

## Manage Your Business With Your Portable Scanner

Do you know how much one little portable scanner can simplify your life. Take trade shows and conferences, for example. Have you noticed just how much paper you bring back with you, from business cards to advertising materials. A portable scanner gives you the power to bring all that information back to the office without collecting a single piece of paper. One portable scanner streamlines all your companys future marketing and networking activities.

[Portable scanners](#) use optical character recognition technology to scan and capture valuable contact data from business cards and other forms of promotional materials. Afterwards, you can either use scanner software to organize the data into its own contacts management program or to download it to laptop or desktop via USB cable. (No need for an external power source, either.) The data will translate effortlessly if you choose to export it to your own program. You make this information accessible to your coworkers for their own marketing and networking efforts by exporting it to your company network. Your boss will be pleased with that.

Portable scanners do more than scan business cards. They are quite effective at managing your business receipts as well. With the help of parsing technology, a portable scanner captures key information such as vendor name and payment date, amount and method from receipts and organizes it into a digital filing system by category. If you prefer, you can export the data to your companys Excel program for reporting purposes. Youve just made life much easier for your accounting department. A portable scanner also retains digital copies of all your receipts should you need them for future reference.

Try taking a portable scanner to your next business meeting. So much paper gets passed around at those meetings, and too much time is spent on reviewing documents. Use your portable scanner to capture the documents for review and comment back at the office. Dont worry about being able to access the documents, your portable scanner allows you to insert descriptive text into the individual digital files assigned to each document. A keyword search will quickly retrieve what you need.

Employees of small offices such as doctors or dentists offices spend a good deal of time reviewing and photocopying their patients personal identification documents. A portable scanner has the capacity to collect data from drivers licenses, medical insurance cards, passports and other forms of personal identification. Patient check in time will be noticeably reduced.

## About the Author

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