

Brother's Scanner  
Solutions for Education

# BROTHER'S DIRECT SCAN SOLUTION

## FOR USERS OF THE CAPITA SIMS SOFTWARE

Direct scanning and  
document storage  
made easy, by Brother



# THE QUICK, EASY WAY TO SCAN AND SAVE ALL YOUR SCHOOL PAPERWORK

## Introducing Brother's Direct Scan Solution for users of the Capita SIMS software

Storing school records as easily accessible digital files instead of hard copies makes it so much easier to find the information you need.

But creating those files manually still takes time and can still lead to mistakes.

Scanning. Uploading. Renaming. Saving. Filing. At every step, there's the potential to mislay or miss out vital information altogether.

Especially when you have to repeat the whole process again and again for every member of your class or year group.

The answer? Brother's Direct Scan Solution. A unique new system that streamlines the whole process and turns what can take hours into a job that takes just minutes.



### With Brother, it's simple.

At the heart of the Brother Direct Scan Solution is the Brother ADS-2600We scanner and an advanced piece of software that acts as your personal digital filing assistant.

You specify what records you want to create for which pupils. Brother's Direct Scan software sets up all the necessary folders, then tells you when to scan each piece of paperwork on the scanner control screen.

Everything else is completely automatic. Your documents are named, uploaded and allocated to the correct pupil in the right place on the SIMS directory, complete with an audit trail detailing when each one was created and who by.

### Search and find the information you need, quickly and easily.

Once your documents have been uploaded, Brother's Direct Scan software allows you to search pupil records across a broad range of search terms and segmented criteria, adding even more power and functionality to your SIMS system.

And when pupils move from your school, their information can be exported as digital files and sent on so administrators at their new school have a complete set of up to date records.

### Easy setup, easy access.

Brother's Direct Scan software is a server-based system. That means it's installed straight onto your school's main server and can be easily accessed by staff with a SIMS log in ID from any computer on your school network.

## IDEAL FOR SCANNING:

- ✓ Consent forms
- ✓ Holiday requests
- ✓ Letters
- ✓ Medical notes
- ✓ SEN statements and reviews
- ✓ Attendance records

# THE COMPLETE SCAN AND FILE MANAGEMENT PACKAGE FOR YOUR SCHOOL

## BROTHER ADS-2600WE SCANNER:

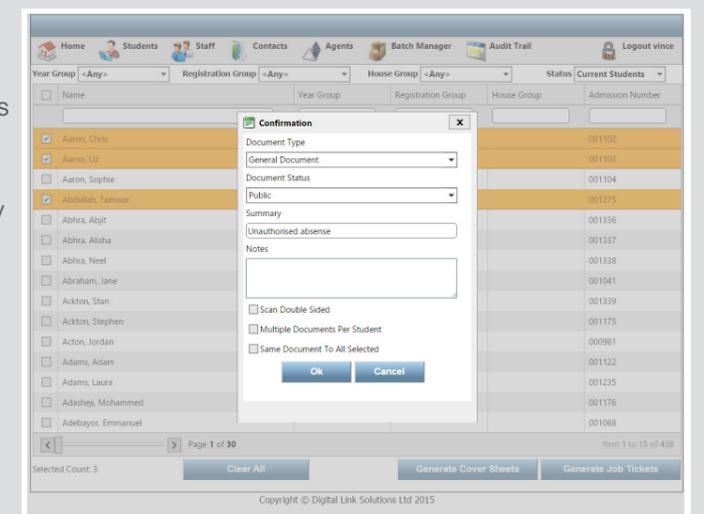
- Automatic multiple scan - up to 50 pages at a time.
- Time saving scan speeds of up to 24 pages per minute
- Compact footprint - fits easily onto a desk or filing cabinet and takes up very little room
- Connectivity - USB port, wired or wireless connection
- Clear, 9.3cm colour touchscreen makes reading instructions from Scan to SIMS Assistant easy
- Secure Function Lock and Active Directory Authentication settings control access to sensitive pupil and staff records.



### Brother's Direct Scan software

A clever piece of software to connect the scanner directly with SIMS

- Server based software - use from any PC in your school network
- Easy access using existing SIMS login details
- Simple, menu-based task selection
- Add new tasks and folders to SIMS directory (eg, 'French Easter Trip Consent Forms')
- Save records to pupils, classes, subjects or entire year groups
- Secure ticket number for each task protects pupil information for safeguarding
- Advanced student records search function for quick, easy retrieval of information.





**With Brother's Direct Scan Solution, it takes half the time it used to!**



Brother's Direct Scan Solution brings efficiency, cost savings and added security to your digital record keeping in one easy to use, intuitive package.

### **Brother's Direct Scan Solution benefits at a glance:**

- ✓ Improve efficiency with quicker scanning, fewer errors and easier document search
- ✓ Reduce the time staff spend on administrative paperwork, allowing them to concentrate on other more important tasks
- ✓ Easier to comply with national pupil safeguarding and data protection laws
- ✓ Increase available space by reducing the need for filing cabinets in schools and classrooms
- ✓ Protect school records from theft, water and fire damage
- ✓ Drive down school carbon footprint with paperless filing

### **For further information contact:**



Brother's Direct Scan Solution has been developed by Brother's partner Digital Link Solutions. Digital Link Solutions is an Accredited Partner of Capita SIMS. Capita SIMS is a registered trademark of Capita.