Now there is an easy and cost-effective way to capture paper-based or on-line documents into any content-management or business system. Accounts payable and receivable documents, bills-of lading, insurance, correspondence, emails and any other work-related forms or digitized files are automatically indexed, validated and archived for later retrieval.

Desktop Capture easily obtains documents from a scanner, the file system or directly from your other applications. Index data can be manually entered into Desktop Capture or acquired automatically from third party software and databases. It then associates indexing information with the documents which can be used for future retrieval, automated distribution and archiving.

File Acquisition

Desktop Capture can drive the scanning process to convert hard copy documents to single or multipage electronic files. Files from the local file system or your desktop can be captured in a similar manner to scanned images. Each file is treated as an individual document with its own indexing data. There are two ways to add files to a batch:

- ☐ **Initiate the scanning process** from any attached scanner.
- ☐ **Drag and drop** files, emails or attachments into the documents list.
- ☐ **Browse for files** by selecting Batch → Add Files from the menu.
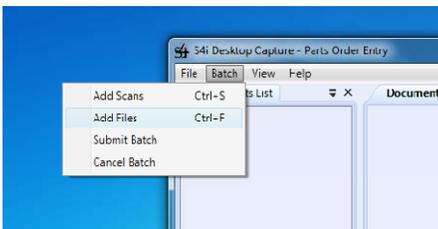

Automatic Document Separation

Desktop Capture can be configured to automatically separate documents as they are scanned, enabling you to scan all your documents as a batch without manually organizing pages into documents.

Previewing

Previewing enables you to check that documents were scanned properly. It reveals common errors such as upside down scans and out-of-order pages. Pages can then be drag and dropped into a different document set, re-sequenced or deleted.
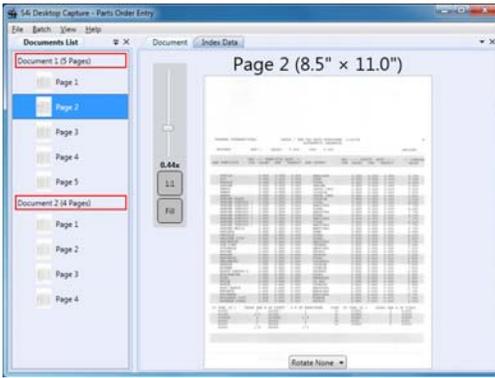
Indexing

Desktop Capture is designed to allow users to add indexes manually or have them lifted from their business application through screen scraping. Specific indexes can be identified from any 5250 session, web application and most any Windows solution to obtain index data. Therefore, indexing is performed while the user is doing their work. As a result, the user does not have to enter the information twice. A database lookup can be performed to obtain additional indexes used later in the retrieval process.

This is ideal for disparate document types that have inconsistent formats as it provides:
- Ability to capture and index documents while doing the work
- Greater productivity for the user
- High rate of index accuracy

Validation

Desktop Capture applies validation to ensure that the document has enough information to be submitted and is formatted accurately. The information entered can be validated against a database to minimize user error. Validation is applied per document definition and can be required, optional, or turned off entirely.
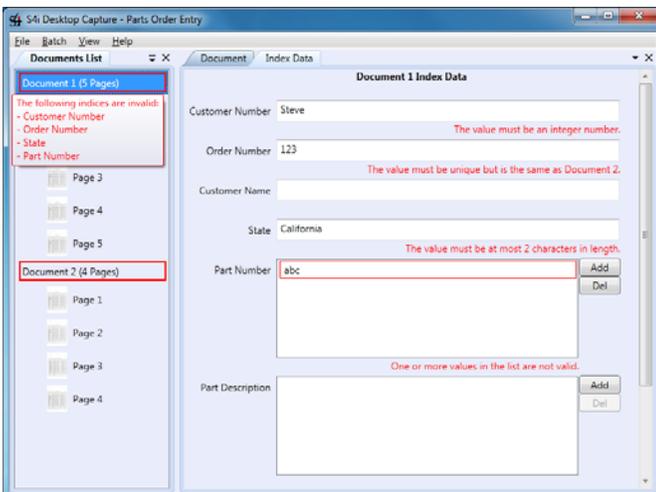
- ✓ Desktop Capture requires Microsoft .NET Framework 4.0 Client Profile
- ✓ Windows XP or later

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