



CAPTURE + Functional Specifications

Capture

from Email- this feature provides for capturing email attachments and the “body” of an email and publishing to folders and/or databases.

from Folder- this feature provides capturing and processing of scanned images from devices (MFP’s and desktop scanners) throughout the enterprise.

Process

Zone and full OCR- zone OCR is very useful to create automated flows which preclude the need for manual indexing.

ODBC -Indexing with database lookup- this sophisticated component provides for user defined indexing fields, links with front end databases for validation and extraction, on-line document separation, filters and masks to refine data, etc. This component is the engine that drives this application.

Bar code recognition- a choice of 1D bar codes can be used for data gathering and document splitting logic.

Convert to PDF- a CAPTURE + workflow would normally use tif as the captured (source) image format, because a tif image has superior image processing capabilities, and then convert the image to PDF after updating the metadata with the indexing data.

Metadata writer- Used when the captured (source) image format is PDF, this component is used to update the metadata with indexing information.

Imprinting- this component provides for imprinting user defined data onto the ultimate repository image format.

Publish

Publish to Folder- create user defined folder/file structures using system and workflow variables created during the CAPTURE + processes.

Publish to Database- this component includes the Publish to Folder capability but also allows for writing to virtually any backend database via ODBC drivers including SentryFile.