

## Metascan

- Integrates Toshiba MFP's into your workflows and applications
- Allows Indexing at the point of scanning
- Utilises highly flexible structured XML data streams

### About Zero:

We are a leading provider of document management, photocopying, scanning, printing and faxing solutions based in the UK

For more information please contact us:

### The Zero Group

5 Mallard Court  
Crewe Business Park  
Crewe  
Cheshire  
CW1 6ZQ



### Telephone

03333 207200

### Email

Enquiries@zeroenterprises.co.uk

### Website

<http://zeroenterprises.co.uk>



# Scan And Index Documents For Easy Retrieval

## What is Metascan?

Metadata is structured information that describes, locates, or makes it easier to retrieve, or manage a piece of information (i.e. an electronic document). Metadata can be described as "information about information."

Metadata is used to facilitate discovery of the relevant information (document) and provides other vital functions including:

- **Security** - Apply username and passwords for authenticated users
- **Storage** - Name and route documents to network folders (i.e. create new folders on the fly)
- **Distribution** - Structured storage for easy and quick distribution
- **Administrative Control** - Enables control of who, where, and how documents are stored
- **Integration** - Industry standard XML to interface with clients' own systems (e.g. document management system, etc.)

## What does Toshiba Metascan do?

### Metascan in action with a Toshiba MFP (Multifunctional Product):

If you need to scan hard copy documents into your own document storage application, indexing them at the point of scanning rather than later, the control panel of the device prompts for the relevant information. For instance, you can index (tag) specific data in the document, such as Invoice Number, Client Name, Reference Number and Date of Invoice. These tags are added at the point of scanning and the result is an image file and a metadata file containing the input data stored in your designated network folder.

The scanned document (image file), along with the associated metadata file can be easily retrieved from your document storage application using the index information (metadata) that was input at the time of scanning as search criteria.

### Metascan combined with Toshiba E-Bridge Re-Rite:

Combine the power of Toshiba Metascan with the functionality of Toshiba's e-BRIDGE Re-Rite OCR (Optical Character Recognition) application for editable and fully text searchable documents.

Scan and index your document at your Toshiba MFP, then convert into an editable file by selecting your required format (e.g. MS Word, MS Excel). You will be prompted for the location you would like it stored and the name of the document. The document is filed according to the metadata input at the point of scanning. No searching is required to find where the document was scanned to, and because the document is fully editable, there is no need to re-type from scratch!

## Metascan with e-BRIDGE Re-Rite and e-BRIDGE Document library

For a fully searchable management solution, store your scanned documents that have been indexed and/or OCR'd in Toshiba's e-BRIDGE Document Library. This simple and easy to use web-based document archiving system enables you to search for documents through multiple search fields in addition to document text. The solution offers a cost effective and easy to operate solution.

### Benefits - Metascan

- Index documents at the point of scanning
- Store scanned documents straight to your network folder
- Allows for easy and quick retrieval of stored documents
- Integrates seamlessly with your document workflows and applications
- Create editable and text searchable documents with e-BRIDGE Re-Rite
- Archive with e-BRIDGE Document Library for a fully searchable solution

Invoice Application				01
				02

RETURN 1.0 e-STUDIO02820c(192.168.211.70)

RECALL REGISTRATION META SCAN 11:00:00 11:59:00 JOB STATUS

### Scan into pre-defined templates

SCAN SETTINGS ★ TEMPLATE ?

Press SCAN to start scanning

META SCAN - Items with \* must be entered.

Invoice Nu.	65432180
Client Name	Toshiba TEC
Reference	ITEC98546
Date of In.	2009/05/04

CANCEL OK SCAN 11:00:00 11:59:00 JOB STATUS

### Index at the MFP control panel