

## **Welcome to Scan2Web - your complete data collection solution.**

**Scan2Web** is an easy to use yet very powerful modular package of Hardware and Software, that scans a variety of personal documents such as Driver licences, ID cards, Passports, Business cards and so on directly into any of your web applications like CRM, ERP, and own web pages.

**Scan2Web** system integrated seamlessly into MS Internet Explorer and fills in the fields of any web page used to collect and store personal information to a database. Using the easy to use drag-and-drop interface does not require programming knowledge and allows any user to configure their desired web pages within minutes.

After simple configuration all you have to do is to place your customer's ID card on the scanner - the system will automatically identify the scanned document and will fill the fields of your web form with the relevant information acquired from the scanned document. The system could also store a copy of the scanned document on your local HDD for further use.

**Scan2Web** is an ideal solution for every organisation using web application for collecting information from occasional customers such as Recruitment agencies, Car hire companies, Hotels, Banks, Solicitors, libraries, schools and many others.

### **Scan2Web Main features:**

- Extract and store all the information from the card directly to the relevant field in the form.

- Automatically detects the form's fields for easy configuration

- Drag and Drop fields configuration

- Store image of the card to your local HDD

- Keeps multiple web forms for quick change

- Auto-detect cards type and issuing country

- Scanner's sensor for size auto-detection (in pass-through scanners only)

### **Minimum PC Requirements:**

- CPU: Intel Core 2Ghz or equivalent (Core Duo is recommended)

- Memory: 1GB RAM (2GB is recommended)

- USB port

- 100MB free on HDD

- MS Windows XP/Vista/Win7

- MS Internet Explorer 7.0 or newer

### **Scan2Web package includes:**

- Scanning device of your choice

- Scanner's Drivers

- USB cable

- Scan2Web Software

- Cleaning and Calibration sheet (for pass-through scanner only)

## Installing Scan2Web software:

Scan2Web is a commercial Software and could be purchased from Card Scanning Solutions Ltd. or its official distributors.

Orders could be placed online on:

<http://www.cardscanning.com/scan2web.php>

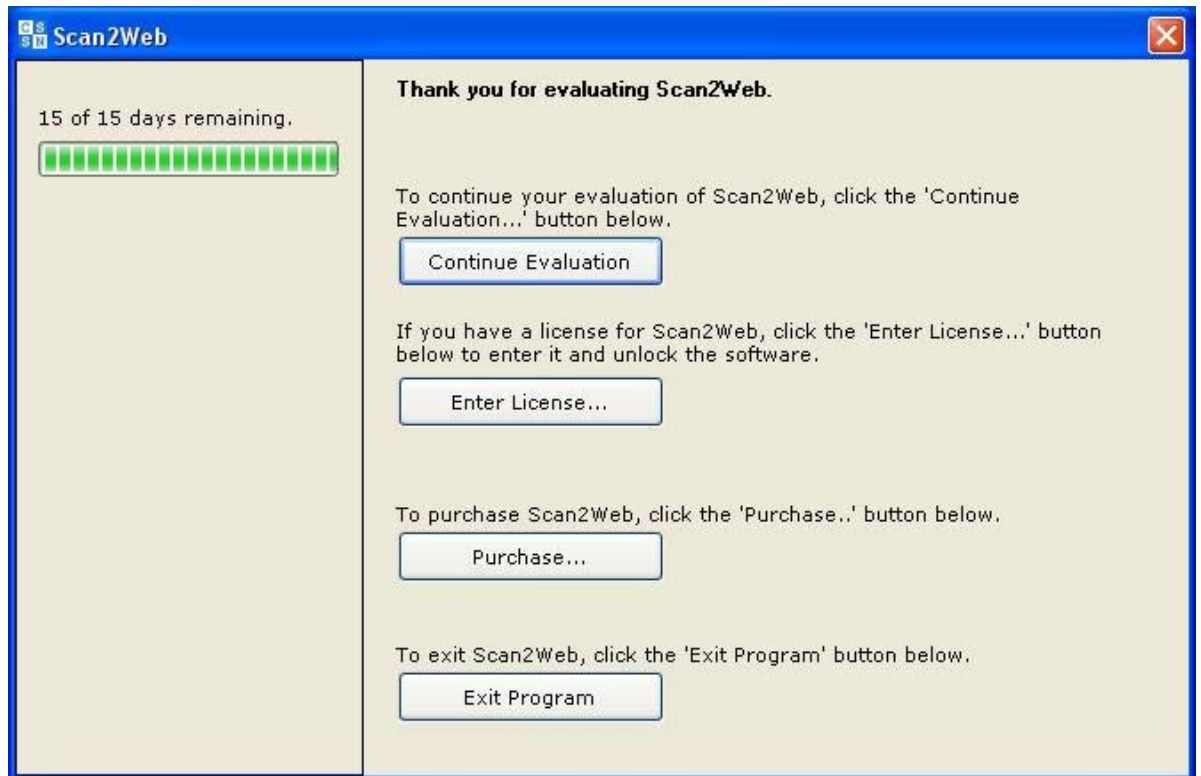
Scan2Web is available for a single installation of 15 days trial period.

Before installing Scan2Web please make sure you have Administrator permissions to your MS Windows then run the Setup file and follow the installation wizard.

During the installation Scan2Web icons will be added to your desktop and to your start menu.

Double click Scan2Web icon to run the Software.

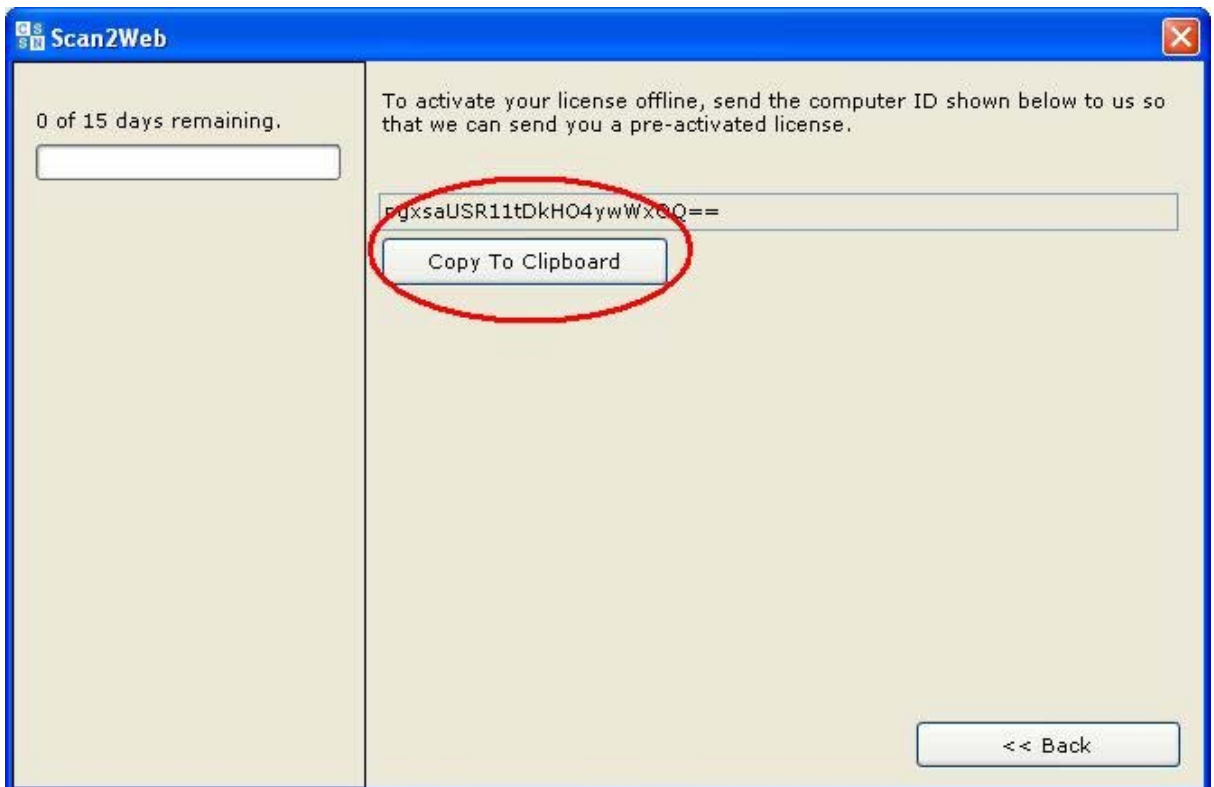
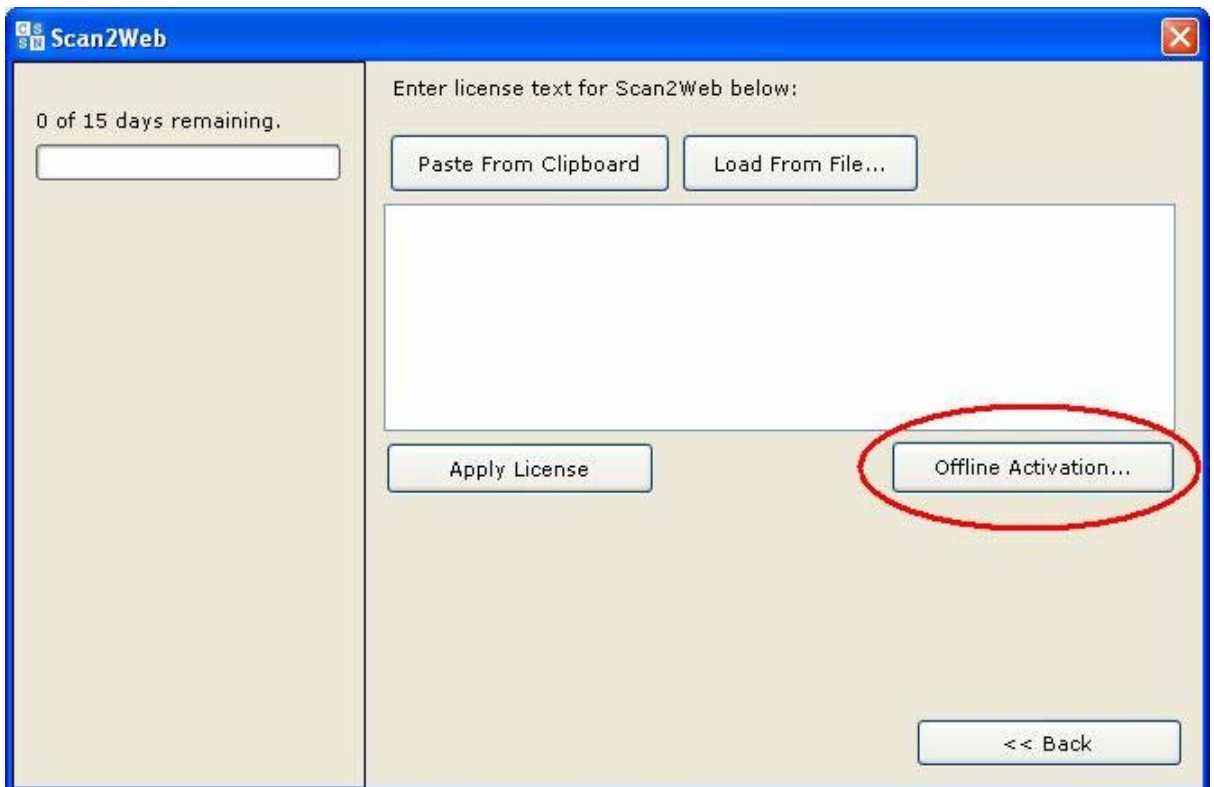
Scan2Web first installation allows If you have not yet purchased a license or registered your copy of Scan2Web you should see the screen bellow when running the Software:



Click on [Continue Evaluate] to have fully featured experience of Scan2Web for up to 15 days.

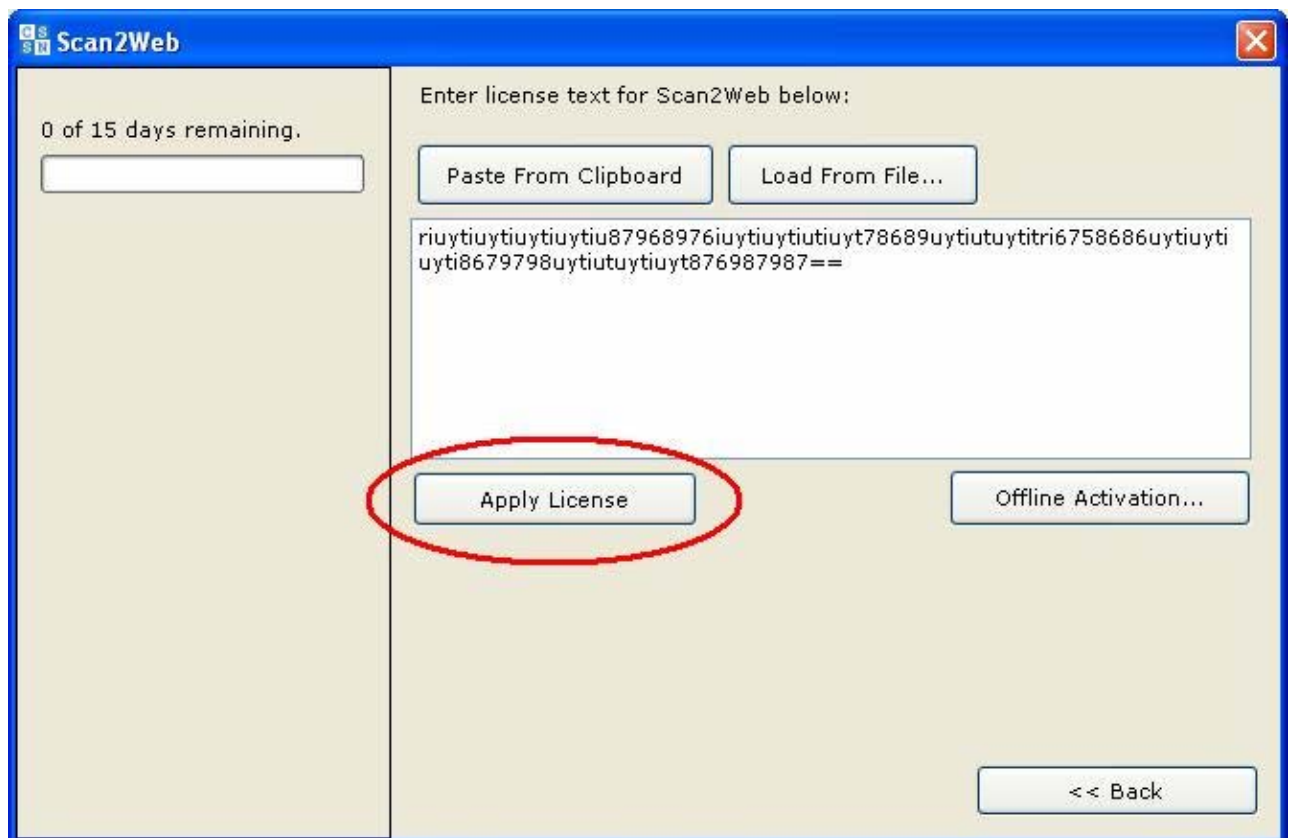
Click on [Purchase] or Contact us to obtain a permanent license.

To get an Activation Code you will be asked to Email us your unique OFF-LINE ACTIVATION NUMBER, which is a unique number given by the installer.



Once you sent your OFF-LINE NUMBER you will receive your permanent Activation Code.

Paste it into the proper box and click on [Apply License] to activate your copy of the Software.



- ❑ Note: The Activation Code is valid for the specific PC only and could not be used on another PC.

### Scan2Web Scanning Modes:

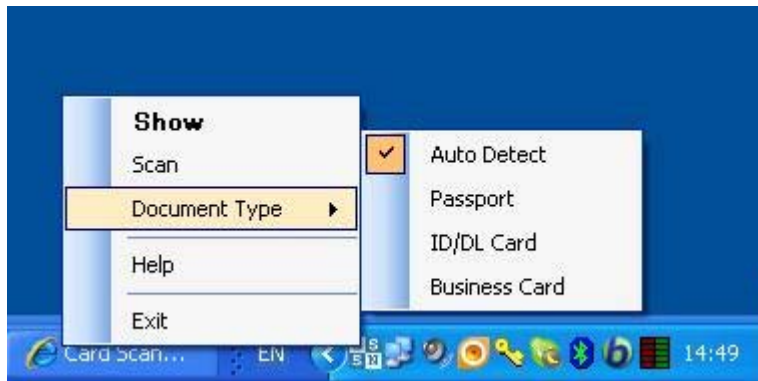
Scan2Web offers three basic scanning modes (depending on the scanning device) for collecting information from various personal documents:

1. ID Cards / Driver's license
2. Passports
3. Business cards / Visitors cards.

### Switching Scanning Modes:

Switching between scanning modes could be done in various ways:

1. simply by right click with your mouse on the Software icon (in the system tray) and choosing from the list:



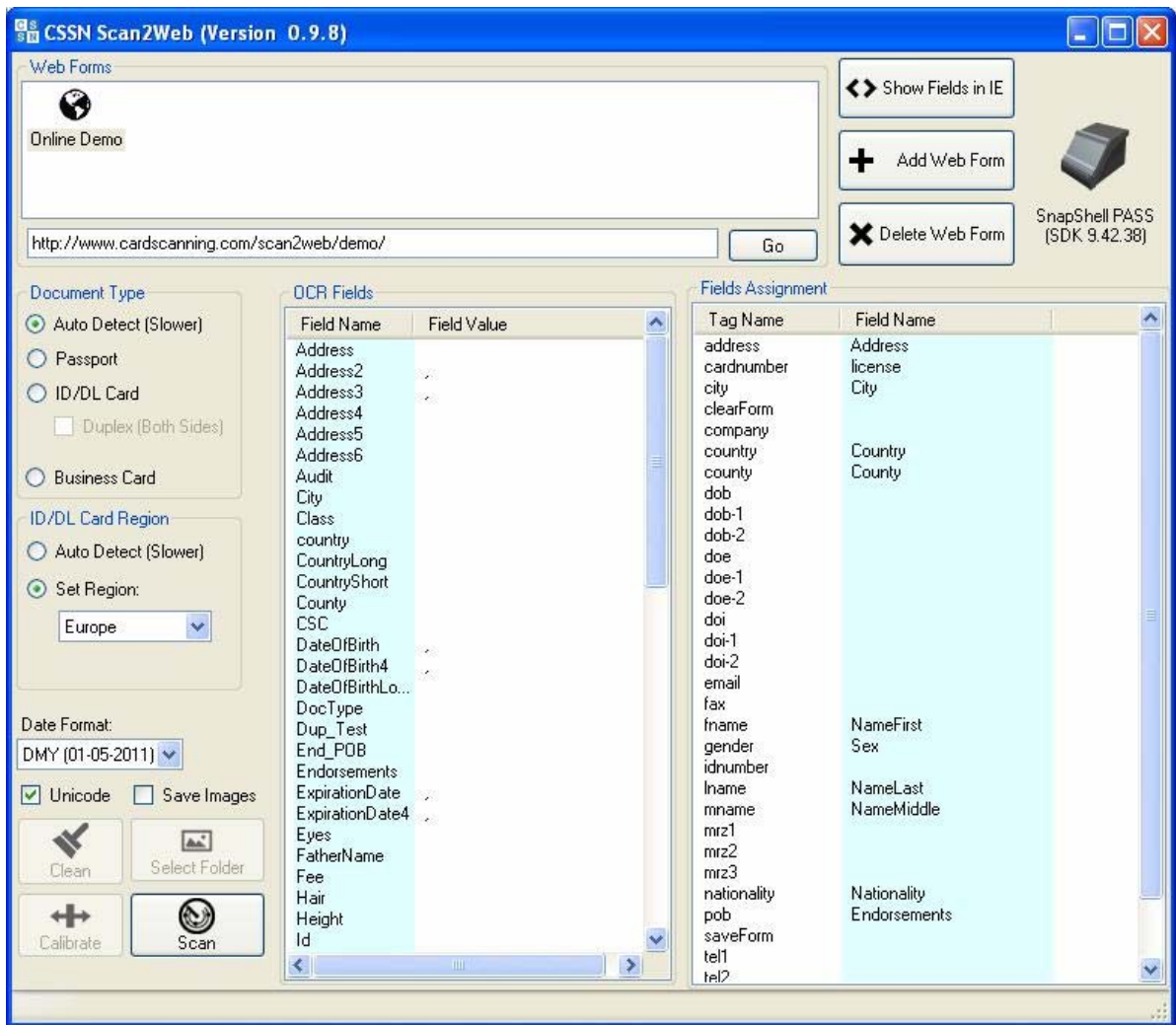
### Show scan results:

Scan2Web Presents the OCR results in the main application window to allow you configure the system to send the information to the proper web fields. In addition, you could drag and drop the extracted data into any other open application.

### Forms Configuration:

Setting up the system to store the scanned information in your desired web form includes a few simple steps:

1. Open Scan2Web's setup screen by double click the left mouse button on the icon or the right button and choose [Show] from the menu list.
2. Click the [+ ADD WEB FORM] button to add your new web form.
3. Type your form's name and your form's web address (URL) in the right field. Click on the [Save] button to store your new form.
4. Scan2Web will login to your new page, analyse it and will make a list of the required information fields within your form on the right side of the screen. Now you have to match the information from the scanned document (the left table) with the fields of your form (the right table) by dragging and dropping the data name onto the desired fields.



**Note:** click the [ $\leftrightarrow$  SHOW FIELDS IN IE] button to see where each information field will appear in the web form.



## Settings:

Scan2Web allows several scan settings and scanner's maintenance:

1. **Store images** - allows you to setup your desired folder to store the scanned images.
2. **Set Region** - setup your document's region in order for the system to recognize the scanned documents. This region is not applicable for Passports or Business cards and should refer only to ID cards/Driver's licenses.
3. **Unicode** - mark when scanning ID cards that contain diacritics or unicode marks
4. **Date format** - allows choosing between various date format.

## Scanner's Maintenance:

1. **Calibration** - allows to calibrate the scanner's black/white balance. Note: every optical device requires light balance calibration to ensure good performance. OCR scanners are particularly sensitive to calibration and require recalibration from time to time.
2. **Clean Scanner** - allow cleaning pass-through scanners (i.e. ScanShell 800/2000/3000) using dedicated cleaning sheet.

## Making scan with Scan2Web application:

Triggering a scan with Scan2Web is simple. Please one of the following methods to make a scan:

1. Pass-through scanner (i.e. ScanShell 800/2000/3000) - simply push the card gently through the scanner.
2. Flatbed scanner and SnapShell cameras (i.e. ScanShell 1000, SnapShell IDR/Passport) - place the card on the glass and press the scanner's button
3. Fujitsu scanner - place a card on the glass and press function key [F10] on your keyboard