

White Paper: Production Line Capture of Paper-based Documents

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Production Line Capture of Paper-based Documents

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Executive Summary

Government and Large organizations in many sectors are in desperate need for production level paper-based document capture solution that will help them capture all their existing back-log and daily generated vast amount of paper documents to store them electronically into document management and archiving systems to speedup the flow of information contained in these documents across their organization.

docuCAP is an enterprise production document capture solution designed specifically to capture large volumes of paper-based & image-based documents in a structured batches process. docuCAP has the flexibility to configure the document capture process from scanning or importing, all the way to final storage to virtually any back end document management and archiving systems or even LOB systems repository to guarantee the highest level of document capture quality. docuCAP has also been designed to enable manual and fully automated indexing capabilities to guarantee maximum level of data integrity and accuracy without compromising the high levels of productivity.

ABOUT Image Technologies (ITEC)

In 1991, Image Technologies (ITEC) was established in Amman to become the leading provider of Electronic Document Management (EDM), Business Process Management (BPM) and Customer Communication Management (CCM) solutions in the Middle East Region.

Our mission at ITEC is to provide our clients with intuitive, robust and integrated e-document and e-process software solutions that go beyond their expectations. We are committed to understanding our client's business needs and addressing them to achieve best results.

On the e-document front, ITEC recognizes clients' needs for Electronic Document Management (EDM) and for intelligent document composition and delivery in what is known as Customer Communications Management (CCM). Therefore, it provides clients with web-based EDM and CCM solutions, which are seamlessly integrated into clients' multiple business environment.

On the e-process front, ITEC recognizes emerging clients' needs for automating and streamlining the flow of business processes and provides its clients with customer-centric, web-based Business Process Management (BPM) solutions, which are properly incorporated into various business environments



Introduction

As the need arises for organizations in many sectors for paper-based document capture solution that will help them capture all their existing back-log and daily generated vast amount of paper documents to store them electronically into document management and archiving systems to speed up the flow of information contained in these documents across the organization.

docuCAP enterprise production document capturing solution was created to respond to the need for capturing large volumes of paper-based & image-based documents in structured batches process. docuCAP will provide organizations with a capabilities to capture, organize, and index all the documents from all destinations.

docuCAP provides organizations with the ability to capture and organize paper documents into electronic batches and then assign indexes to these batches automatically without the need to enter indexes manually. In addition docuCAP provides the capability to enter indexes manually.

Moreover, docuCAP provides organizations with the flexibility to store their captured paper documents into virtually any document management and archiving systems automatically and transparently without the need to have any human input. This feature is very essential to guarantee the integrity and authenticity of captured documents as well as the availability of such documents to authorized users for future search and findability.



docuCAP Architecture & Features

The functions form the basic architecture of the System which can be created from docuCAP Administrator.

Profiles

Profiles are the main repository for processing batches. Each profile includes two types of batches; Assigned Batches (which contain indexed documents) and Non Assigned Batches (containing Non Assigned documents), docuCAP Client End-User shows each type separately.

The main components of profiles are the following:

- Indexes field: With specific data type for each field, unique indexing, length and other first- rate options.
- Output Release format: Each profile has its own output format recognized by Release Server Module. The release format can be based on specific document management and archiving formats, such as the currently available output formats for DocuWare and Microsoft SharePoint formats, or based on generic image format stored on file store along with the related indexes in text Delimited file format that can be monitored by Image Import module available in most document management and archiving systems. These output formats can be switched and modified for each profile at any time.

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- Storage Path: Each profile on each workstation can have different storage path for batches. Also, sometimes requirements of implementation need a central storage path of a profile for all workstations, which is supported by docuCAP profiles architecture.


- Authorized users. docuCAP organizes permissions on profiles per workstation. Profiles are configured to be available on specific workstation(s) and then authorized User(s) can access this/ these workstations. Any workstation can be assigned to a profile to authorize all workstations on a specific profile.

Workstation

As described above each workstation is assigned to a specific profile to authorize working on that profile.

Users

docuCAP allows you to manage users and authorize them to use specific workstations, which are already allowed on specific profile.

The following are some of the main  docuCAP's general features:

- Out-of-the-box integration with virtually any document management and archiving system (e.g. DocuWare DMS and MS SharePoint systems).
- Extremely simple installation, administration and usability.

- Eliminating the need for manual sorting, indexing and dispatching, thus, reducing the margins of error or loss.
- Enable manual and fully automated indexing capabilities to guarantee maximum level of data integrity and accuracy.
- User-friendly interface with one screen for scanning paper documents or importing images.
- Capturing paper document using virtually any scanner's bands and models available in the market.
- Image Viewer with image rotation, resizing and enhancements options.
- Login using Windows Authentication or docuCAP Authentication.

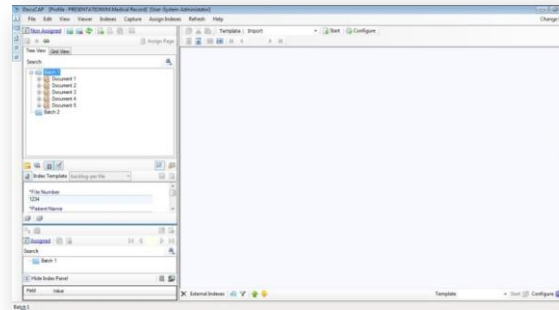


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docuCAP consists of three main modules that can be singularly implemented to meet client's individual application requirements, or combined to help enhance the work of organizations and enrich their document capture experience. These modules are:

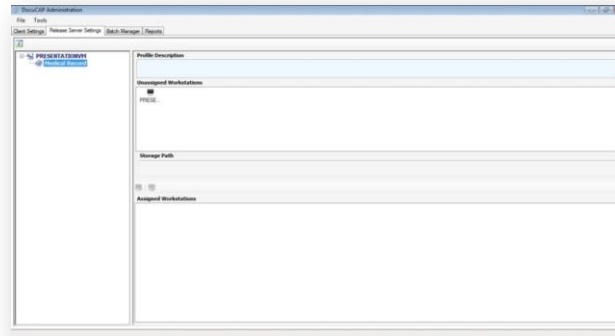
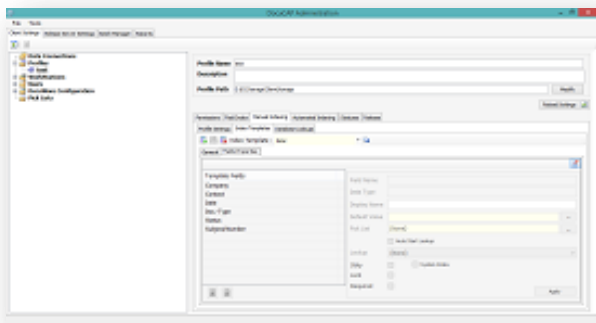
- **docuCAP Client Module** –It provides importing indexes data from external data sources into specific docuCAP profile function with mapping features between external data source fields and docuCAP indexes. These settings can be saved as a template to be used at any time without the need to reconfigure them again
 - DocuCAP Import index Module becomes a part of DocuCAP Client and not a separate application (See the attached Screen shot).
 - Users can configure to importing indexes from any External Data Source (MS SQL Database, Oracle Database, My SQL Database or Delimited File).
 - Administrator can allow or deny User(s) to create or delete Import Settings (Configure Button) from administration module.
 - Administrator can allow or deny user(s) to start import indexes using configured settings from administration module.



- **Administration Module** – They provide all functions of Administration and End-User operations which can to be performed in docuCAP System.



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- Release Server Module** – Release Server module is a Windows Service application which releases the captured documents into specific output formats, depending on predefined configurations of docuCAP profiles. Technically, this module can be installed on a server to monitor central storage paths of profiles or on a client's workstation to monitor local profile storage path. Moreover, it can be enabled or disabled on any profile and for each workstation assigned to a specific profile.

- DocuCAP Reports Module** – The reports module helps to provide you with various types of reports related to the work-load of the resources involved in the various stages of the capturing process.

