

# online / on demand



document uploading

pHuploader provides paperHOST customers yet another way to improve their document management processes. The need for distributed document capture is being driven by technologies designed to enable the virtual office. Many companies are geographically dispersed with remote offices or employees tele-working throughout the world. Centralized scanning of documents is not always feasible and the use of multifunction printers (MFPs) for scanning is becoming more prevalent. So paperHOST has augmented our document capture solutions to include distributed document capture that can be used by remote users everywhere.

Easy deployment of document capture services can speed the process of moving documents and data into a company's central document management system. This increase in efficiency immediately lowers the cost of managing documents. Moving the capture process closer to the source document avoids the risk of loss, increases security and eliminates shipping costs. The document is immediately injected into the workflow process thus increasing the velocity of information flow throughout the organization.

pHuploader software authenticates users with their on-line paperHOST credentials. Scanned or electronic documents may be uploaded to paperHOST from a user's workstation singularly or in batches. A batch can be named and saved for later retrieval. Documents may be indexed immediately using context sensitive fields that match the schema for the application in which they will live on paperHOST. Once indexed, documents are uploaded to paperHOST and available within minutes for access by authorized users.

pHuploader supports various file types such as TIFF, PDF, Microsoft Office documents and more. It provides many indexing tools such as dropdown menus, data base lookup, carry forward fields and more that make indexing fast and easy.

#### Features and benefits:

- Improve customer service
- Reduce central site scanning requirements
- Prevent lost documents in shipping or transport
- Reduce labor costs
- Minimal training
- User friendly interface and easy deployment
- Add on for MFP products