

# ..e·Docs USA

*~Integrating People & Technology~*

## About Us

e-Docs USA delivers state-of-the-art imaging and document management systems.

Our ultimate goal is to provide you with a competitive advantage and a healthy return on your investment.

e-Docs strives to develop a long-term relationship with each customer through price competitiveness, personal attention and follow-up.

## Scanquire

Our flagship product, Scanquire, is the result of over a decade of experience in the scanning industry. It is designed to be simple to use, but flexible enough to accommodate the real-world complexities of document imaging and archiving.

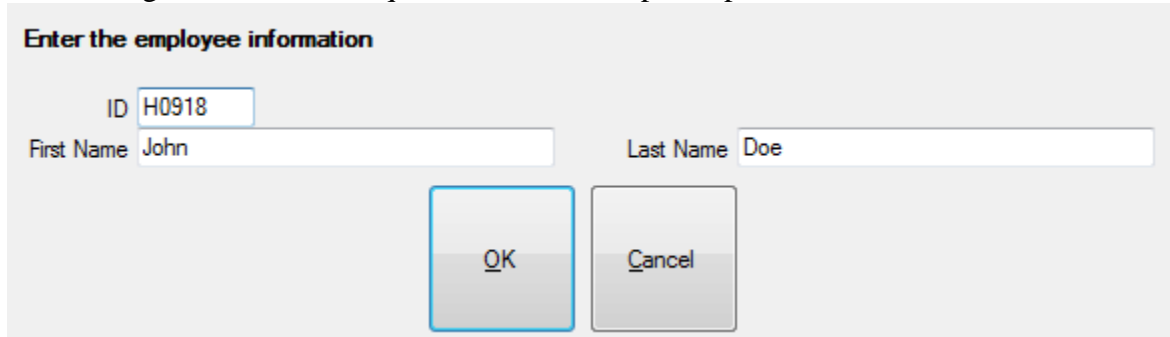
The screenshot displays the Scanquire software interface. At the top, the window title is "Scanquire - E-Docs USA, LLC". Below the title bar, there is a "Document Type" dropdown menu set to "Demo Human Resources". To the right of the menu are icons for printer, document with asterisk, document with down arrow, document with up arrow, floppy disk, and a wrench. On the left side, there is a vertical toolbar with icons for close, undo, redo, zoom in, zoom out, and a magnifying glass. The main area is divided into two panes. The left pane shows a document viewer with four pages, where page 2 is selected and highlighted in blue. The right pane displays a "PERFORMANCE REVIEW" form for "E-Docs USA LLC". The form includes fields for "EMPLOYEE NAME" (John Doe), "DATE" (12/15/08), and "COMPLETED BY" (Jane Larsson). Below these are sections for "INSTRUCTIONS", "JOB ACCOMPLISHMENTS", "STRENGTHS", "COMMUNICATION SKILLS", "AREAS FOR DEVELOPMENT", and "TEAM BUILDING SKILLS", each with a rating scale from 1 (Unsatisfactory) to 5 (Outstanding). At the bottom of the interface, a status bar shows "New document created" on the left and "Pages: 5 Selected Pages: 1" on the right.

Scanquire Main Interface

## Features

### Ease of Use

One of the main requirements for developing Scanquire was to make it as simple as possible for end users, including those that only occasionally need to scan. The layout and menus were designed to guide the user through the process. Operator training for basic functionality can take as little as a half an hour, and most users become proficient within a couple of hours. Indexing screens for different document types are designed to be straight forward and require as little user input as possible.



The image shows a screenshot of a web-based form titled "Enter the employee information". The form contains three input fields: "ID" with the value "H0918", "First Name" with the value "John", and "Last Name" with the value "Doe". Below the input fields are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a blue border.

*Sample Record Indexing Screen*

### Archiving Flexibility

Our plugin based architecture allows us to create customized archiving modules (archivers) for a wide variety of archive destinations while maintaining a consistent interface. All a user has to do is select a document type, enter the indexing information, and let the document archiver take care of the rest. Some examples of archive destinations include:

- **Filesystem:** This is the most basic type of archiver. After collecting the indexing information, the archiver will automatically save your scanned document to a file on your computer, network shared folder, or FTP site. The files will automatically be organized and named to your specifications. This type of archiver works best for facilities looking for a simple solution that does not require any additional servers or archiving software.
- **Microsoft® Sharepoint 2010:** Sharepoint is a feature-rich web application platform capable of many things including; document management, collaboration, and workflow. Scanquire can scan and retrieve documents directly to and from a Sharepoint document library without any changes to the server. If your facility is not already using Sharepoint, we can install a server on your local network, or set up a remote hosted site.
- **Other Document Management System:** The most common way of scanning records to an existing document management system is to use a Filesystem archiver and store the records in a shared folder that the document management system can access and import from. If your document management system has a programmable interface, we may be able to provide a more direct storage and retrieval method.
- **Email:** Send smaller files directly through email.

Records can be scanned as PDF or TIF files.

Archivers can be created for any type of document. Some commonly scanned types include: Personnel records, receipts, student records, medical records, meeting minutes and tax forms.

### Barcode Processing

Barcode automation can be used to increase efficiency and reduce the number of errors that human data entry introduces. The most common uses of barcodes are for automatic document separation, indexing and bookmarking. Scanquire can generate barcode separator pages for you to insert into your document, or it can process your existing barcodes.

## Services

### Installation, Configuration & Training

Our support staff will come on-site to install and configure all required hardware and software and will work with your operators until they are comfortable using the software on their own. After the initial installation and training session, we will continue to support your operators over the phone and through remote access software.

### Scanning Services

If you don't have the staff or time to complete your scanning project, you can ship your records to the e-Docs Imaging Center to be scanned. Scanned records will be returned on your choice of media (CD, DVD, USB Drive, FTP, etc).

### More Information

For more information, please give us a call or visit our website.



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