Flexible scanning and distribution is ensured via an ultra-simple Graphical User Interface (GUI) that features interactive, customizable icons. Icons are customized with preset document format and destination information, resulting in one-step 'select-and-go' scanning.
FREE scanning process templates can be downloaded to let you get up to speed quickly and apply best practices that are tuned to specific workflows. The Healthcare template captures all patient data at time of service to allow for streamlined filing of patient docs. Physician orders can be electronically sent and captured as well as referrals to other hospitals. Important articles and medical literature can be retained and classified for easy recovery.
Track and maintain control of student records. From Attendance reports to Student Medical Records and Counselor files. Capture key student documents securely and allow for quick retrieval (Server 5/32/750 only).
Pre-configured Template – HR SMB

Small companies have the same human resource needs as larger firms. Employee Paperwork, Benefits, Performance Reviews and vacation/sick time all must be tracked and kept secure. This business process is customizable to any organization (Server 5/32/750 only).
Pre-configured Template – Insurance

Keep track of insurance policies, applications and claims. The Insurance Office template helps you to be more efficient within an insurance workflow.
Pre-configured Template – SOHO

The perfect accessory for any small or home office. Manage the workflow with tracking of accounting documents and Human Resource files while maintaining vendor files.
Users can send scanned documents to email addresses and group lists from the MFP panel.
Variable data to be included can be entered at the MFP. Indexed archiving and file searching is made easy as document information can be embedded within scanned files.
Users can enter text at the MFP using the Soft Key display screen.
Scanned documents can be previewed (incl. zoom in/out) on the MFP operation panel before they're distributed.
Via a web-based interface, administrators can use the configuration tools for easy customization of the user interface, programming function buttons, reviewing job logs and more.
GlobalScan NX Screens

Admin Module – Setting up a Workflow

Customize the user interface with point-and-click Job Flow Configuration tools. Just drag-and-drop icons to create predefined fields for capturing metadata and establish unique rules for distributing scanned files.
Administrators can set up specialized scanning workflows to automate distribution of important business documents, streamline communications among branch offices and reduce the risk of manual errors.
Administrators can define Projects using the configuration tools. For each Project, administrators can specify the destination, the distribution method, the file format, the resolution and more. When a Project is used for a document distribution, the scanned document will be sent to the address(es) specified in the Project.
Administrators can configure job settings for scanned documents, such as the number of retries, specific time windows for delivery, and job log settings.
Administrators can set and control scan settings, including resolution, black & white or color, document orientation, duplex printing and more.
The Error Queue allows administrators to track failed scans and faxes (Server 5/32/750 only).