needs and lower volume, distributed document capture needs. From small offices to large corporations, we have scanning solutions that can be mixed and matched to meet the needs of your organization.

Automated Capture – The Key to Productivity

We focus on the details so you don't have to. We know the key to a successful system is to start with capturing documents with the highest degree of quality and accuracy possible. To this end, we focus on:

- High-speed scanning that gets the highest quality image in the quickest possible time with the least amount of effort
- Automated image cleanup, document separation, identification and text creation
- Utilization of barcode technology, where appropriate
- Optical Character Recognition (OCR) options for full-text extraction from a document
- Append or prepend pages to an existing document
- Bates stamps, an electronic imprint for validating the scan audit trail



Capture More Than Paper

While capturing paper is our main focus, you can store and secure other document types to a central repository:

- Import electronic files such as Word, Excel and PowerPoint
- Capture documents from a digital copier scan
- Capture scanned engineering drawings and other larger format documents
- Import documents from a hard drive and automatically file them

Capture Benefits Your Business

When you scan documents instead of manually filing them, you achieve important benefits, including:

- Scan once, view anywhere, immediately
- Secure and backup electronic data easily
- Improve transaction time by moving information electronically
- Make filing and finding documents consistent and easy
- Reduce space required for file cabinets and box storage
- Prevent loss of documents and information due to natural or man-made disasters



Suited for You

Whether providing continuity through your entire enterprise or supporting the unique needs of your specialized industry, iKAN Software provides a comprehensive document management system with pre-built templates and scalable, customizable solutions:

Business Solutions

- ➔ **Accounts Payable/Receivable** – invoices, POs, receipts, tax returns, financial documents
- ➔ **Human Resources** – employment forms, resumes, applications, performance reviews, training records
- ➔ **Operations** – policies, procedures, desk manuals, ISO documents
- ➔ **Legal** – contracts, agreements, affidavits, any signed documents

Industry Applications

- ➔ **Energy** – land records, run tickets, inspection reports, tests, maintenance records, production accounting
- ➔ **Manufacturing** – data books, change orders, proposals, specifications, part numbers, ISO processes
- ➔ **Real Estate** – leases, land records, tax records, easements, tenant agreements, maintenance records
- ➔ **Transportation/Distribution** – bill-of-lading, travel expenses, delivery receipts, asset tracking
- ➔ **Engineering and Construction** – drawings, CAD/CAM, change orders, specifications
- ➔ **Education and Training** – scores, evaluations, certifications, course completions

Ad Hoc Scan

- ScanNow
- Link Scan
- Email Attach

Batch Scan

- Network Scan
- Web Scan
- Client Scan

Import & Migrate

- Drag & Drop
- Image Import
- Image + Data Import

MetaData Lookup

- Barcode Automation
- Optical Character Recognition
- Archive
- Document Validation
- Signature Validation
- Data Validation
- Data Formatting
- Custom Data Fields
- Version Control

Search

- Metadata Search
- Content Search
- Browse

Output

- Box
- Sharepoint
- FileNet
- OpenText LiveLink
- Oracle
- SQL Server



Get Started Today

Download a free trial of the software, get a demo, or call us for assistance. We offer a complete Qwik Start document management package that includes everything you need to get started for one low price or convenient monthly payments. The package includes a professional, top-rated scanner from Fujitsu. Find out more at www.ikansoftware.com or call us at 713.426.4526.

“ I have been using iKAN Software almost daily and love it! It has made preparing invoices more efficient. I cannot believe how quickly the search feature in Link works, and very accurate.

Mary Anne Stoner, SSR, Valuation and Financial Advisors

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