Scan2Web User Guide

Powered By www.card-reader.com

Scan2Web - 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 licenses, 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 organization 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 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 Pentium IV 2Ghz or equivalent   (3GHz is recommended)
- Memory: 256MB RAM (512MB/1GB is recommended)
- USB port
- 50MB free on HDD
- MS Windows 2000/XP/Vista
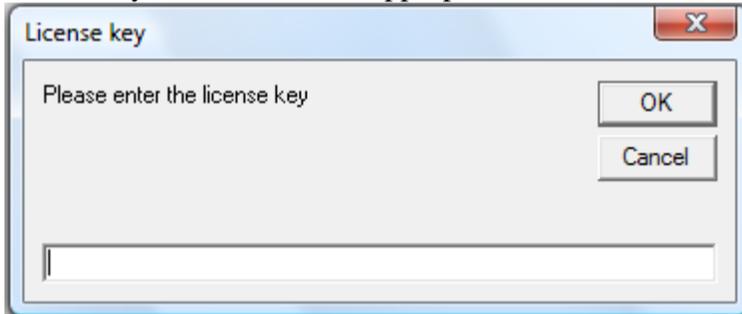- MS Internet Explorer 5.0 or newer

Scan2Web package includes:

- Scanning device of your choice
- Scanner's Drivers
- USB cable
- Scan2Web Software
- Cleaning and Calibration sheet (for pass-through scanner)

CSSN
Card Scanning Solutions

Installing Scan2Web software:

- 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 the Scan2Web icon to run the Software.

- If you already obtained a permanent license key and you have the key number, enter the license key, in CAPS, in the appropriate box below.
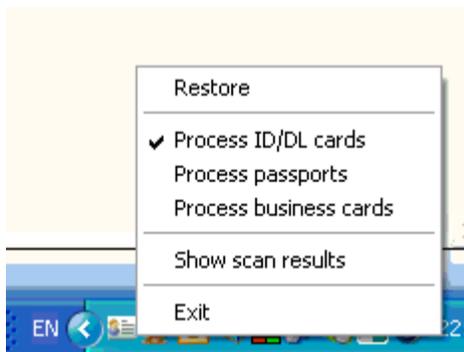

Scan2Web Scanning Modes:

Scan2Web offers three basic scanning modes for collecting information from various personal documents:

1. ID Cards / Driver's license

2. Passports (Full page or MRZ only).

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:

2. On ScanShell 1000 scanners each of the three buttons could be configured to automatically process a different mode.

3. In ScanShell 800/2000/3000 scanners - continuous click on the scanner's button switches processing mode.
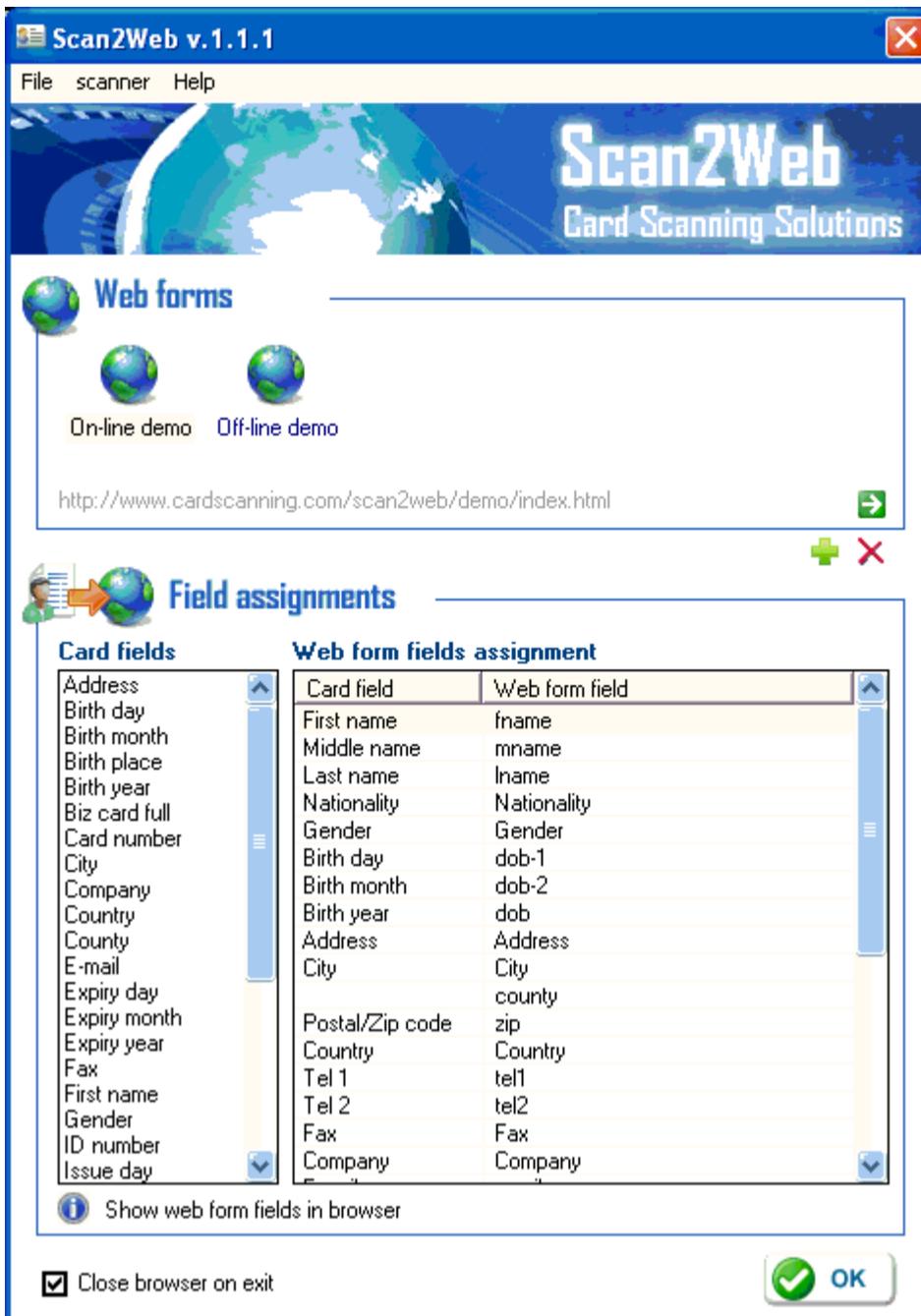
Show scanning results:

Presents the OCR results in a flying window to allow you to realize to which property each bit of information from the scanned document goes to. In addition, you could drag and drop the extracted data into any other open application.

Important note: the Software icon in your system tray will change to indicate the current scanning mode.
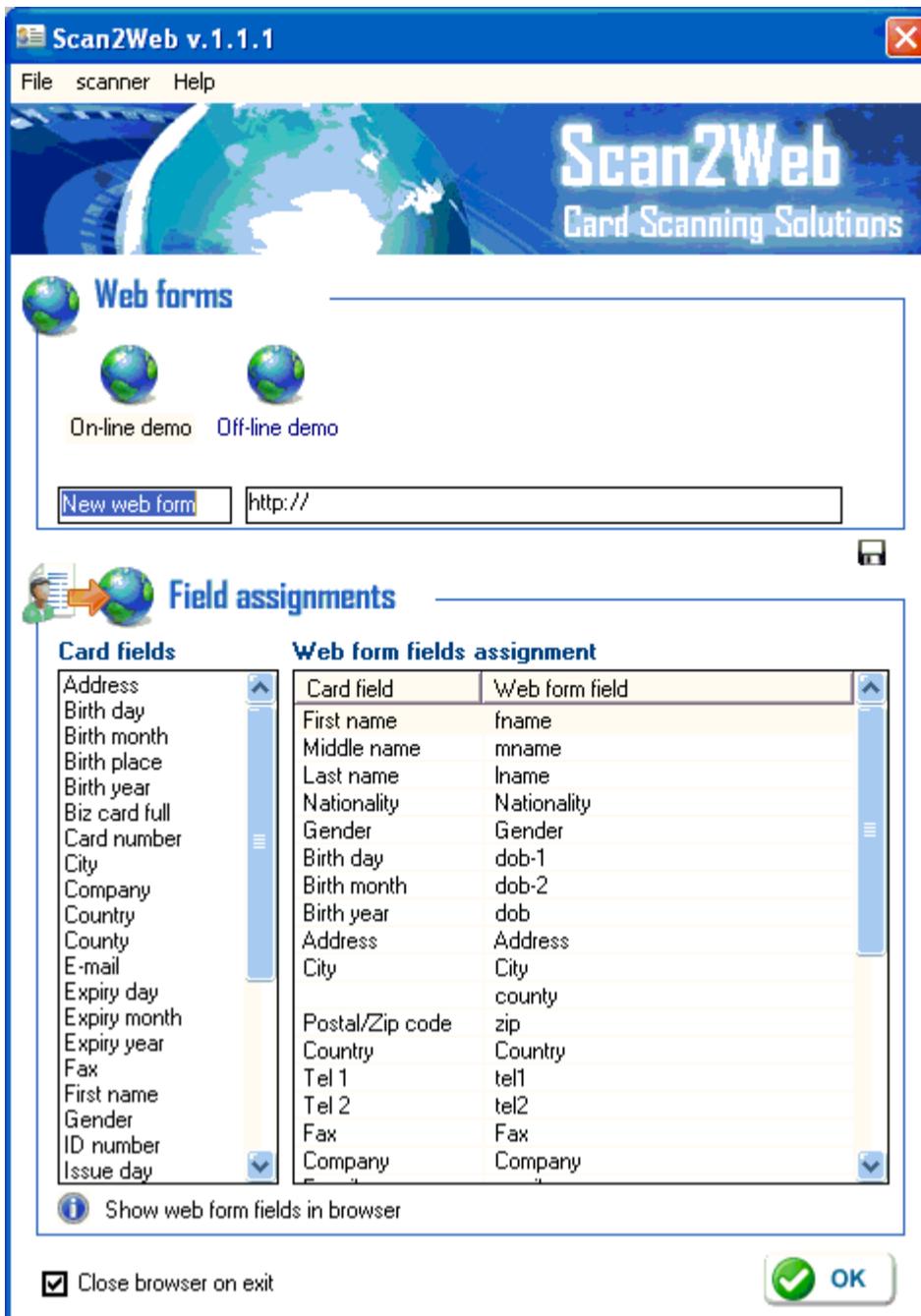
Forms Configuration:

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

1. Open Scan2Web's setup screen by pressing the left mouse button on the icon or the right button and choose Restore from the menu list. Click the green [+] button to add new web form.

2. Type your form's name in the left field and your form's web address (URL) in the right field. Click Save to store your new form.

3. Scan2Web will login to your new page, analyze 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: If you are not familiar with the element names of your form's fields (the names that the programmer put to identify each field) Scan2Web could present these names inside your web form to assist you identifying the fields (see below). To do that, click on the <u>magnifier</u> at the bottom of the setting screen.

Settings:

Scan2Web allows several scan settings and scanner's maintenance:

1. **User Interface Language** - choose a convenient language for Scan2Web interface.

2. **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. **Show Scanning Progress** - presents a progress bar during scanning

4. **Scan MRZ lines only** - allow to scan any document with ICAO compatible Machine Readable Zone. The data will be stored as appears on the document.

5. **Color Scheme** - store the scanned images in true colors or grayscale.
   Note: scanning in true colors significantly slower and the scanned image files is bigger; however in some cases the data accuracy might be better.

6. **Store images** - allows you to setup your desired folder to store the scanned images.

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.