

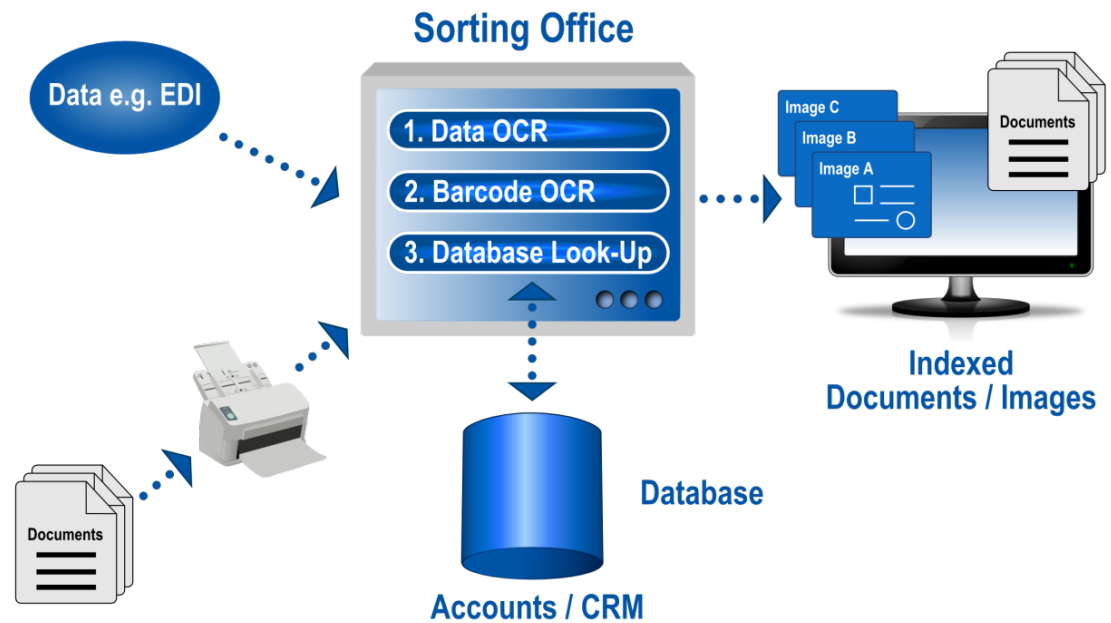
Document Manager Sorting Office

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

Maximize and automate document processing into your Document Manager system by:

- Efficiently capturing documents, even from other applications.
- Accurately indexing documents at scan time.
- Automatically importing data as needed.

The Document Capture and Index Process



Complementing the Document Manager suite of modules, Sorting Office is the maximizer for the document scanning process. Designed for processing high volumes of documents, 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. Scanning and indexing can be performed centrally, remotely or distributed over a number of systems. Sorting Office will efficiently capture, accurately index and automatically import paper-based documents from anywhere across the organization into Document Manager.

Documents can be easily indexed using such items as invoice number, supplier name, etc. to minimize search time. The index information can be structured or freeform text. Sorting Office can capture the index data in a number of ways:

1. **OCR (Optical Character Recognition):** Captures data in fixed or floating positions
2. **Barcode reading:** Captures index data or used as trigger (such as separator sheets)
3. **Database Look-Up:** Retrieves data from other applications
4. **Zone highlights of index fields:** Visually highlights index fields to expedite data entry.

Rules-Based Capture and Indexing

- Pre-set scan batch sizes ensure all images are scanned correctly. The scanner records misfeeds and double feeds
- Profile-based document scanning for variable document types and formats
- Centrally manage how documents are scanned and indexed
- Use Index Defaults to automatically populate document and folder indexes
- Maintain system, batch and document security to control who can scan and index documents
- Index and validate documents automatically with data from other systems using database look-ups
- Use barcode, OMR, OCR and ICR engines to automatically identify and index documents

Benefits of Sorting Office

- Protects documents, ensuring every page is scanned and passed to Sorting Office
- Accurate and tailored document scanning and indexing, enabling centralized scanning and distributed processing
- Staff with virtually no computer experience can scan and index documents with minimal training
- Streamline the index process to ensure indexes are correct and accurate. For example, automatically set a workflow field to 'received' for all scanned invoices
- Distribute the indexing of documents to appropriate staff across the organization while maintaining control of scanned documents through the indexing process
- Removes double-entry of key information that already exists in another system. Facilitates validation of index data
- Reduce the time needed to accurately index documents, maximizing staff efficiency

Document Logistix LLC

3721 Executive Center Drive
Suite 264
Austin, TX 78731

Tel: (+1) (512) 345-4600

Fax: (+1) (512) 233-2351