



## Using the High Speed Scanning Module (HSSM)

### DocScan and RecScan

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## Introduction



### ***What is the HSSM?***

The HSSM is comprised of two products, DocScan and RecScan.

1. DocScan is the product that drives the scanner, reads the barcode on the first page of the document and then organizes the scanned pages into multi-page TIFF files (or PDFs) for subsequent processing by RecScan. DocScan is able to scan colour and to merge and split scanned images, OCR (convert a bit map like a TIFF file into recognizable text) and convert your scanned documents (now TIFF files) into indexed and text-searchable PDFs.
2. RecScan is used to read the TIFF files or PDFs created by DocScan and capture them into RecFind 6. RecScan can also automatically capture any electronic object format to RecFind 6, e.g. images created by another imaging application in TIFF or JPEG or PDF format.

The reason we separated the HSSM into two components was to make them more usable. They can be used working together or they can be used separately. They can be used with RecFind 6 or they can be used with other applications. By splitting the HSSM into two separate components we ensured that our customers can make maximum use of their investment.

DocScan and RecScan work great with our product RecFind 6 but they also work with any other applications you may have that need to work with or process digital images.

**So in a nutshell, DocScan scans paper and converts it into a digital image. RecScan reads the digital images produced by DocScan and captures them into RecFind 6.**

### ***When would you use the HSSM?***

The best clue is the product name, especially the “High Speed” bit. It is designed for situations where you receive a lot a paper (hundreds or thousands of sheets) on a regular basis and where you need to convert this paper to digital images and store them in RecFind 6 as easily and as fast as possible.

“High Speed” because in order to process large amounts of paper you need to use a high speed document scanner with an automatic document feed that can read and scan paper as fast as possible. These are usually much more expensive than the simple ‘single-page’ desktop scanners like the Canon LIDE 100 and you wouldn’t buy one unless you had a lot of paper to scan on a regular basis.

Now it is true that DocScan can scan paper and produce digital images for applications other than RecFind 6. That is, we don’t limit its use to just RecFind 6.

It is also true that RecScan can read images produced by applications other than DocScan and capture them into RecFind 6. That is, once again, we do not limit its ability and it is able to capture images from anywhere.

However, this paper talks mainly about using the HSSM with RecFind 6 even though you can use it with other applications.

**So in a nutshell, you would use the HSSM when you receive a lot of paper on a regular basis and need to convert it to digital images and capture it into RecFind 6 as easily and as fast as possible.**

The HSSM is a productivity tool making it as easy as possible for you to complete what would otherwise be a painful and time consuming task as fast as possible and with the maximum amount of automation. This is what it was designed to do.

### ***When wouldn't you use the HSSM?***

If you are a RecFind 6 user then you know you can scan paper and produce digital images without the HSSM. The normal RecFind 6 client and the RecFind 6 Button both include the functionality to scan paper and convert it to a digital image; normally a TIFF file or a PDF.

For normal desktop scanning of low volumes of paper you don't need a high speed scanner with an automatic document feed. You can use a simple and low cost desktop scanner like one of the Canon LIDE range. With these simple desktop scanners you put one page at a time in the scanner.

**So, if you only have low volumes of paper to scan and a low cost desktop scanner, you don't need anything other than the normal RecFind 6 client or Button to handle your scanning needs; you do not need the HSSM.**

### ***Why would you use the HSSM?***

You would use the HSSM only if you have large amounts of paper to scan on a regular basis.

For example, let's say you need to manage a mailroom and rather than have your employees have to wait for and then handle paper in a serial fashion, you want to want convert incoming paper to digital images so staff don't have to wait and so multiple people at a time can search for and then view the same document.

Sounds like progress and a big productivity improvement to me. It also sounds like you will make your end users a lot happier and lose far fewer important documents (because once it is in RecFind 6 as a digital image it is protected and can't be 'lost' or 'misplaced' unlike paper documents).

### ***Why do we use barcodes on the first page of each document?***

We use barcodes to both separate and uniquely identify individual multi-page documents.

You place a unique barcode on the first page of each multi-page document. You then load multiple documents into the sheet feeder of the scanner. This saves you having to do it one page and one document at a time.

When DocScan reads a barcode it knows it is the beginning of a new document, the first page of a (possible) multi-page document. All subsequent pages (without barcodes) are treated as pages of this document.

When DocScan reads another barcode it knows it has read the last page of the previous document and it then processes it as a multi-page TIFF file and saves it with the barcode as the filename.

**So, in a nutshell, we use barcodes to automate the processing of paper allowing you to load up the scanner with multiple documents and to then allow DocScan to 'know' where each document begins and ends and finally, to uniquely identify each saved multi-page TIFF file.**

### ***Does it do forms processing?***

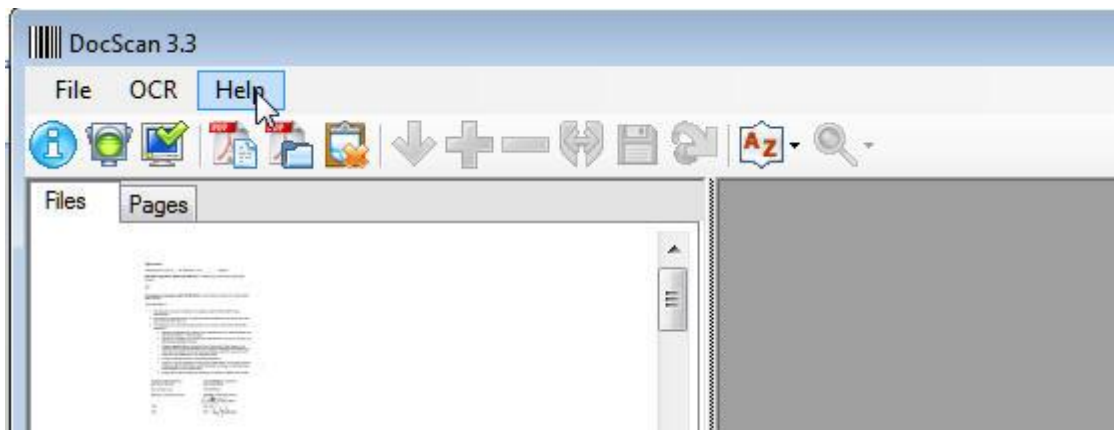
That is, can you 'capture' individual data fields like invoice date, invoice number, customer number, etc., from the document you are scanning?

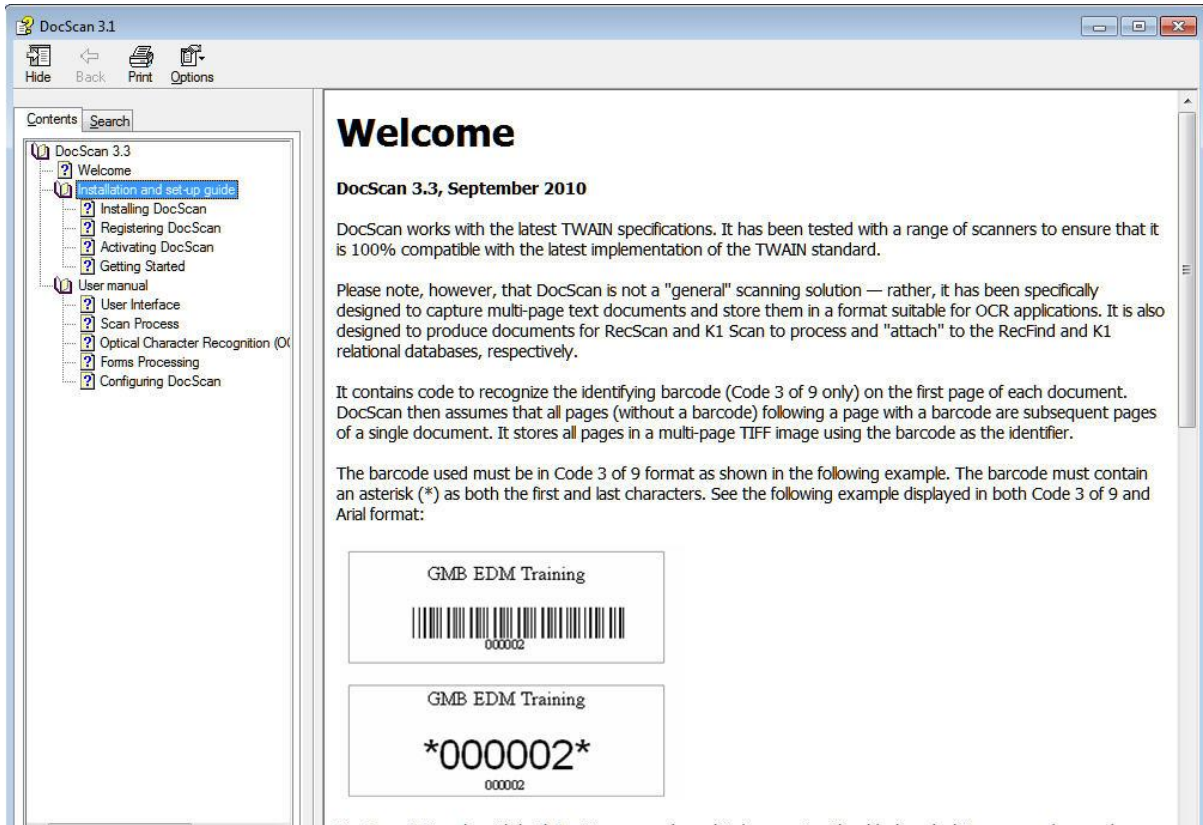
The answer is yes, you can create any number of document templates in DocScan (one for each type of document you will scan) identifying the 'zones' to be captured and then process the digital image and retrieve the forms data using RecScan. RecScan will use the data from the zones to populate fields in the RecFind 6 EDOC record when it captures the image.

### ***Does it have Help Screens?***

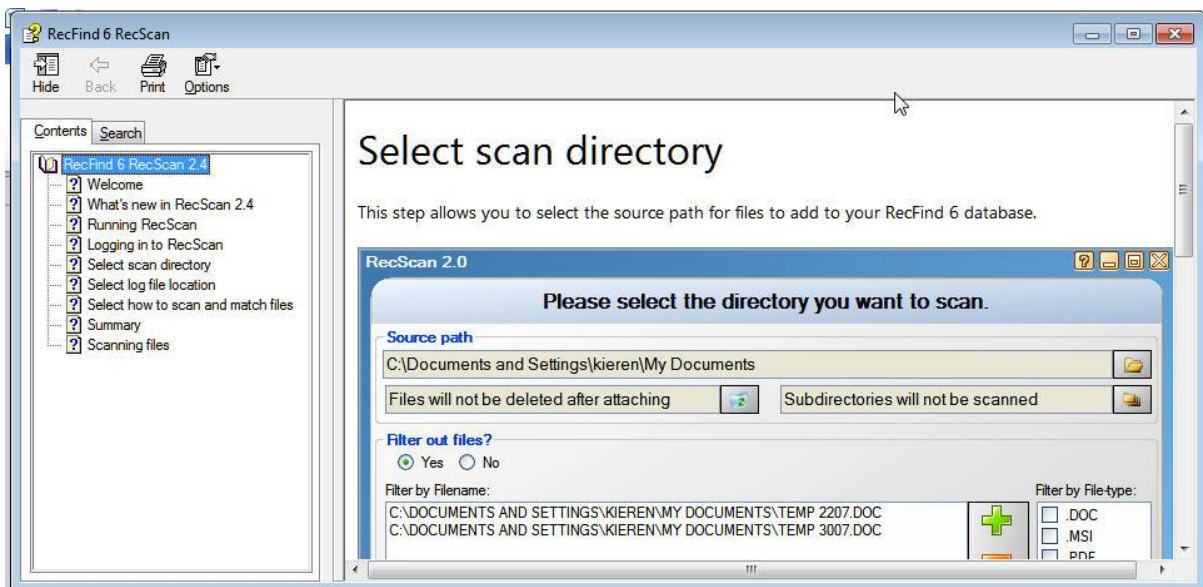
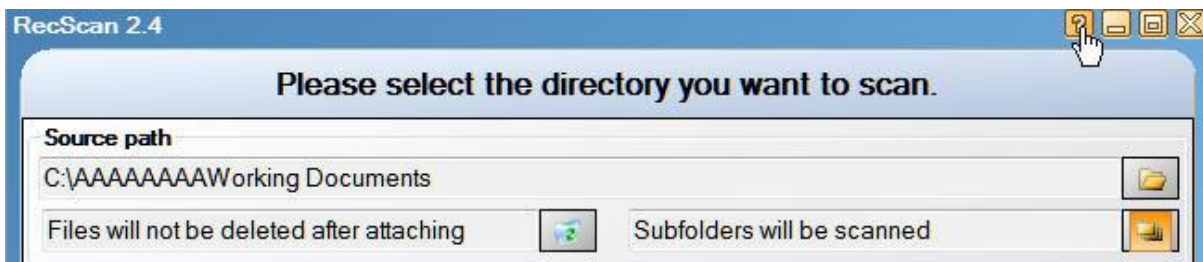
Yes, both DocScan and RecScan have detailed help screens with information on how to configure and use each product, see below:

### **DocScan**





## RecScan



### ***Does it have a training Course?***

Yes, if you believe you need a training course in how to use the HSSM we can provide either an online course or in-house course on your premises.

To make the course as useful and as appropriate as possible, we need to know as much as possible about your particular scanning needs. We can then tailor the course to your requirements.

If you would like to inquire about HSSM training please email us at:

[training@knowledgeonecorp.com](mailto:training@knowledgeonecorp.com)

Please also try to tell us as much as you can about your particular scanning needs in this email.



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