

DOCUMENT LOGISTIX

Batch Capture

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.



Document Manager Batch Capture

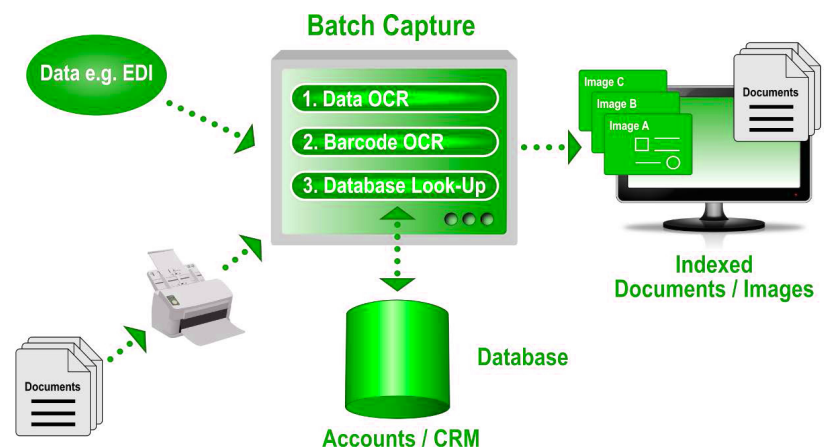
In today's world, a lot of business information is in unstructured content, whether that be paper documents, forms, emails, images and so on. Document Manager Batch Capture can help you extract that information by processing it from anywhere across your organisation and seamlessly transferring the information to Document Manager 5.

World class recognition engines combined with Intelligent Templating allow fast and accurate data extraction to drive business processes.

Batch Capture can help you:

- Drive business processes.
- Efficiently capture information.
- Provide insights for content management.
- Automate data flow and automatically import data.
- Accurately index data.

The Document Capture Process



Batch Capture provides a complete end-to-end solution to capture data from source and seamlessly transfer it to Document Manager 5. Capture documents from various sources. Read printed text, barcodes, checkboxes using Optical Mark Recognition (OMR) and constrained handwriting with Intelligent Character Recognition (ICR), reducing the need for manual indexing. Perform lookups into third-party systems to extract meaningful data and drive business processes.

Direct integration with Document Manager 5 delivers powerful capabilities, leverages world class features, and gives companies full control over document access and security.

Document Manager Batch Capture

As part of the Document Manager suite of modules, Batch Capture is a specialist document scanning application, designed for processing high volumes of data. With an array of features, it can process and extract various forms of data enabling you to integrate and launch business processes faster. With Document Manager 5, you can control document access to ensure data integrity and security compliance, and use features such as the document Audit Trail to help comply with GDPR.

Flexibility of Batch Capture

Batch Capture has the flexibility to work with any business structure. By using its web-based structure and having direct integration with Document Manager 5, tasks can be performed centrally, remotely or distributed between many users.

Deployment is easy: install centrally and roll out to users via standard web browsers. Client-side applications can be downloaded and installed directly from a browser. Batch Capture scales easily so as your organisation grows with increased volumes of data and users, so can the software.

Benefits of Batch Capture

- Profile-based configuration allows pre-defined rules to be configured for the consistent processing of different document types, and segregation of different batch scanning jobs by departments or business functions.
- Fixed or variable batch sizes control the scanning process to ensure pages are not missed.
- Options to group documents in a batch for a single folder to reduce the amount of data capture/entry required to capture multiple 'related' documents.
- Pagination options set by batch, fixed number of pages, barcode, a change of index value or manually defined, give flexibility and automation to separate a batch of pages into distinct documents.
- Image Processing allows the adjustment of size and format of captured images to ensure efficient use of disk space and performance when viewing. Making use of pre-defined enhancements (Auto-rotation, Despeckle, Deskew, Smoothing, Sharpen, Noise Removal and Softening) improves the image quality and readability of the final document.
- Export Data or save the captured document directly to Document Manager 5. Configure an alternative export destination with a variety of options for image format (including TIF, PDF, and JPEG) and data file format (including CSV, XML, and JSON).
- Assisted data extraction uses OCR (Optical Character Recognition) to automate the capture of data partially or fully. Different OCR options can be used to locate data in documents using logic based on 'Intelligent Templating' or simply to assist users to quickly index the required data by clicking on an image instead of typing data into fields.
- Database Lookups use data captured from documents that can be cross-referenced with external data sources to ensure the data captured is valid, and to retrieve additional data without having to capture it from the document.
- Field-based validation allows definition of the fields that should be mandatory, optional, or not required and the order in which they should be presented. Fields can be associated with either barcodes or OCR-captured data with the use of Regular Expressions to help ensure only valid data is captured.
- Centralised Batch Processing enables data processing to be performed centrally on the server and managed securely by Document Manager 5 with the benefits of auditing and access control.
- Web-based validation allows ease of access for multiple users to validate batches regardless of where and how the batches were captured.
- The lightweight scan application can be deployed directly from a web browser and supports any ISIS-compliant or TWAIN-compliant scanner.
- The Batch Import service allows data to be automatically pulled in from a Windows folder location or network share to create batches for processing.

Batch Capture Core Concepts

- Centralisation – Deploy centrally and manage batches, indexing and administration directly through Document Manager 5.
- Scalability – Scale out Batch Capture components such as scanning, indexing and processing as your requirements grow.
- Security – Built on Document Manager 5 and the latest industry technologies, secure your data at all stages during the capture lifecycle.
- Flexibility – Ready to go straight out of the box, or customise configuration and integrate into your organisation's business processes.

Rapidly build scalable solutions that are highly secure and compliant. Capture your business information faster and more accurately increasing data integrity.