



Complete Document Capture for SharePoint

iKAN Software's Virtual Document Center complements Microsoft SharePoint with key document capture capabilities. Now you can connect your paper-based information in digital form and use SharePoint as the common interface for users to access and share documents. Our solution helps you avoid common issues associated with document capture in SharePoint, including managing document security, obtaining metadata from external systems, filtering and loading bulk information, and more.



Microsoft®
SharePoint® 2010

Get Everyone Connected

Now you can get all your users on the same page and all your file cabinets in one place for instant access from SharePoint. We can integrate OCR and Forms Processing tools for further automated document classification techniques. With the iKAN Virtual Document Center, users get an easy-to-use interface that provides a seamless extension into your Microsoft SharePoint platform.

It's Automatic

Enjoy automatic scanning and document filing within your SharePoint information hierarchy. No more guesswork on how to name files or folders, save your document, or locate coworker files needed to complete your work. There are no complicated interfaces or new software programs to learn. Let us help you employ the right solution to your information filing and storage, and get everyone on the same organizational page. Tell us your document challenges and we will work up a cost-saving solution.

Key Capabilities of the Solution

iKAN Software provides electronic data management functionality to SharePoint. This cohesive integration combines the strengths of both applications, giving SharePoint users enhanced capabilities to support and refine business processes. Our comprehensive solution allows you to:

- Scan and file documents and seamlessly integrate them into SharePoint
- Utilize barcodes and other automation techniques for high volume capture to SharePoint
- Automate the "tagging" of your documents to minimize manual filing requirements
- Adhere to your security and compliance requirements
- Rapidly deploy a solution with your documents in the Cloud or on-premise

**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

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

**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

