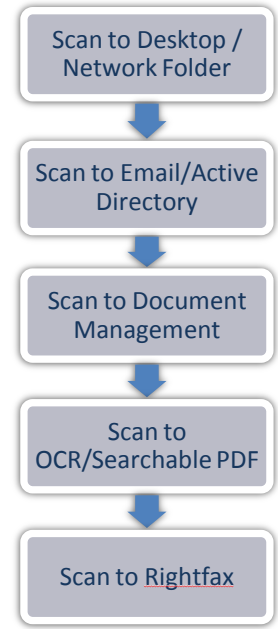# Copitrak Scan

Automatically Routes jobs, Tracks, Manages and Assigns Cost associated with scanned Paper documents.

Copitrak Scan is a platform independent scan tracking and routing product that can work as a stand-alone product or in conjunction with the Copitrak Eclipse Terminal. Copitrak Scan allows users to route, track and bill for scan jobs using one convenient workflow.

Users simply enter information regarding their user and account number same as they would for a photocopy and then select the scan routing option desired. They execute the scan job at the multifunction device and Copitrak Scan sends the scanned document to the route the user selected. Every scanned image is properly counted and the billing information is sent to the Copitrak System Software for billing.

> Scan to Desktop / Network Folder
> ↓
> Scan to Email/Active Directory
> ↓
> Scan to Document Management
> ↓
> Scan to OCR/Searchable PDF
> ↓
> Scan to Rightfax

Built-in Scan Routing and Preview

Users can easily preview jobs (shown here) allowing them to confirm what a job will look like before they return to their desk.
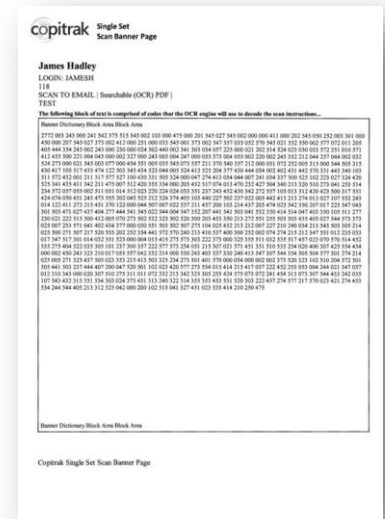
*Copitrak Scan presents users with one simple GUI **regardless of the device.** This eliminates the need to manage your Scan environment. Scans will automatically route based on the routing workflow chosen by the user. Users can route scans to other users via LDAP lookup or by entering an outside email address. Scan jobs can be routed to Document Management and Case Management Systems including Microsoft Share Point, Summation, Interwoven (iManage/Desk site), Open Text (DM5/Docs Open), Client Profiles, ProLaw, WorldDox.*
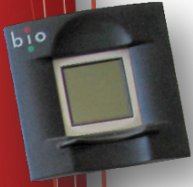
Now Available - Copitrak Banner Page Scanning

Users select their routing behavior while at their desk and simply print out a Banner sheet which they take along with their scan job to the scan device. They simply place the scan job into the feeder, select "Copitrak" on the Copier panel and hit the Start button. That's it! The users scan job is automatically routed and tracked.

Routing options include: Scan to Email, Scan to Personal or Network folder, Scan to Document Management System, Scan and OCR, Scan to Rightfax. Copitrak Scan has connectors available for most of the popular Document and Case Management Systems.

Copitrak
Scan

The First and only Cost Recovery Terminal with Bio-Metric, Users can touch to Login, touch a Client Matter from their Favorites or Last Job Recall List and they're ready to track and route their scan job.

Routing Scans with the Smartbar Interface

After logging into the Copitrak System users are presented with available Scanning options. With one touch, users can select the appropriate option. The system will prompt the user for additional workflow information if necessary based on the option selected.

Scan to Person Folder – With a single touch the system will automatically route the Scan job back to the users secure network folder.

Scan to Desktop – With a single touch the system will automatically route the Scan job back to the user's desktop via the Copitrak Desktop application.

Scan to Document/Case Management – Compatible with Microsoft Share Point, Summation, Interwoven (iManage/Desk site), Open Text (DM5/Docs Open), Client Profiles, ProLaw, WorldDox and others the Copitrak system allows users to easily route and profile jobs directly to DM systems.

Scan to Email –When selecting this option, the Eclipse will assist the user with locating other users email via Active Directory or the user can simply type in the desired email address. Users can build a distribution list which can be recalled any time in the future.

Scan to Rightfax – The Eclipse terminal will prompt the user for telephone information and route the job directly to the Rightfax server.

Features Include:

- Fully Automated Scan Routing
- Platform independent, automatically links with all vendors.
- Presents users with one convenient, easy to understand interface for doing Scan jobs **regardless of the device make or model**
- Zero management. Eliminates the need to manage templates or user directories
- Scans automatically route to a users inbox, desktop or personal folder
- Multiple default locations can be assigned
- Easily route Scans to other users via LDAP lookup
- Convenient scan preview is presented to users
- Scan to Document Management including Microsoft Share Point
- Scan to Captaris Rightfax and eliminate the need for analog phone lines and maintain the ability to track the jobs.