



Abbreviated Step-by-Step Guide

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Contact Information

GoScan Company Headquarters

26501 Rancho Parkway South
Lake Forest, CA 92630

Phone: 949-829-5822

Email: info@goscan.com

Web Site: www.goscan.com

Support Contact Information

Email: support@goscan.com

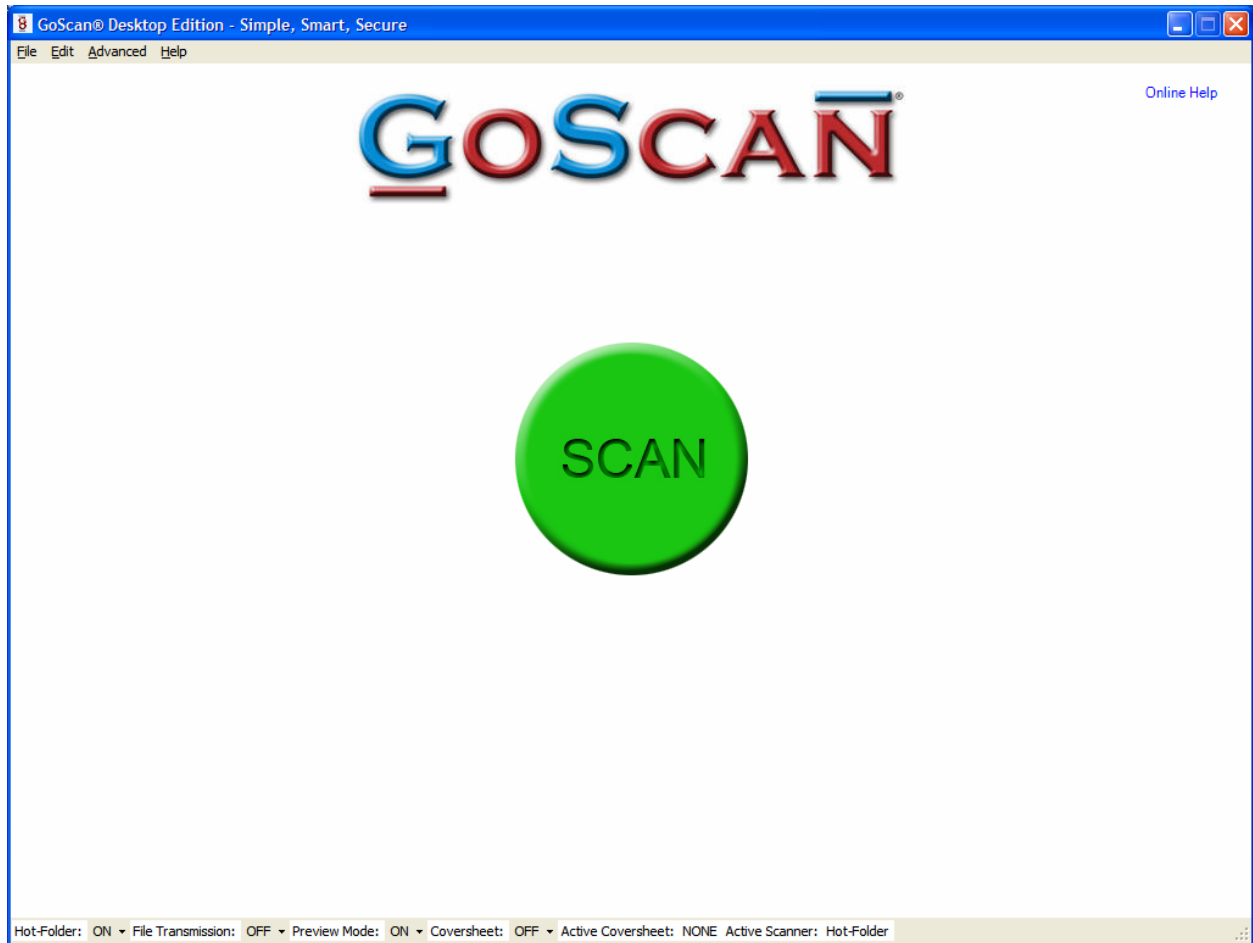
Phone: (858) 240-2186

Hours: 7 am to 5 pm Pacific Standard Time

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Introduction



Simple

GoScan's interface is ultra simple. All you have to do is hit the green button. GoScan reduces the number of choices a scanner operator can make, minimizing errors and increasing productivity.

Smart

GoScan has barcode and full text OCR capability for customers who require simple barcode indexing or full text OCR and search of documents.

Secure

GoScan offers military grade encryption for images for customers who require security when transmitting documents.

Installing GoScan

Minimum System Requirements

Go to <http://www.goscan.com/requirements.php> for the most up-to-date product requirements.

Computer must have “Microsoft .NET Framework 3.5 Service Pack 1” or later. This can be downloaded from Microsoft.com for free if it is not already installed on the computer.

Scanner Requirements

GoScan® can use any TWAIN compliant scanner. Please refer to your scanner documentation and driver installation to see if your scanner has a TWAIN driver.

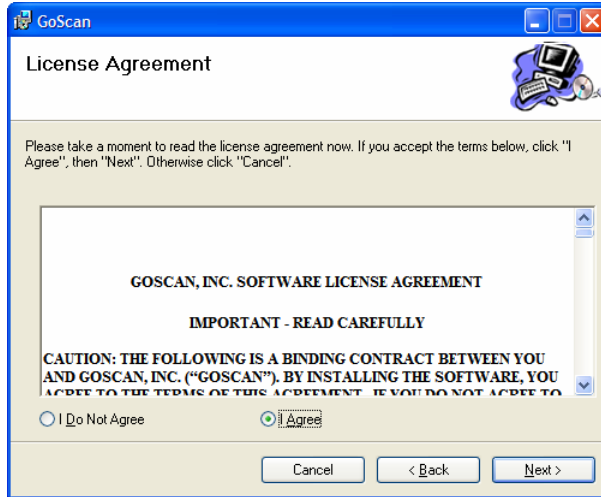
The GoScan installation files are distributed in a single, self-extracting executable file. You will need administrative rights to your local system during the installation process.

1. Create a new folder on your system and place the self-extracting file into the folder.
2. Double-click on the file.
3. Allow the extraction to place the installation files into the current folder.
4. Click “Install”.
5. The installation files will be extracted.
6. Double-click on “setup.exe” and follow the prompts to install GoScan.

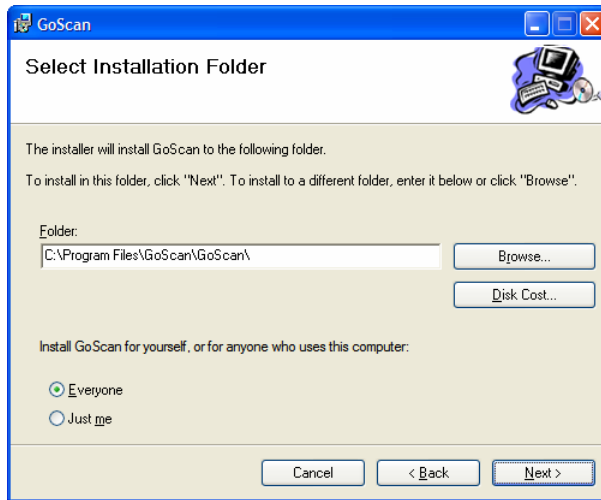


7. Click “Next”.

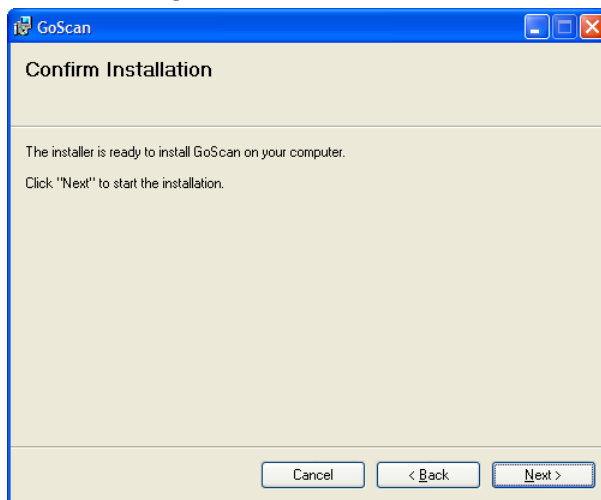
8. Read the License Agreement, select “I Agree” and click “Next”.



9. Browse to the folder where you would like to install GoScan and choose whether the application should be available to everyone, or to just the currently logged-in user account, and then click “Next”.



10. Click “Next” again to start the GoScan installation.



Basic Scanning

Select Your Scanner

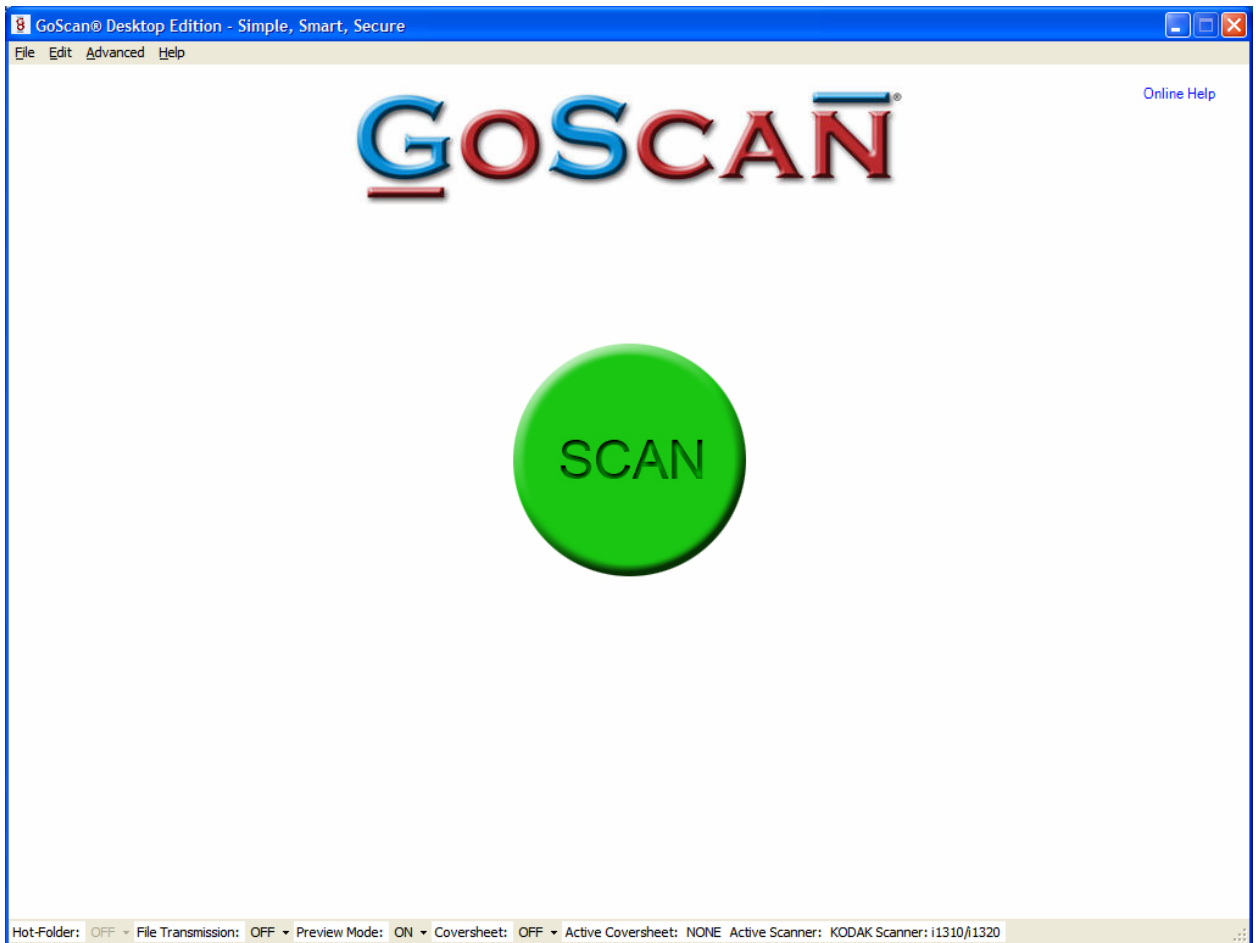
1. From the main screen, select Edit – Select Source.
2. Select your scanner
 - a. If you don't see your scanner listed, make sure the scanner is turned on, plugged in and that the TWAIN drivers are installed.

Image Directory

1. The default image directory is My Documents\GoScan\Images. To change this directory:
 - a. Select File – Image Directory.
 - b. Browse to the location for the Image Directory and either select the folder you wish to use, or click on the “Make New Folder” button. Click “OK”.

Scan

1. Place your paper into the scanner, and click the green “SCAN” button.



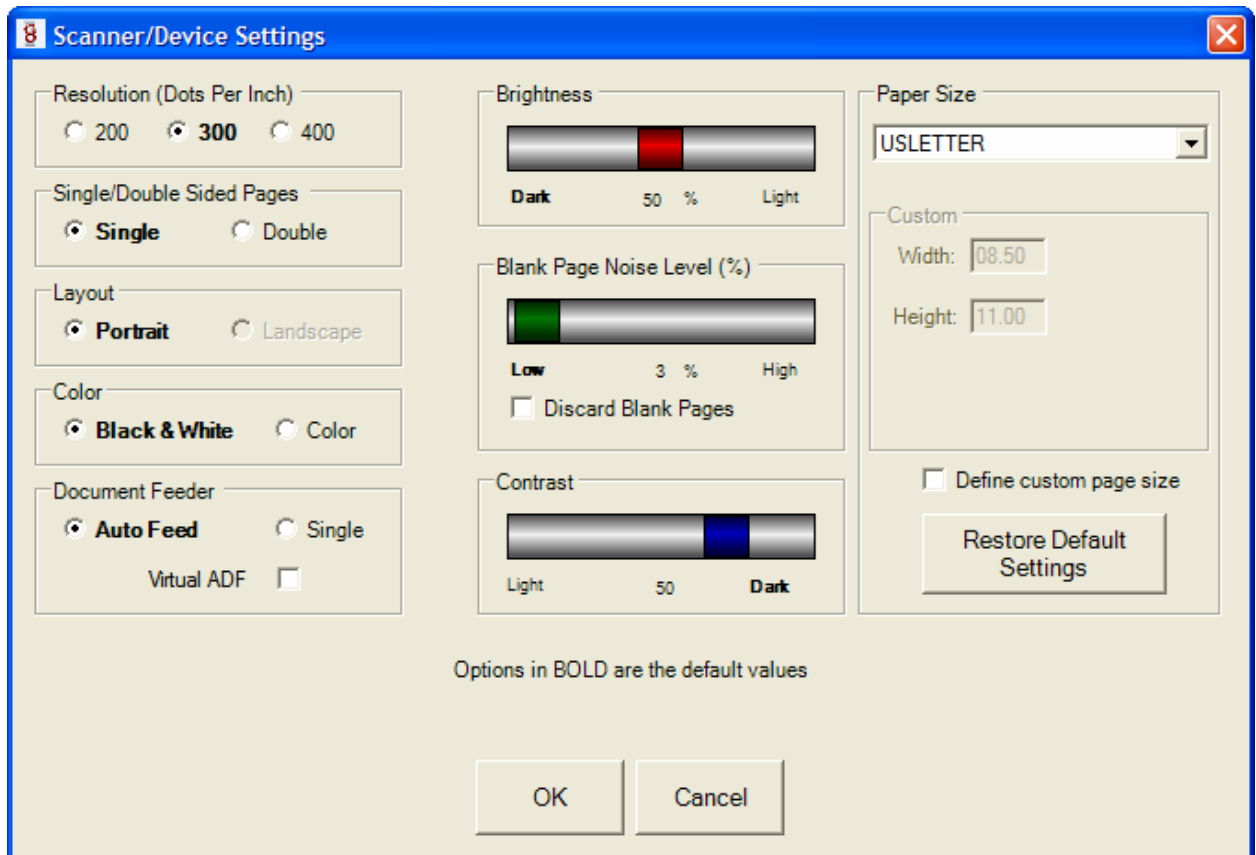
View Images

1. Open the Windows Explorer
2. Browse to the Image directory.
3. Double-click on the image files to view them.

Appendix A - Changing Scanner Settings

For most scanners and scanning needs, the default settings are correct. However, if you are scanning at a different resolution setting, you will need to change the configuration in this window.

1. Select “Edit” from the menu bar and choose “Scanner Settings”.
2. Select the image DPI, color or Black and White, Duplex or Simplex, darkness, contrast etc.
3. Click Save.



Appendix B – Sending scanned images to an FTP server

The FTP Server option can be configured for transmission of images and data to an FTP server by IP Address or FTP Server Name. Your FTP Server should be configured with a specific username and password to insure file security.

1. Select File – FTP Server, settings
2. Enter the **FTP Server name - 192.70.175.245**
3. Enter the user **login name: ftpH1N1, password: flu%H!N!**
4. Click “Test Connection” to test. If the test is successful, the settings are saved. If the test fails, the new settings are NOT saved. You must fix the problem and retest in order for the settings to be saved and used by GoScan.
5. Click OK to save the settings.

You can configure GoScan to store images locally, as well as transmit through FTP at the same time.

Select File Transmission – On from the control bar at the bottom of the screen to turn on the Hot Folder function.

Appendix C – Hot Folder

GoScan has the capability not only to drive a scanner connected to a computer but also to read images in a directory that were generated by an imaging device not connected to the computer that GoScan is running on. There are many examples of this requirement.

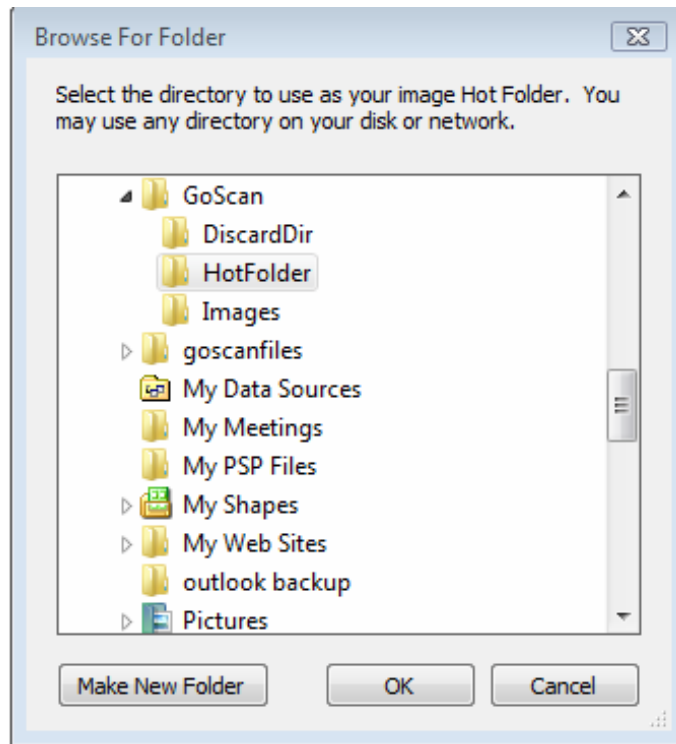
- Copiers with network scanning capability
- “Digital sender” scanners
- Network attached scanners
- Fax servers
- Emailed images

The GoScan Hot Folder can be any folder on the local system or on the network where you can drop images for GoScan to process. In GoScan:

1. Click Edit, Select Source, Hot Folder.
2. Select File – Hot Folder to configure the location for the Hot Folder.
3. Browse to the location for the Hot Folder and either select the folder you wish to use, or click on the “Make New Folder” button.
4. Click “OK”.
5. Select Hot Folder – On from the control bar at the bottom of the screen to turn on the Hot Folder function.

Note: Once the Hot Folder option has been set to “On”, all image files will be immediately processed.

Once the images have been picked up by GoScan, they can be classified and exported. For example, documents can be separated by barcodes, OCR can be used to create searchable PDF documents and all the documents can be exported to SharePoint or some other repository.



Appendix D - Glossary

Look-Up: The ability to query a database for a given data element. Look-up items are composed of scalar items such as first-name, city, or membership ID. Once an item is looked-up the resultant is used to populate other look-up fields to ease the burden of field population.

Custom Search: A custom search is a user-defined database query that uses the SQL notation to gather data. The level of complexity is completely open to the design of the creator – it is recommended that this query be developed using a T-SQL based tool (e.g. SQL Management Studio, ISQL.EXE or SQLCMD.EXE) and debugged prior to pasting the command into the textbox.

Exclusive Search: If a search is flagged to be exclusive its resultant will not have an effect on the other fields that are defined as look-up queries. This exclusivity provides a specific field(s) to have complete autonomy from other fields, will not be written upon or write upon others, and in effect will be “read-only” to all other fields.

Detailed Search: Invoked by pressing the F2 function key, this screen will allow the user to traverse an entire record set of the database and search for the record that reflects the member most accurately.