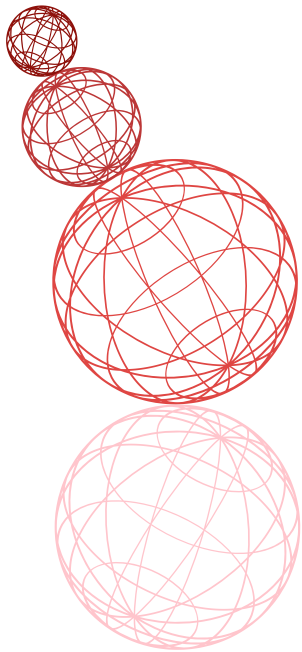# InfoConnect

Docuflo® Web Scan

Docuflo Document Management System (DMS) is introducing to our users another way to scan and digitize your important documents. The **Docuflo Web Scan** is an alternative to our conventional desktop scanning solution, now available for access using your web browser.

Docuflo Web Scan Key Functionalities

Anywhere Access
Web-based - Allows access from virtually anywhere as long as your device is equipped with internet and a web browser

Main Menu gives an overview of the number of files for each stage from scanned, batched, indexed, verified in one glance
Simple Interface

Intergration with External Database
Easy integration with external database that will be automatically indexed

Ownership transfer allows other users to be given access to batch files supporting collaboration
Ownership Transferability

Secured Access
Admins can lock/unlock files to restrict access to sensitive documents

- Integrates well with Multi-functional Printers/Personal scanners
- Less hassle – simple to use and minimal maintenance involved
Easy Installation

Who would Docuflo Web Scan be suitable for?

✓ **Existing Docuflo DMS** clients looking for a **cost-effective alternative** to our standard desktop scanning solution.

✓ Organizations looking for a **web-based** scanning solution which supports **remote access**.

✓ Organizations operating with a **large number of staff** and **multiple branches** or offices.

✓ Industries handling **large amounts of paperwork** (e.g. Financial Services, Law Firms, Manufacturing) and looking to digitize their documents in bulks and batches.