Connecting Canon imageFORMULA Scanners to AuditFile

AuditFile users can connect select Canon imageFORMULA document scanners for easy, one-click upload of scanned documents into AuditFile engagement procedures. Follow the instructions in this document to take advantage of this feature.

Compatible Canon Scanner Models:

AuditFile integration is compatible with Canon imageFORMULA P-215II mobile document scanner, and the DR-C225, DR-C225W, DR-C240, DR-M140, DR-M160 II, and DR-M260 office document scanners.

Requirements for Use:

- Windows 10 operating system
- Internet Explorer 11 (Version 11.248.16299.0, Update Versions 11.0.51-KB4074736) or Microsoft Edge 41.16299.248.0 with EdgeHTML 16.16299
- Compatible Canon imageFORMULA document scanner (see above list)
- Installed Canon drivers*

*Note: Test that the scanner is functioning properly using the Windows Scan tool or Canon Scan Software prior to using the scanner with AuditFile.

Instructions for Use:

Contact support@auditfile.com to request activation. Once activated, click the Canon icon in the Workpaper area of the AuditFile procedure to which you would like to upload the scanned document.

Similar to creating a new Excel or Word file, you will be asked to enter a file name for the scanned document. After typing in a file name and clicking 'Save', the Canon Scan settings will appear on the screen. Modify the settings, if needed, then click 'Scan'.

The scanner will scan the document and automatically redirect you back to the original procedure in AuditFile with the newly scanned file attached as a PDF workpaper.