



Easily scans HR documents into your iPERMS workflow

Scan to iPERMS

Business Challenge:

Need to ensure that electronic files of personnel documents are in the proper TIFF Group 4 format before sending to HR for review.

Lexmark's Advantage:

Scan to iPERMS workflow is an MFP embedded software solution to assist soldiers with scanning HR documents into a designated network HR folder. It is designed to be secure, quick and easy. A simple touch of the Scan to iPERMS icon starts the automated process of scanning the soldier's HR documents, converting to the correct electronic format and routing to a predetermined network folder for HR review and approval. A one-time set up makes it easy for the administrator to update and distribute a master routing file to the MFPs.

Features



Secure

This solution works with the soldier's CAC card. Only authorized scanning is allowed at the MFP.



Routing

The MFP uses the information on the CAC card to automatically route the file to an administrator-defined network folder.



Conversion

Converts the pages(s) to the TIFF Group 4 format required by iPERMS.



Confirmation

Provides the user with the option of receiving a printed confirmation page.

What are the advantages of Scan to iPERMS workflow?

Saves money

- Saves paper by not requiring photo copies
- No need to transport documents to the HR office
- Less paper, less transportation, less carbon footprint

Increases security and privacy

- CAC-enabled process
- Electronic documents sent directly to HR folder

Reduces time

- The scan process is extremely easy
- Thumbnail view of the page before sending
- Conversion to the proper format is automatic
- HR no longer needs to rescan documents
- Simple method to associate a soldier's files with a predetermined secure network folder