iCaught

"We capture your data"

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Questions for Selecting the Correct Document Imaging Scanner

1. What is the motivation for scanning paper documents and what are your expectations for your imaging project?
2. What document types do you want to scan? (e.g., reports, invoices, checks, employee documents)
3. What are your smallest and largest sized documents?
4. Are the documents simplex (one sided) or duplex (double sided)?
5. What percentage of the documents are duplex?
6. Is there any color paper that is part of this project?
7. Do the documents need to be indexed (i.e. name, date, case #, etc.) and categorized by a document type (e.g., invoice, check, report)?
8. How many index values will you need to capture for each category of document (e.g., invoice #, check #, customer name, vendor name)?
9. How many pages are in a document on average?
10. What is the average batch size of the documents being scanned (total pages in each batch)?
11. Do you need to scan bound materials such as books, magazines, passports, etc.?
12. Do you require an imprinter/endorser to physically write a sequence of alphanumeric characters on the document either for pre or post scanning to verify each page was captured digitally?
13. Are you interested in a service and maintenance contract available to you for the scanner(s)?
14. How is the customer planning to connect the scanner to the PC or looking for a network scanner for many end users to scan?
15. Do you have distributed or centralized scanning requirements or perhaps both?
16. How will you retrieve the information once it has been imaged?