

A document scanning and faxing solution

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iXware Scanning

Easy, secure document referencing with the Bates Stamp Module



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Bates Stamp Module

Bates stamping is a proven way to mark documents with sequential numbering and business-critical notes, dates, and other identifying information. It is used by many industries to help identify important documents and the critical information within them.

To help support the businesses that need this important function, iXware offers a fully-configurable Bates Stamp Module. This allows users to easily add information as they scan their documents. The identifying marks can be placed on any location of the document on the first page, on all pages, or on odd or even pages, making our Bates Stamp Module extremely flexible and useful for many types of documents.

Add numbers

- Consecutive numbers (you decide the starting number)
- Random ID
- Page numbers

Add text

- Fixed text
- Freely chosen from the template
- Dates
- Username (of the person scanning)
- Email address

Add images

- Company logo
- Geographical positioning

Benefits of using the Bates Stamp Module

- **Functional** - Add page numbers, contact details, etc. for guaranteed authenticity
- **Flexible input, consequent output** - Administrator can easily create standardized Stamps while iXware ensures that no mistake can be made. Bates stamps can also be placed on any document format, not only PDF
- **Cost and time-efficient** - Reduces time and labour costs
- **Legal advantage** - Not only vital to the audit trail process, but also provides the option for prefix/suffix which legal persons can use to attach case codes, dates, etc.

Contact iXware

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getting results.*

Together we can.



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