

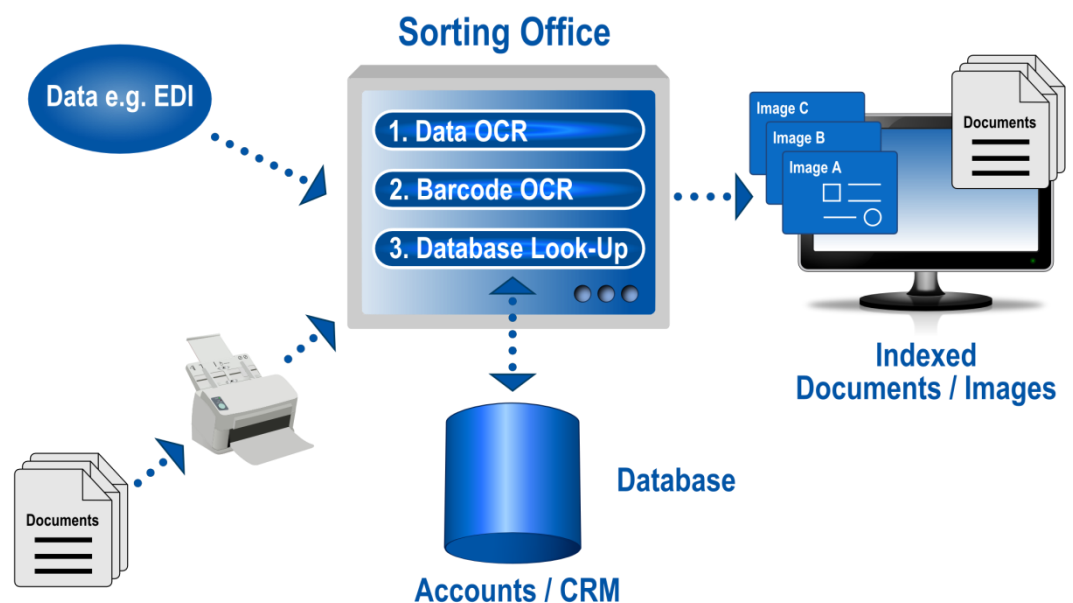
## Document Manager Sorting Office

Reduce manual indexing by obtaining index information already keyed into other systems. Use fast and accurate OCR and ICR to automatically identify and index documents.

Sorting Office processes paper-based documents from anywhere across your organisation and seamlessly transfers them to Document Manager, performing the following tasks:

- Efficient capture
- Accurate indexing
- Automatic import

### The Document Capture and Index Process



Reduce manual indexing by obtaining index information already keyed into other systems. Use fast and accurate Optical Character Recognition (OCR) and Intelligent Character Recognition (ICR) to automatically identify and index documents. Read printed text, barcodes, check boxes (OMR) and constrained handwriting (ICR) directly from scanned documents to reduce the need for manual indexing.

### Document Manager Sorting Office

As part of the Document Manager suite of modules, Sorting Office is the specialist document scanning application. It is designed for processing high volumes of documents and for enabling specific capture requirements. It can handle mixed paper types, sizes and quality.

## Sorting Office

### Flexibility of Sorting Office

Sorting Office has the flexibility to work with any business structure. Both the Scanning and Indexing can be performed centrally, remotely or distributed over a number of users.

Sorting Office will efficiently capture, accurately index and automatically import your paper-based documents from anywhere across the organisation into your Document Manager system.

In order to find a document, you need to know something about it, e.g. Invoice No. or Supplier Name. The information can be structured or freeform text and Sorting Office can capture it in a number of ways:

1. **Manual entry of index fields:** Enter data into fields side-by-side with document image
2. **Database Look-Up:** Retrieve data from an existing system
3. **OCR (Optical Character Recognition):** Capture data either in fixed positions or in free-form (i.e. variable positions)
4. **Barcode reading:** Barcodes can be used to represent index fields or used as triggers, such as for separator sheets

Rules-Based Capture & Indexing	Benefits of Sorting Office
<ul style="list-style-type: none"> <li>• Pre-set scan batch sizes to ensure all images are scanned. The scanner will record misfeeds and double feeds</li> <li>• Profile-based document scanning for variable document types and formats</li> <li>• Centrally manage how documents are scanned and indexed</li> <li>• Use Index Defaults to automatically populate document and folder indexes</li> <li>• Maintain system, batch and document security to control who can scan and index documents</li> <li>• Index and validate documents automatically with data from other systems using database look-ups</li> <li>• Use barcode, OMR, OCR and ICR engines to automatically identify and index documents</li> </ul>	<ul style="list-style-type: none"> <li>• Protect documents ensuring every page is scanned and passed to Sorting Office</li> <li>• Accurate and tailored document scanning and indexing, enabling centralised scanning and distributed processing</li> <li>• Staff with minimal to no computer experience can scan and index documents</li> <li>• Streamline the index process to ensure indexes are correct and accurate. For example, automatically set a workflow field to 'received' for all invoices scanned</li> <li>• Distribute the indexing of documents to appropriate staff across the organisation without losing sight or control of scanned documents or the indexing process</li> <li>• Remove the need to double-key information that already exists in another system. This facilitates validation of index data as well as the addition of other necessary details</li> <li>• Reduce the time needed to accurately index documents while improving staff efficiency by storing documents in Document Manager</li> </ul>

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