

 Streamline the capture & distribution of document driven information

Capture Workflow enhances document capture, extracts high value data and automates its delivery to your user community.



Optimize Your Office Equipment

With Capture Workflow you can batch process scanned documents, improve image quality and automatically name or categorize them by type.



Quickly Design and Deploy

Capture Workflow provides an easy to use interface for creating and maintaining capture automation processes through a highly intuitive drag & drop design tool.



Automate the Flow of Business

Once captured, documents are routed for archiving or can be channeled to trigger a document-driven workflow process.



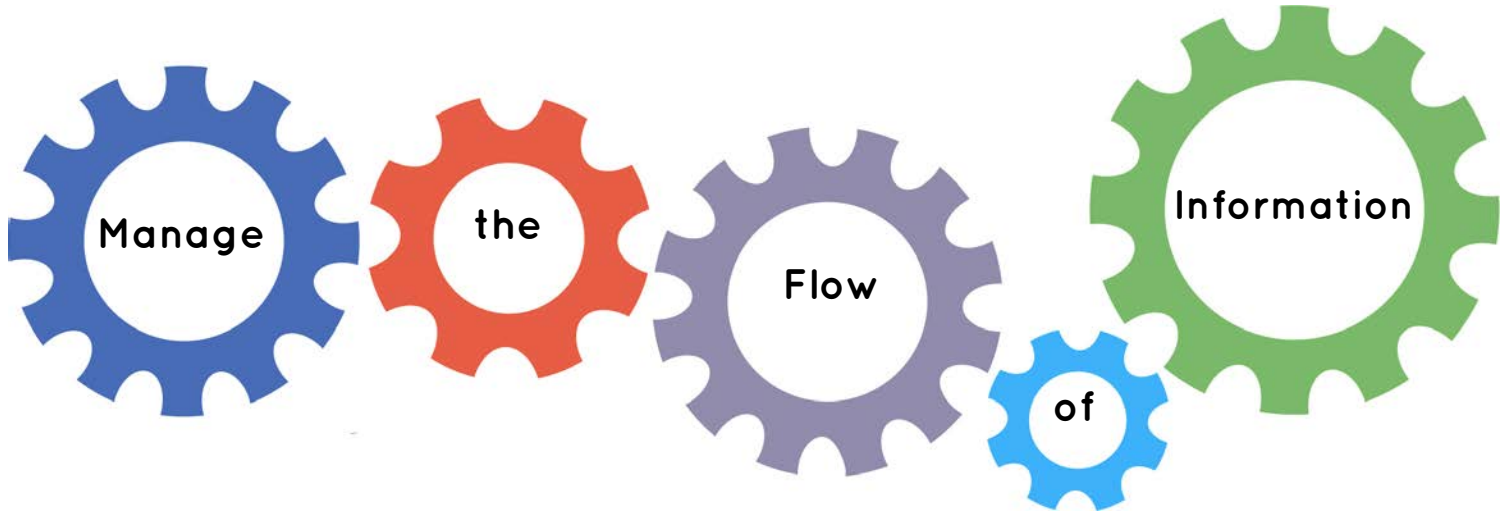
Extract High Value Information

Don't just archive your records; mine them for information. Extract critical information from your records with optional modules for template based OCR and full text PDF creation.



With a sophisticated pallet of scanning automation tools, Capture Workflow features advanced batch processing for expediting the capture of scanned images, emails, faxes or any other type of digital record.

As a fully integrated module within SmartSearch, Capture Workflow enables you to capture all your business information with a single solution.



Standard Capture Workflow Activities

- ✓ **Image Enhancement** – Automatically deskew, despeckle and crop documents as they are being captured into SmartSearch
- ✓ **Document Separation** - Separate documents based on page count or the appearance of either a barcode or a blank page
- ✓ **Barcode Recognition** - Create zones where barcodes can be read to extract the data used to automatically index documents
- ✓ **Email Import** - Monitor an email inbox (POP, IMAP or Exchange) and automatically import and index the messages
- ✓ **Import Document by File Name** - Import bulk records and automate their indexing by automatically extracting the file name
- ✓ **Auto Import Data & Document** - Monitor a “hot folder” for incoming records and automatically index the files
- ✓ **Route and Release** - Send your documents directly to a SmartSearch Inbox, Archive or to a network directory

Optional Modules for Capture Workflow

- ✓ **Zonal OCR** - Extract data from images with consistent data structures through Optical Character Recognition
- ✓ **TextPDFCreator** - Automatically convert TIF or PDF based image files as they are being scanned into the SmartSearch repository

