V1 Document Management

Invoice Automation for Infor SunSystems

Scan Station

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What is a scan station?

A scan station is a normal Windows workstation PC with a dedicated scanner attached and some special software for batch scanning and barcode recognition.

When is a scan station required?

The scan station is an optional item which is required if you want to scan batches of documents or to read barcodes on scanned documents. It is typically used to scan supplier invoices, goods received notes, delivery notes, proofs of delivery and sales orders, etc.

The scan station software can read barcodes on documents in order to recognise and file them automatically and to split large batches into individual documents for archiving.

Do I need to use barcodes with the scan station?

The use of barcodes is optional, but they can save a lot of time when scanning large batches of documents and especially multi-page documents such as supplier delivery notes and invoices or proofs of delivery.

If you are using the Purchase Invoice Automation (PIA) solution from V1, that will use optical character recognition (OCR) to read the documents, but barcodes or barcoded separator sheets can be useful to identify multi-page invoices.

What is included when I order a scan station license?

The scan station license just covers the scanning software. It does not include any hardware. You will need to provide a PC to install it on. V1 are able to supply compatible scanners.

Is there anything else needed to set up a scan station?

V1 recommends the use of 'Virtual Re-Scan' or VRS on each scan station. This is an extra software component that optimizes the performance of the scanner. VRS is normally supplied with the scanner – sometimes bundled, but typically as a chargeable extra. Please confirm with your scanner supplier whether this is included. VRS is particularly beneficial when scanning difficult, coloured documents and documents with barcodes. It should be installed on each scan station even when using networked scanners.

Can't I scan on my copier and attach the file?

You can scan documents and attach them without a scan station using Smart Deposit facility the [EDM] Archive / Attach functions, but you'll need to scan them individually. This may be practical for low-volume documents such as contracts or price lists, but a scan station will save a lot of time by scanning documents in batches.

The use of barcodes on documents (barcoded stickers produced by the EDM solution or barcodes on the original documents) can remove the need for any manual data entry when scanning with the scan station.

Please note: when using multi-function copiers as scanners with the scan station they should be configured to use one of the following image formats:

Resolution	Colour	Format	Compression Type
300 dpi	Bi- tonal (black and white, not greyscale)	TIFF	CCITT Group IV
300 dpi	Colour	JPEG	JPEG Standard (80%)

Multi-function copiers are not recommended for use with the Purchase Invoice Automation (OCR) solution.

What sort of scanner do I need?

V1 recommends dedicated scanners from Kodak:

- For **low** volumes, **good** quality, **A4** documents: **Kodak i2000** range
- For **medium** volumes, **mixed** quality, **mixed** sizes up to A3: **Kodak i3000** range
- For **high** volumes: **Kodak i4000** or **Kodak i5000** ranges

Models from other manufacturers can be used provided they have TWAIN drivers and support scanning to TIFF or JPEG (not PDF only). We recommend using VRS, so also check for VRS certification if possible.

The following models are known to be suitable, but please note that V1 Helpdesk cannot take questions on scanners other than the recommended Kodak models unless supplied by V1:

Fujitsu – model numbers starting with "fi-"
Canon – model numbers starting with "DR-"