

Automatic INDEXING with ScanTag®



With ScanTag® from Muratec you can seamlessly capture metadata and document images from Muratec MFP's and transport them directly into document management systems for automatic indexing.

How does it work?

- The system administrator registers the specific metadata fields that users will need to enter prior to scanning.
- The user inserts a document into the Muratec MFP and selects ScanTag.
- The user will be asked to log-in and then will be guided through the metadata capture workflow as assigned by the administrator.
- The user will press [Start] and the document will be scanned.
- The metadata information is converted into CSV or XML format (depending on the document management system requirements) and delivered to a network folder along with the scanned image.
- The document management system will import the metadata file and use the information to index the scanned image.

The benefits of ScanTag are:

- Enable indexing from point of capture, eliminating the need to return to the PC after scanning
- Ensure the success of a document management deployment by empowering employees to capture and index documents from within their workgroup
- Metadata fields can be quickly registered by an administrator using the intuitive OfficeBridge browser interface
- ScanTag follows a simple workflow logic that users will find intuitive
- ScanTag can automatically capture the users information, time/date information, file format and several other fields that will reduce key-op requirements
- It's free!

Additional Information:

- ScanTag is optional on the MFX-3535 and MFX-3595.
- ScanTag metadata can be sent as either CSV or XML files. These files may be customized by the user based on their document management systems import requirements.

Integrated with DocuLex™

Muratec is pleased to announce that ScanTag has been integrated with **DocuLex™**. An effective, affordable content management system for small business and departmental entities of all business and public sector entities, Archive Studio from DocuLex enables convenient colleague collaboration ability by providing easy information access to people working on projects in-house or remotely. ScanTag's metadata file has been customized to the import requirements of Archive Studio, meaning system administrators can quickly and easily deploy ScanTag-enabled MFP's into a DocuLex environment.

