Docuflo Web Scan

Functionality

InfoConnect™

The Information & Content Management Experts

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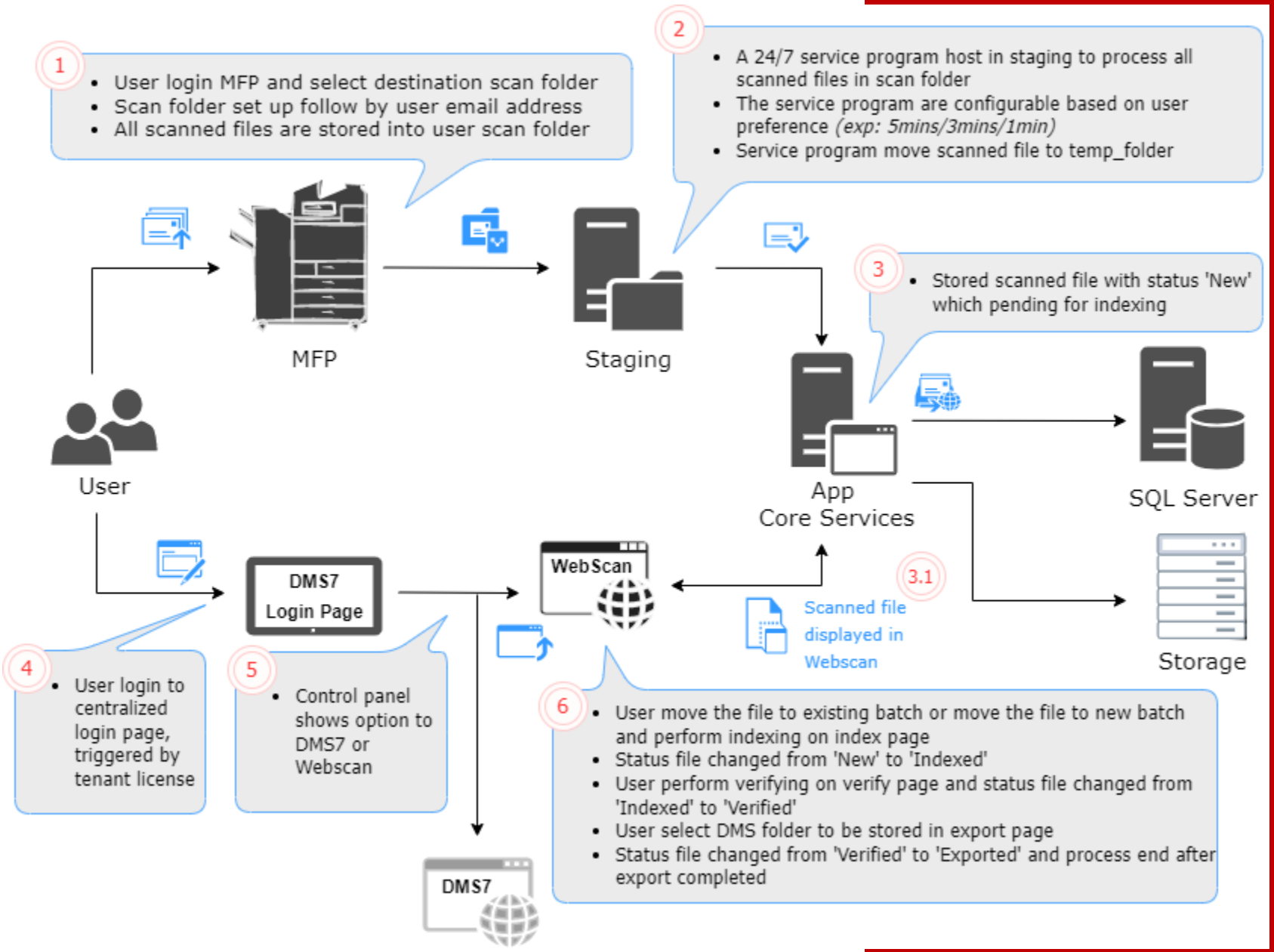
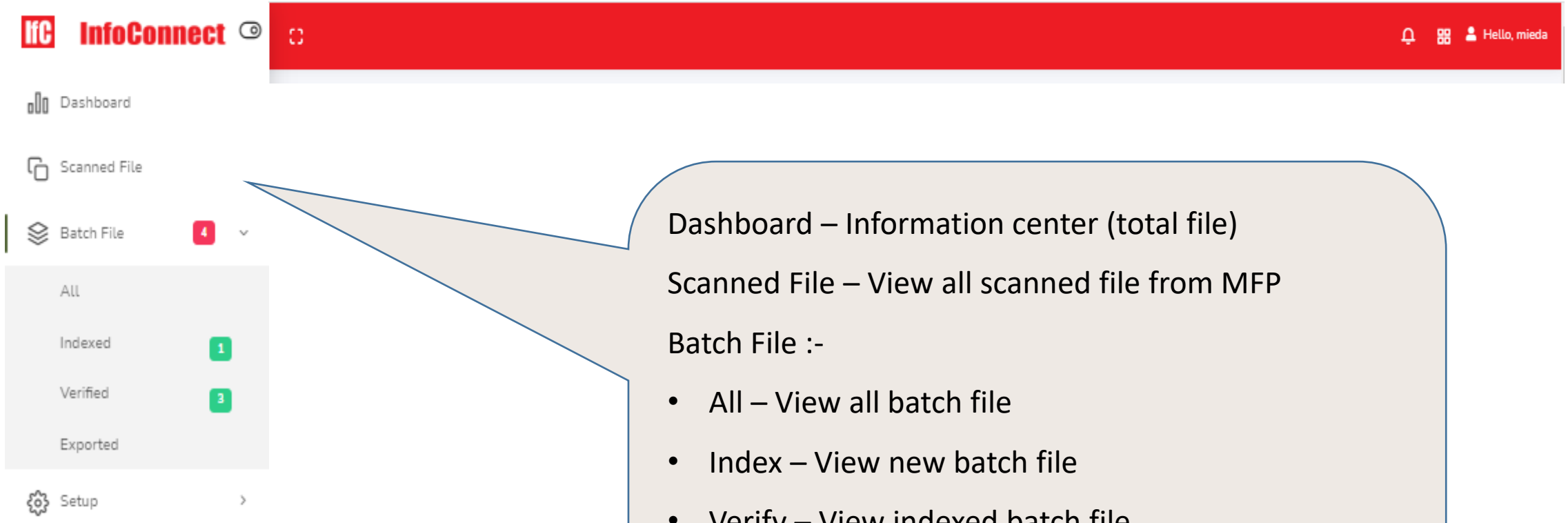
InfoConnect Process Flow

- Web-based
- Access anywhere
- Do it later
- Notification
- Shareable / collaboration
- Supervisor control



InfoConnect Funtionality

Menu



Dashboard – Information center (total file)

Scanned File – View all scanned file from MFP

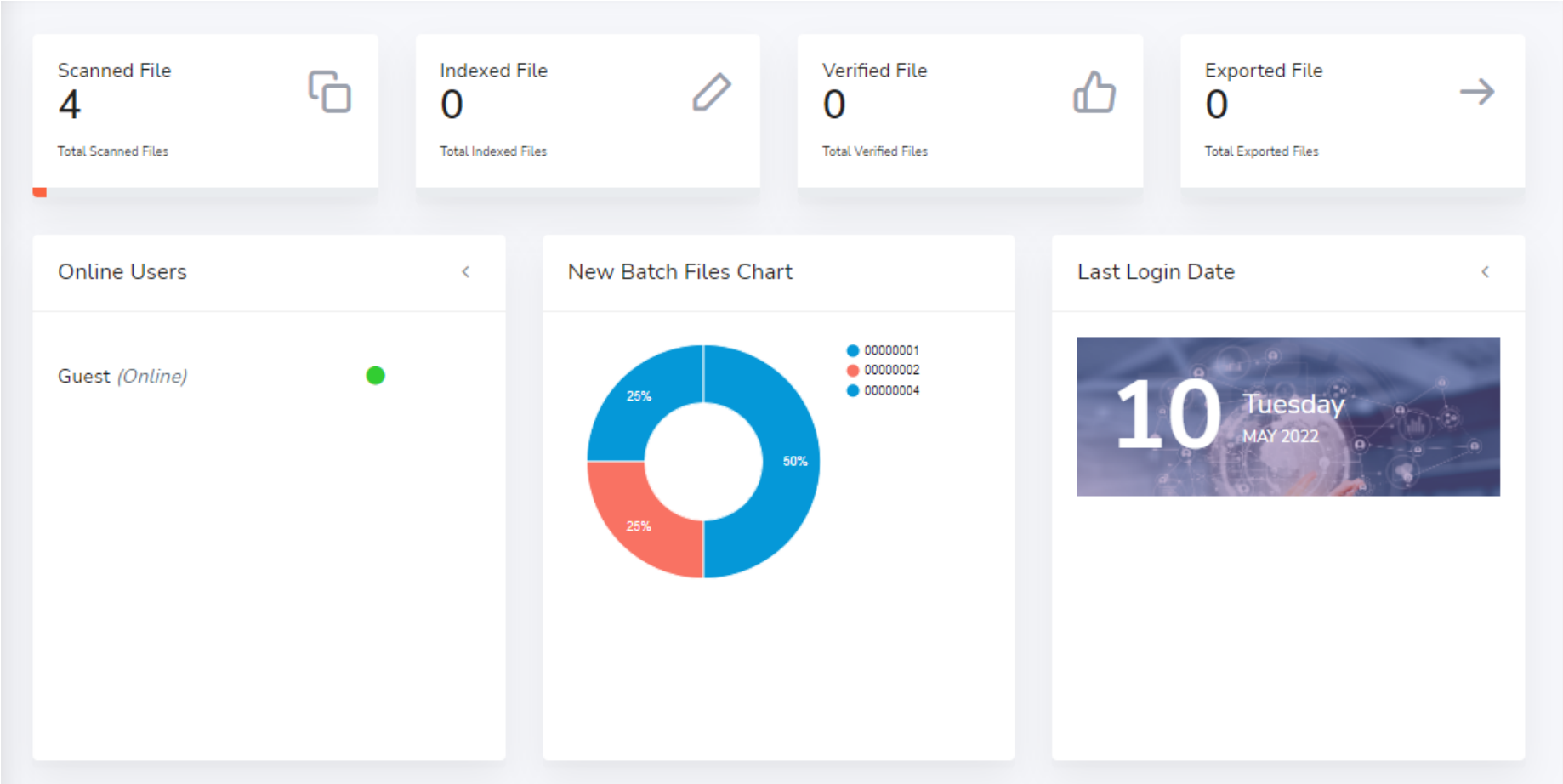
Batch File :-

- All – View all batch file
- Index – View new batch file
- Verify – View indexed batch file
- Export – View verified batch file

Setup – system configuration (Admin)

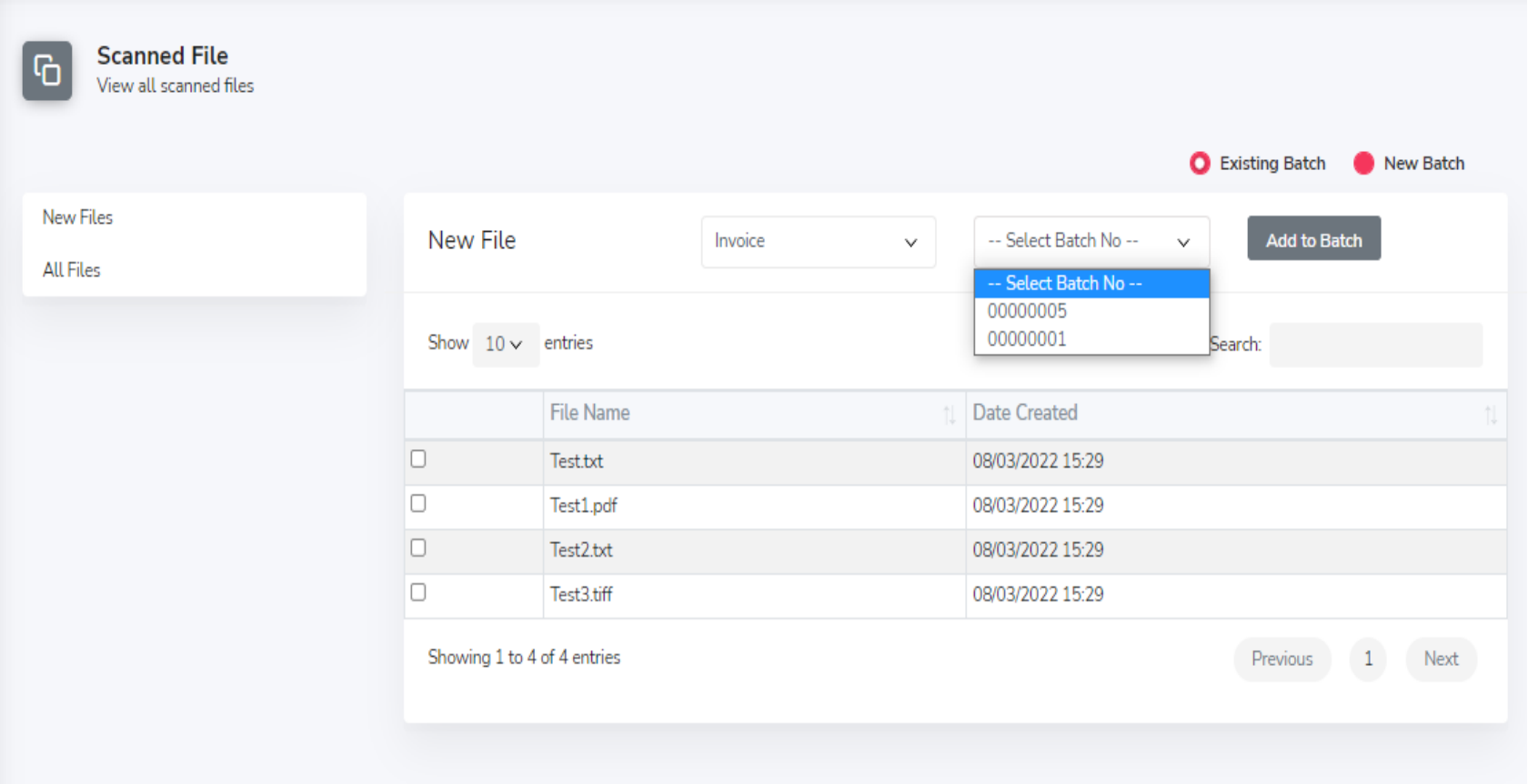
InfoConnect Funtionality

Dashboard: Shows total files, new batch, online users and last login date



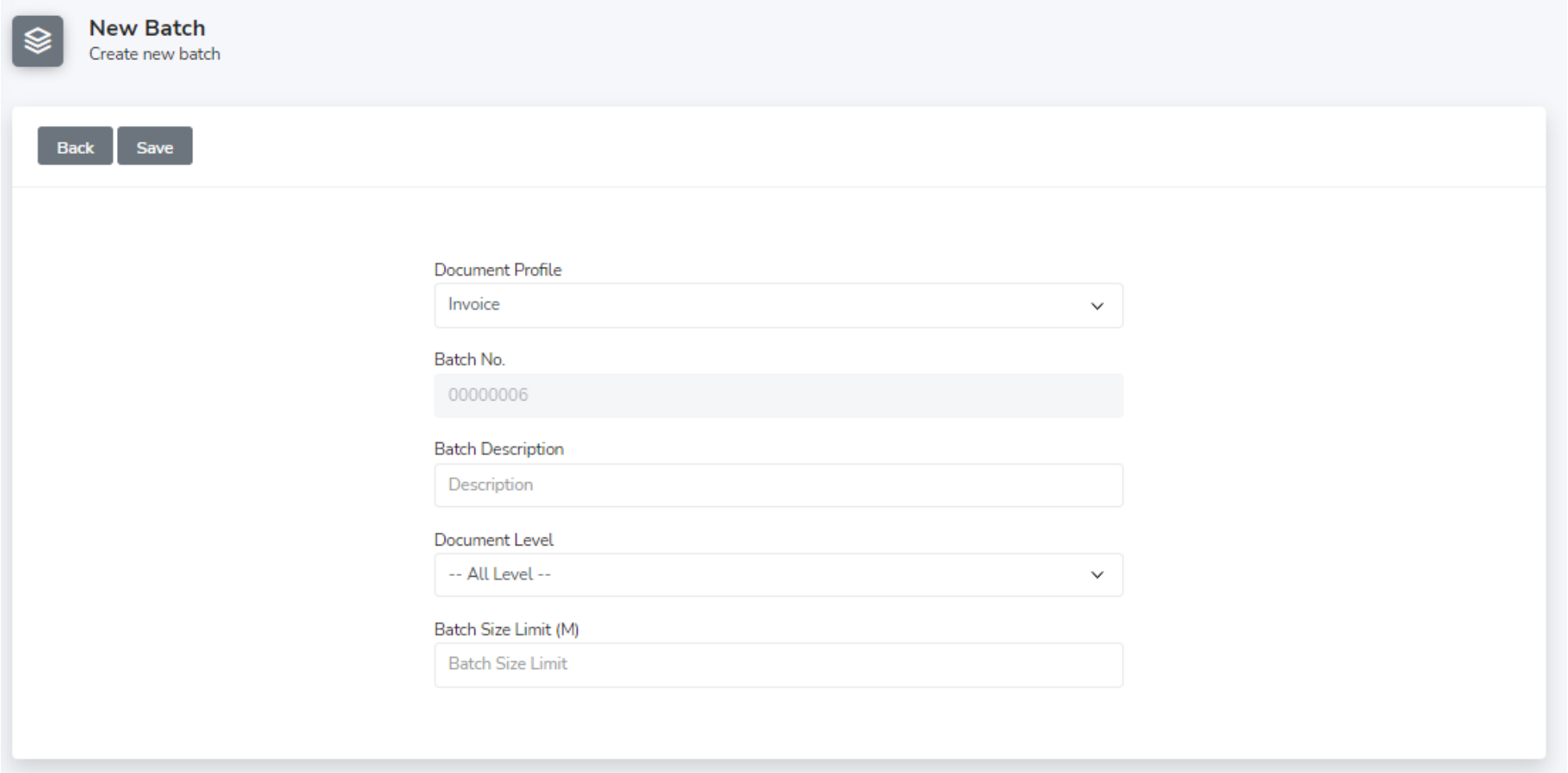
InfoConnect Funtionality

Scanned File : To view all scanned files from MFP



InfoConnect Funtionality

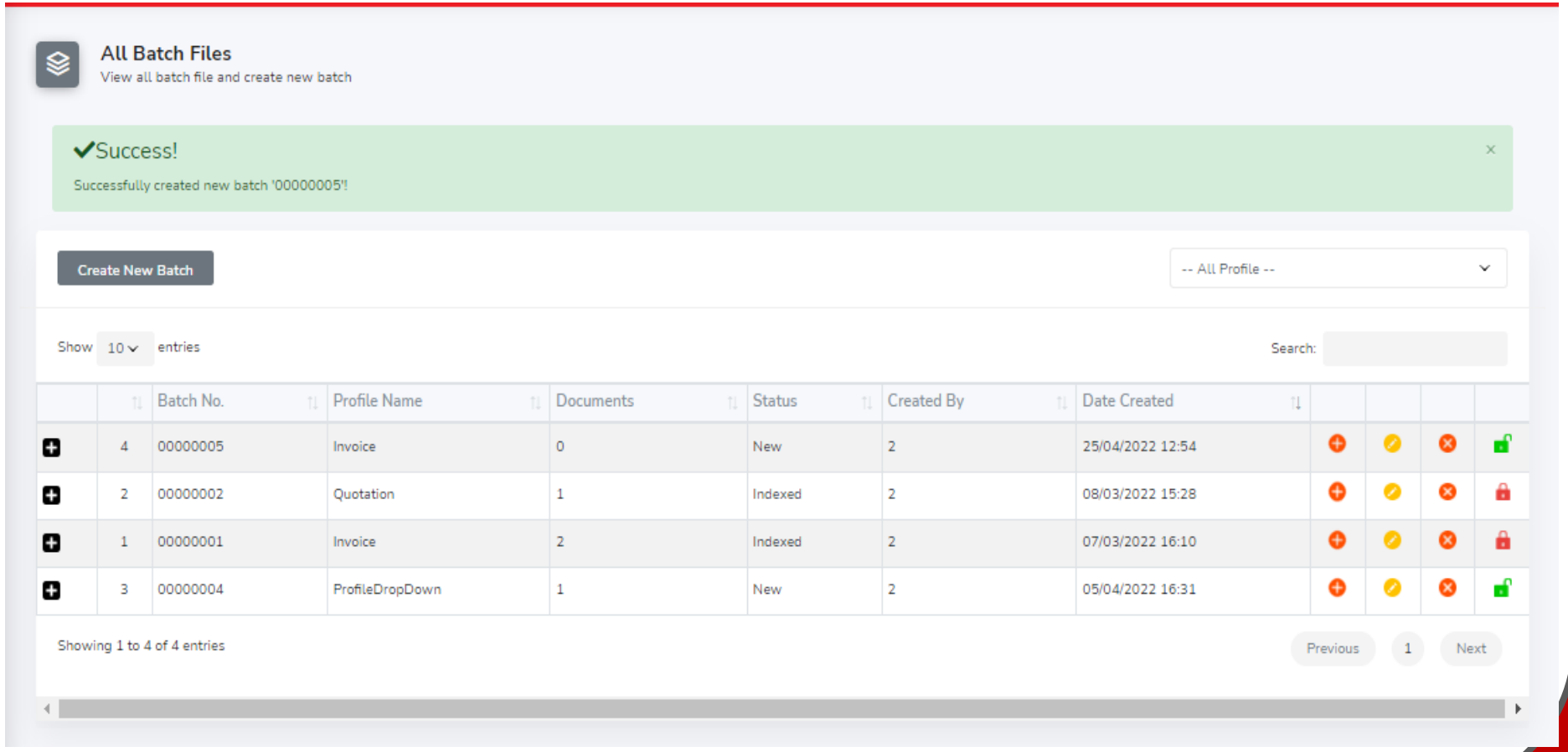
New Batch: Create New Batch



InfoConnect Funtionality

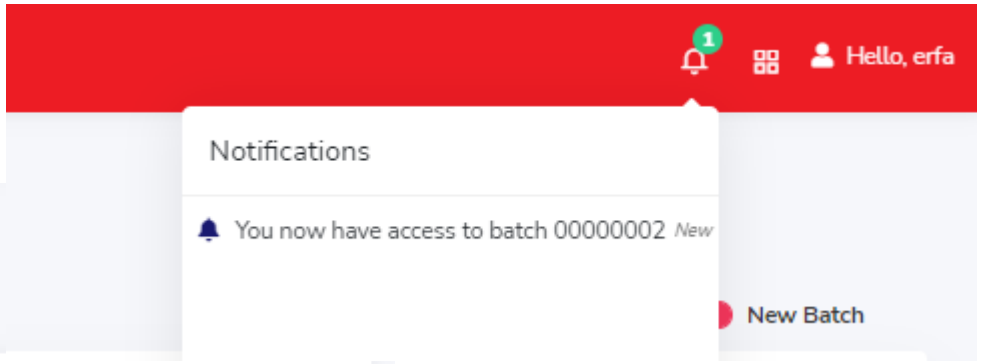
All Batch Files: Show all batch by scan user group

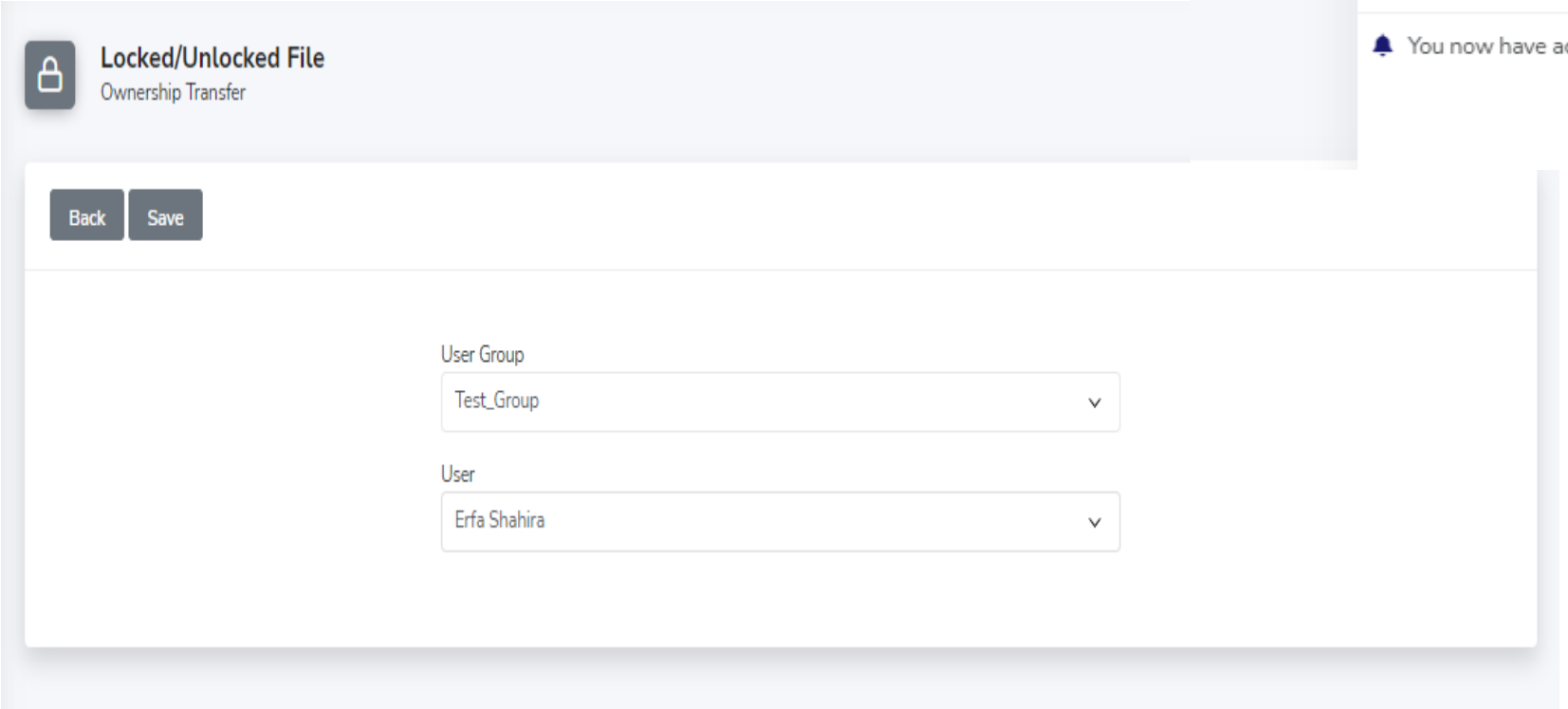
- ❑ Upload
- ❑ Edit
- ❑ Delete
- ❑ Transfer Ownership



InfoConnect Funtionality

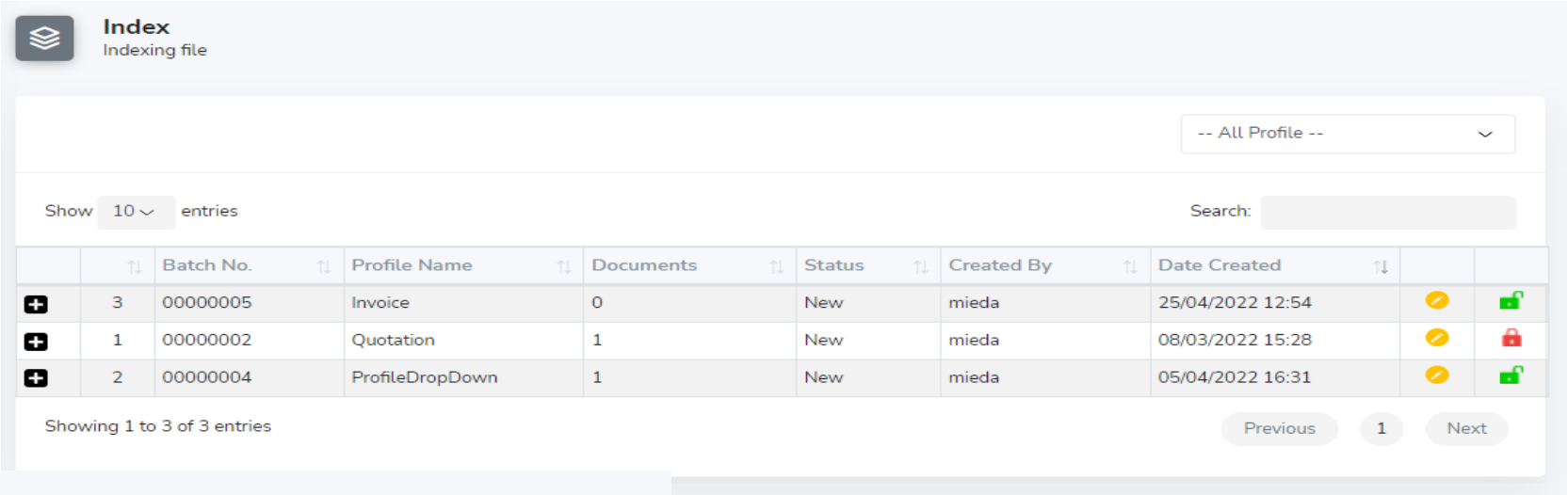
Lock/Unlock File: Ownership transfer

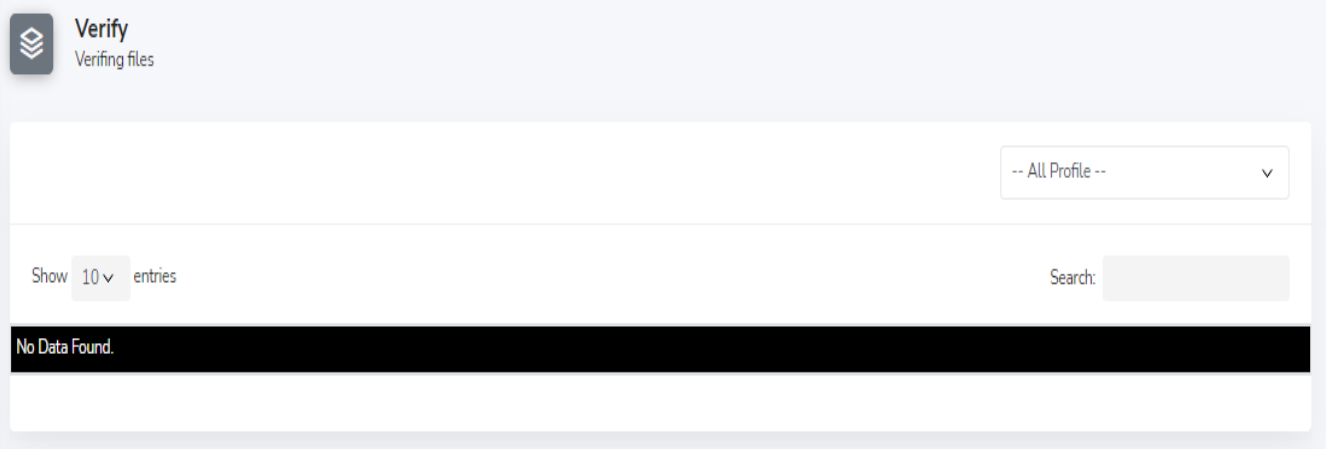




InfoConnect Funtionality

Index List : Show all new batch

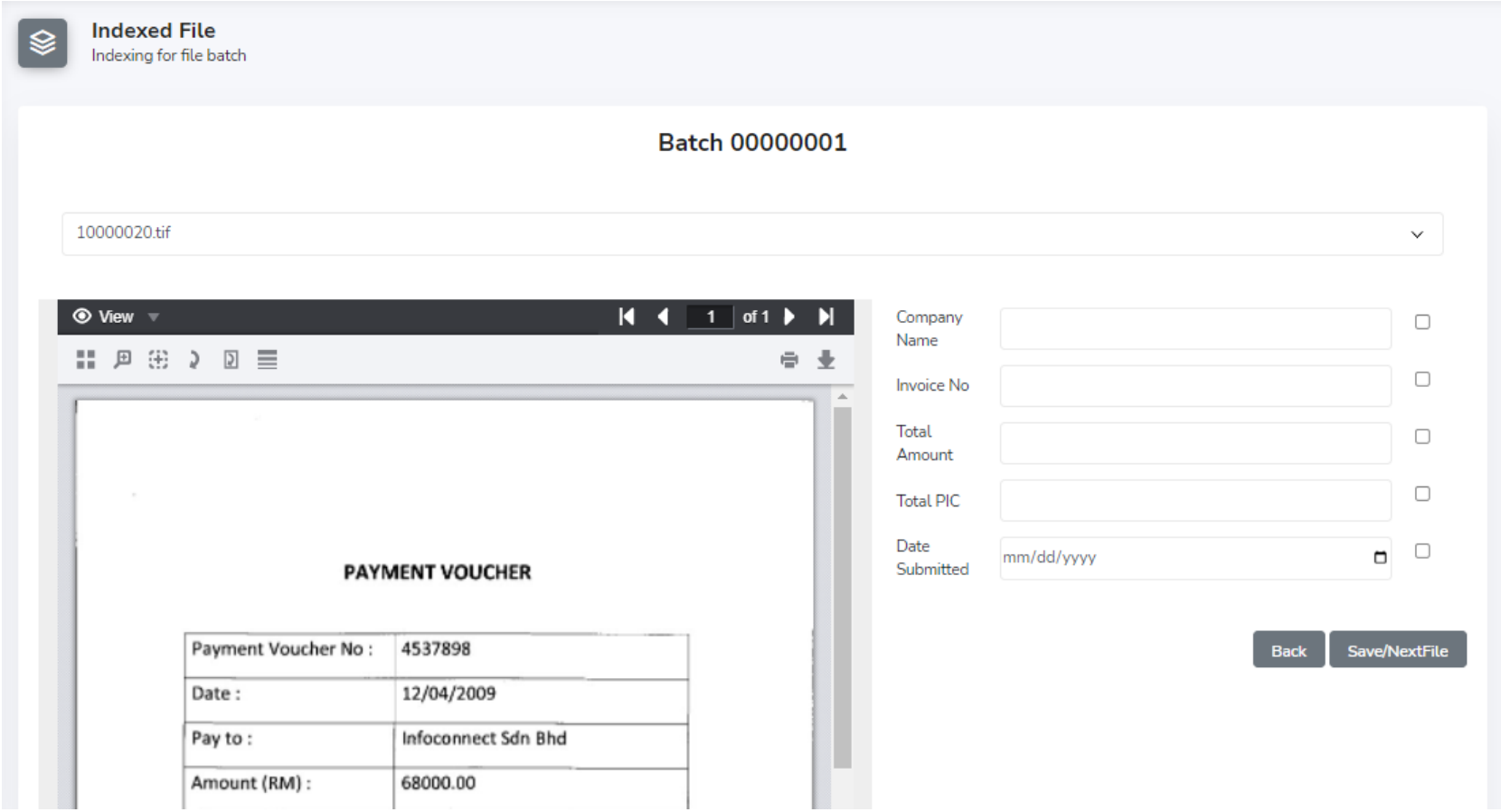




Verify List : Show all indexed batch

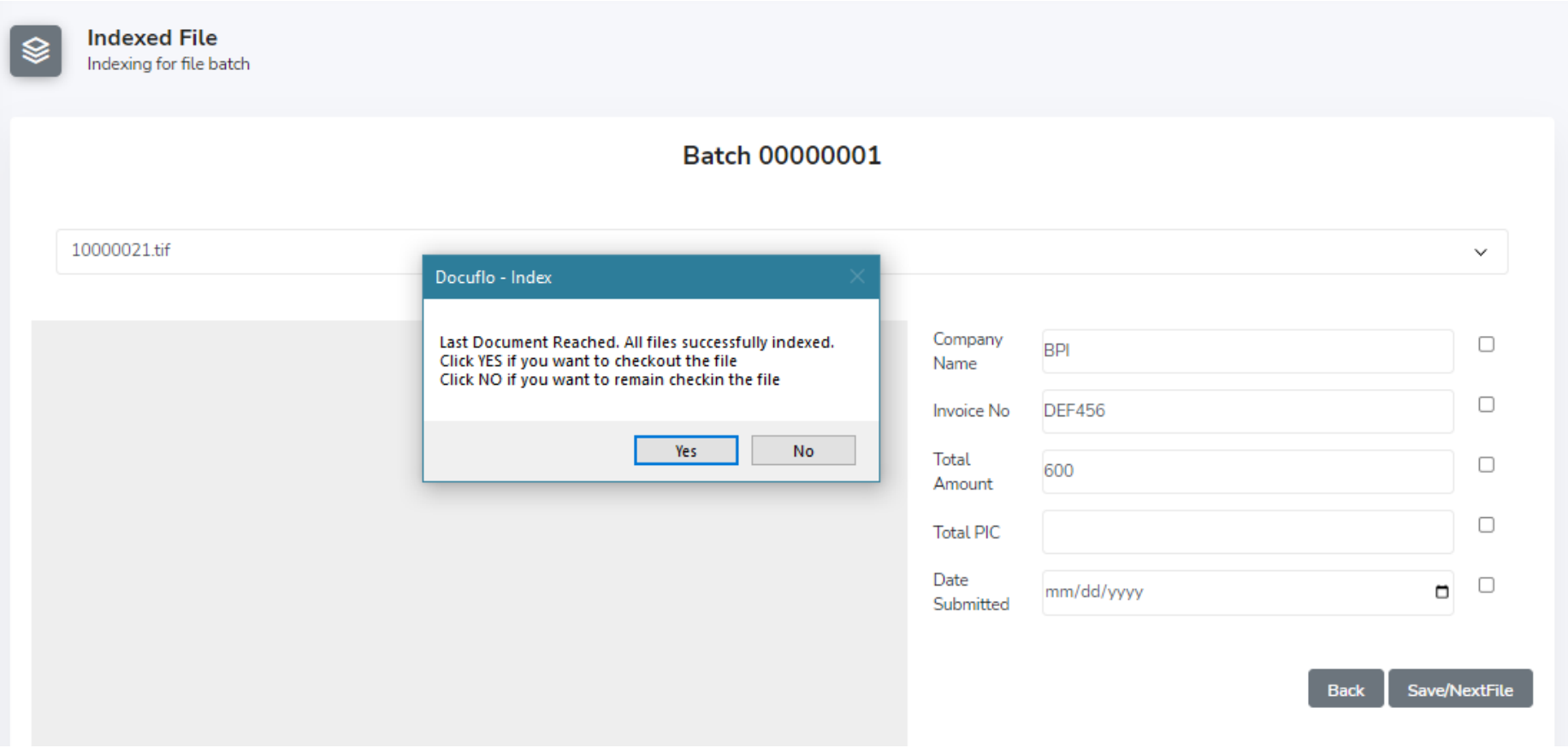
InfoConnect Funtionality

Index/Verify : Indexing/Verifying file batch. Once edit, batch automatically check-in under current user.



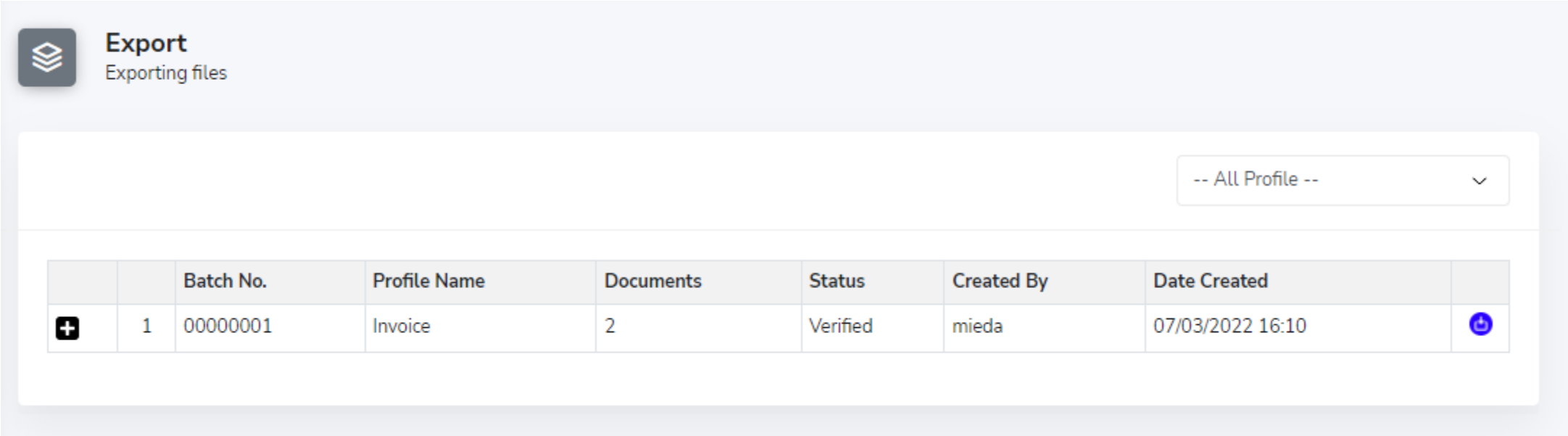
InfoConnect Funtionality

Index/Verify : Completed indexed/verified file. User can check-out or remain check-in the file.



InfoConnect Funtionality

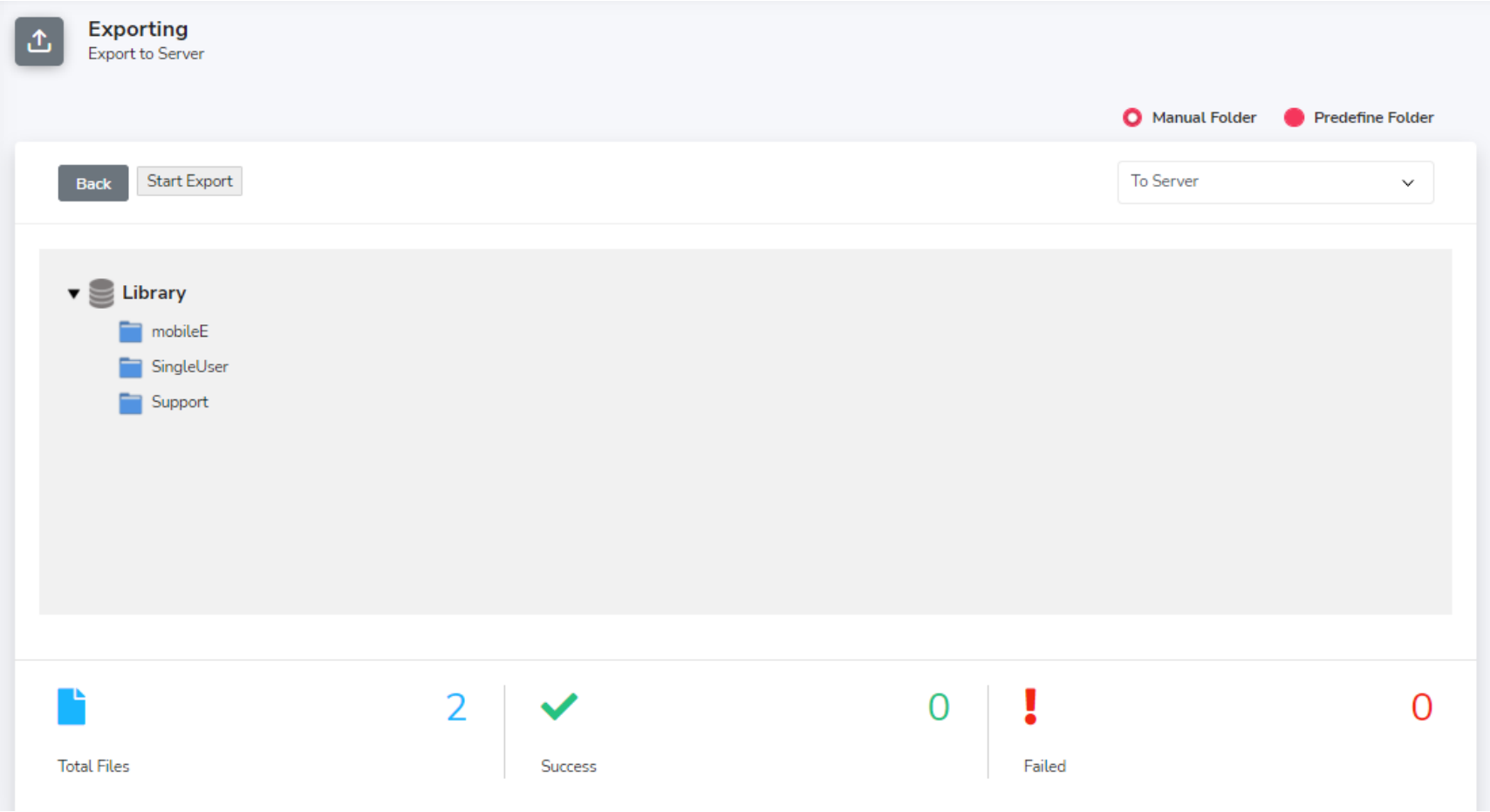
Export List: Show all verified batch

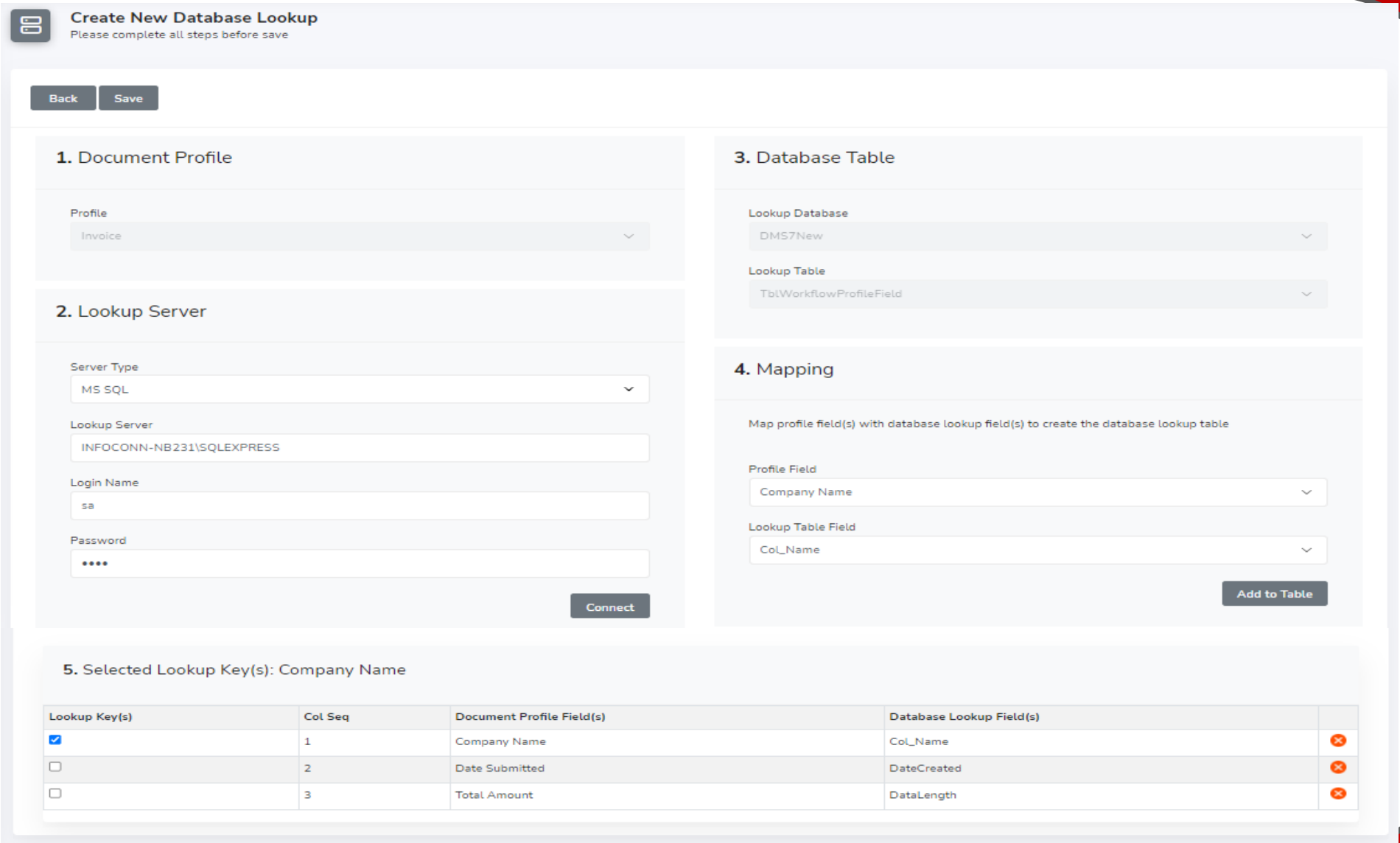


		Batch No.	Profile Name	Documents	Status	Created By	Date Created	
+	1	00000001	Invoice	2	Verified	mieda	07/03/2022 16:10	

InfoConnect Funtionality

Exporting: Export file into Docuflo



InfoConnect Funtionality

External Database Lookup: