



LRS[®]
OUTPUT MANAGEMENT

DRIVVE | IMAGE

for General Administration





Drive | Image for General Administration

In every administrative department, there is a lot of information that needs to be collected, prepared for further processing, or systematically archived.

It doesn't matter whether you are in federal, state or local government, in the office, directorate or ministry. Or a public or privately held company. Or a foundation or charity. Efficiency and accuracy play a vital role in managing the torrents of paper that overwhelm administrative staff every day.

Drive | Image Functionality

Using Drive | Image software, administrative departments of any size can digitize any type of document efficiently, comfortably and intuitively. Simultaneously, you can save valuable time by reducing time spent at the scanning device.

No matter how complex the scan process may be, the user only needs to insert one or more documents, select some settings from drop down lists and start the scanning process. The document always ends up where it is supposed to – in perfect quality and without delay.

Advantages

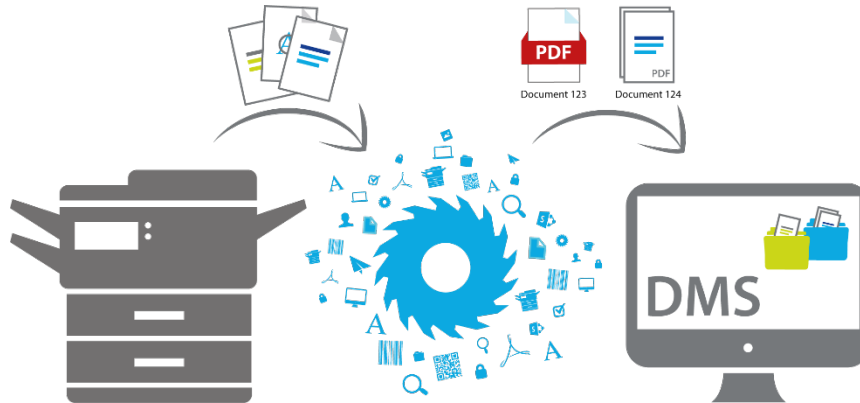
- **Replace piles of documents for digital workflows** - quick and simple digitization of all incoming documents allows for cost-efficient outsourcing of the paper archive. No more piles of documents means no more need for endless searches in the document repository.
- **Complete all processes with the touch of a button** - Digitize, archive, and forward documents with a single touch of a button, and take advantage of various connectivity options in a single workflow.
- **Legal compliance** – Drive | Image archives all documents systematically and digitally. They are available at any time in accordance with legal requirements.
- **Experience a new level of usability** - Drive | Image users enjoy an intuitive , enabling them to avoid lengthy introduction workshops and training; most users don't even realize they are working with scanning software.
- **Establish centralized device management** - All scanning devices are managed centrally by the administrator - the software is installed one time on the server instead of local workstations, so configurations can be deployed on all devices at the same time.
- **Protect the environment** - By eliminating the need to copy and send documents to multiple people across the company, you can directly deliver the latest information in digital form.. This saves time, reduces costs, and improves your company's carbon footprint.

Example

As an administrative assistant, Isabelle scans, indexes and archives various documents every day and forwards them to the intended recipient. Since the implementation of Drive | Image solution, Isabelle is able to streamline these processes and work more efficiently. From the control panel, she can easily select a company or contact from the database. The file name is automatically generated from the information received during the data transfer and also contains the date and Isabelle's name. For example: Scanner5-Johann Schmidt date Isabelle Martin. Next, Isabelle selects the intended recipient from a list and simply presses "scan". No additional input and no more typos.



Drive | Image software adjusts scanned documents, generates the file name, transmits relevant information along with the document to the company's document management software and notifies the intended recipient via email that a new document is available in his or her personal inbox.



Additional information about Drive | Image software and selected reference reports can be found at Drive.LRSOutputManagement.com.