

AUTOMATIC INDEXING



With ScanTag from Muratec you can seamlessly capture metadata and document images from Muratec MFP's and transport them directly into document management systems for automatic indexing.

How does it work?

- The system administrator registers the specific metadata fields that users will need to enter prior to scanning.
- The user inserts a document into the Muratec MFP and selects ScanTag.
- The user will be asked to log-in and then will be guided through the metadata capture workflow as assigned by the administrator.
- The user will press [Start] and the document will be scanned.
- The metadata information is converted into CSV or XML format (depending on the document management system requirements) and delivered to a network folder along with the scanned image.
- The document management system will import the metadata file and use the information to index the scanned image.

The benefits of ScanTag are:

- Enable indexing from point of capture, eliminating the need to return to the PC after scanning
- Ensure the success of a document management deployment by empowering employees to capture and index documents from within their workgroup
- Metadata fields can be quickly registered by an administrator using the intuitive OfficeBridge browser interface
- ScanTag follows a simple workflow logic that users will find intuitive
- ScanTag can automatically capture the users information, time/date information,

file format and several other fields that will reduce key-op requirements

- It's free!

Additional Information:

- ScanTag is available on the Muratec F-525, F-565, MFX-1450 and MFX-2050.
- ScanTag metadata can be sent as either CSV or XML files. These files may be customized by the user based on their document management systems import requirements.

Integrated with SmartSearch

Muratec is pleased to announce that ScanTag has been integrated with SmartSearch. SmartSearch is an easy-to-use document management solution that enables users to quickly index and retrieve documents to improve customer service, automate document processing and insure regulatory compliance. ScanTag's XML format meets the import requirements of SmartSearch, meaning system administrators can quickly and easily deploy ScanTag-enabled MFP's into a SmartSearch environment.

