

## convert+share | Functions

convert+share automates processes – easily. Because it provides functions that replace manual steps in the processing of documents, all at once. Digitise, convert and store documents all in one step.

### Direct MFP integration and additional hot folder functionality

convert+share allows the customer direct access from the MFP display screen. In other words, from the point he scans his documents, automation of the document workflow starts. The software also provides hot folder functionality. This means that documents filed via drag & drop in a predefined folder on the customer's network can also be processed directly by convert+share.

### Quickly convert documents into other formats

With convert+share, documents can quickly be converted into other formats, regardless whether the documents have been scanned in on the MFP or are already digitally available. The following formats are supported by the effective OCR software:

- Searchable PDF
- PDF/A
- .docx

### Barcode separation

An entire stack of different documents can be scanned on the MFP. All the user needs to do is place a sheet with a software pre-generated separation barcode before every new document. The software automatically separates the stack and stores the documents in the defined destination folder.

### Store documents at their scan destination without detours

convert+share has five connectors. This means that documents can be directly sent to these destinations – without using a PC:

- store+find
- Google Docs
- Email addresses
- Microsoft SharePoint
- Windows folder structures

### Easy to operate and install

The installation and administration of the software is remarkably simple. For the user, too, it could not be easier, because he simply has to select a workflow and scan or drag & drop his documents in a hot folder. All processes then run in the background.

### Requirements – licensing and activation

Download software via CSES. Order licence key via price list. For technical requirements, refer to brochure.

## convert+share | Customer benefits

### **Time and cost reduction in document processing**

Where previously many manual steps were often required when working with documents, convert+share comes to the rescue – through the simple automation of processes. Scan, convert and store documents without additional steps on a PC. Directly from the MFP or via a hot folder. Specifically, this means:

### **Create searchable PDFs**

Documents can be directly stored as searchable PDFs. That means you can search for text content, and passages can be copied into other documents. And the document's original formatting remains unchanged. A tremendous timesaver.

### **Scan-to-Word**

There is no need to tediously retype documents that are only available in hard copy or as PDFs (e.g. invoices) if contents have to be amended or added to. They can be scanned straightaway in .docx format and edited. This reduces the chance of errors and saves time.

### **Barcode separation**

Separately scanning each document, only to store it in digital format (e. g. digitising incoming mail)? With barcode separation, this is something of the past. The uniform separation barcode automatically separates the documents so the whole stack can be scanned with only one pass, and individual documents can still be saved as separate files in the destination folder. Every barcode indicates that a new document is to be created.

### **Scan-to-PDF/A**

To be able to consistently reproduce and retrieve documents – essential in archiving solutions – is no problem with convert+share.

### **SharePoint and Google Docs connector, or store in Windows destination folders and send by email**

Without using a PC, scan documents directly to Microsoft Sharepoint and Google Docs libraries. Quickly and directly? No problem with convert+share. Documents can also be saved directly in Windows destination folders or simply emailed.

### **store+find connector**

The perfect link to DEVELOP's simple store+find document management software. It doesn't get easier than this – for example, scan documents right away as a Word file on the MFP, and store, manage or retrieve them in store+find.