



everteam
everteam.capture

Introducing Everteam

Over 25 years of ECM
and BPM Leadership



25

Subsidiaries



35+

Countries



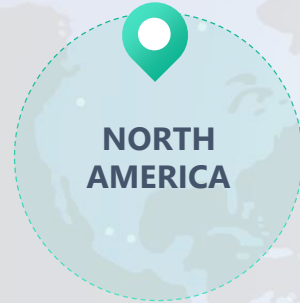
3000+

Customers on Five
Continents



~1000

Employees Worldwide



Our offices



Our clients

AGENDA

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What is Capture

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Fundamentals

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Scanners

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everteam.capture

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Key Benefits

What is Capture

- everteam.capture streamlines the capture of information into a central document management repository.
- everteam.capture is designed to provide flexibility, performance, productivity and monitoring when performing capture of large volumes of content.
- It handles different types and formats of content streams: paper documents scanning, emails, fax, Office documents and PDF, images, print streams and others...



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2

Fundamentals

Scanning and OCR

A scanner creates a high-quality image of each page and sends it to a computer as an electronic image

The resolution of an image is defined by the number of pixels per inch



Scanners convert paper documents to electronic images by taking a picture of each page of the document

The electronic image consists of picture elements commonly called "pixels"

Understanding Pixels

- Each pixel is represented by one or more bits interpreted by the scanning or display software as
 - A black or a white
 - A shade of gray
 - Or a color
- The more bits are needed to represent a Pixel, the more colors or shades of gray can be represented
 - A tradeoff is larger files which implies slower scanning and display operations
- Reduction of the number of bits allows for
 - Scanning many pages per minute
 - Generation of files with much smaller size

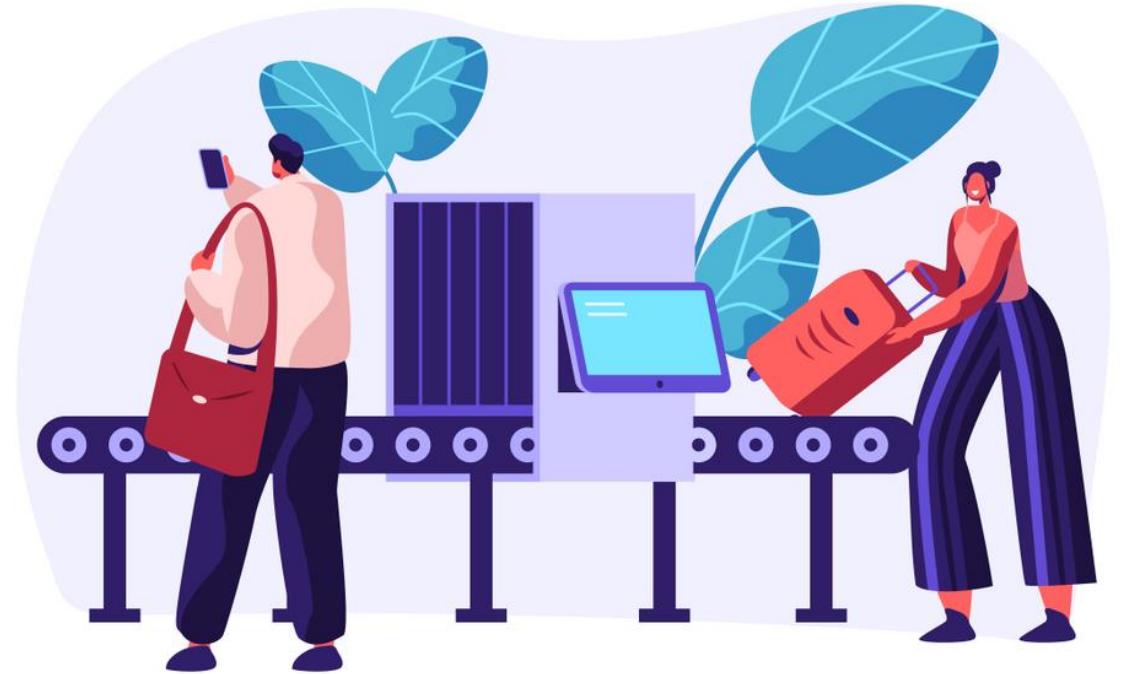
Understanding Resolutions

- The number of Dots (Pixels) Per Inch (dpi) of the original page is called the resolution
- The higher the resolution the higher the image quality
- Drawback: larger file size
- A graphic on a web page may call for scanning at 100 dpi or less
- Unless printing the page in high resolution is required
- High-end graphic arts flatbed scanners have resolutions ranging from 5,000 to 10,000 dpi



Scanner: Computer Connection

- Serial, Parallel, USB
 - Slow low-cost connections
- SCSI
 - Small Computing System Interface
 - Industry standard interface
 - Scanner should provide an SCSI interface
 - Hardware board located in the host computer
- Video interface
 - Scanner should provide a video interface
 - Specialized interface
 - Hardware board located in the host computer
 - Image sent directly to video board for processing



Scanner Drivers: TWAIN Driver

- Implement the features of the scanner usually in the form of APIs used also for specific development
- Twain
 - Technology Without An Interesting Name
 - www.twain.org
 - Common low speed low cost (free) driver for “public” scanners
 - Standard implementation with different interfaces
 - New TWAIN to be announced for high end scanners



Scanner Drivers: ISIS Driver

- ISIS
 - Image Scanning Interface for Scanner
 - www.pixtran.com
 - High performance driver
 - Specifically implemented for each type of scanner
 - Available for both video and SCSI interfaces
- Paid
 - Custom
 - Supplier proprietary drivers for specialized platforms



Cost Factors

- Pixel depth and resolution do not significantly affect the cost of a scanner
 - Speed in scanning and paper feeding mechanism are the major cost criteria
 - Speed in scanning is measured in Pages Per Minute (ppm)
 - Image Per Minute (ipm) is also used for 2 sides (duplex) scanning
- A major cost factor of high-volume scanners is the ability to
 - Automatically feed large stacks of paper fast without jams and double-feeds
 - Accommodate a range of mixed paper sizes and weights in a single stack
- These capabilities are not needed in most office and interactive scanning applications

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3

Scanners

Scanner Components

- Document Feeder
 - Flatbed
 - Automatic Sheet Feeder (ASF or ADF)
 - Manual feeding of pages
- Image Assembly and Processing
 - Linear Charge Couple Device
 - Video Camera
 - Convert scanned image to B&W, Grey scale or Color
- Connectors
 - Serial or Parallel
 - USB2, SCSI
 - Specialized cards



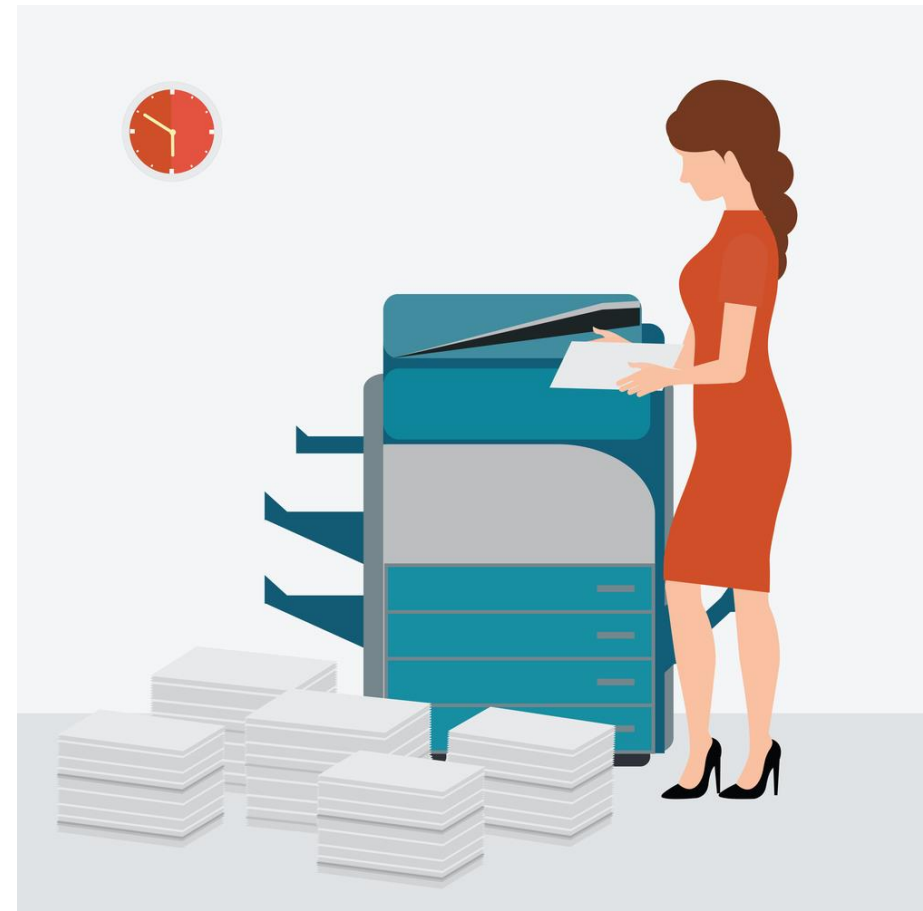
Scanner Speed

- The most important criteria in high volume scanning
- Usually from 12 to 200 ppm
- A common misconception. If we suppose that
 - One year is 11 working months
 - One month is 22 working days
 - One day is 8 working hours
 - One hour is 60 minutes
 - Then a scanner scanning 40 pages per minute will scan
 - $8 \times 60 \times 40 = 19\,200$ pages per day
 - $19\,200 \times 25 = 422\,400$ pages per month
 - $422\,400 \times 11 = 4\,646\,400$ pages per year

- Scanning time for a page is negligible relative to its
 - Pre-scanning overhead: retrieval, removing staples, preparing batches...
 - Post-scanning overhead: managing rejects, managing jams, indexing...

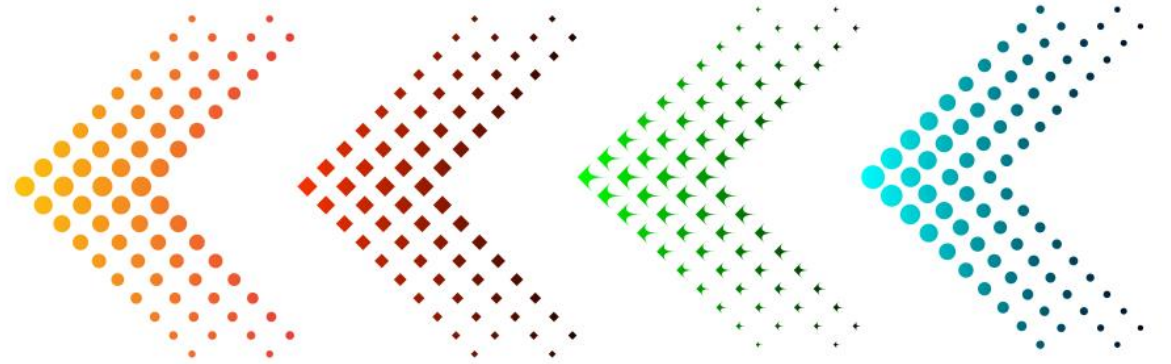
Selecting a Scanner: Entry Level

- 12 to 40 pages per minute are
 - Connected through a parallel, serial or USB port
 - Used for
 - Office exception scanning
 - Small batched of documents (10 pages) when equipped with an ASF
- Used for the following types of applications
 - Managing correspondence
 - Insurance claims and underwriting
 - Bank credit approval
 - Graphic capture
 - Office filing



What is a Good Scanner

- Connector: SCSI and Video adaptors
- Driver: TWAIN/ISIS/KOFAX/DUNORD
- Batch scanning features – Efficient or specialized ADF
 - Manual feeding as well
- Job Sheet Separator (through barcode)
- Multi format support: A1, A3, A4...
- Paper JAM and double feeds detection and correctio
- Duplex support
- Integrated hardware (TIFF or JPEG) compression mechanism



What is a Good Scanning System?

- ✔ Supports simultaneous scanning from multiple stations
- ✔ Provides an efficient page and batch rescan management system
- ✔ Supports HTTP for document upload
- ✔ Provides a sophisticated Software Enhancement kit: skewing, cleansing, automatic rotation, characters enhancement...
- ✔ Stores scanned documents locally (on scanning workstation) and/or remotely (on processing or storage server)
- ✔ Provides image validation procedures through sampling or direct display
- ✔ Provides an efficient reject management system
- ✔ Automatically initiates document processing workflows

Office Scanners: 20PPD

- HP Scanjet, Epson, ...



Disadvantages

- No automatic page recognition
- Usually does not support ASF
- Slow scanners
- Only TWAIN drivers not adapted to production scanning
- MTBF not adapted to production scanning



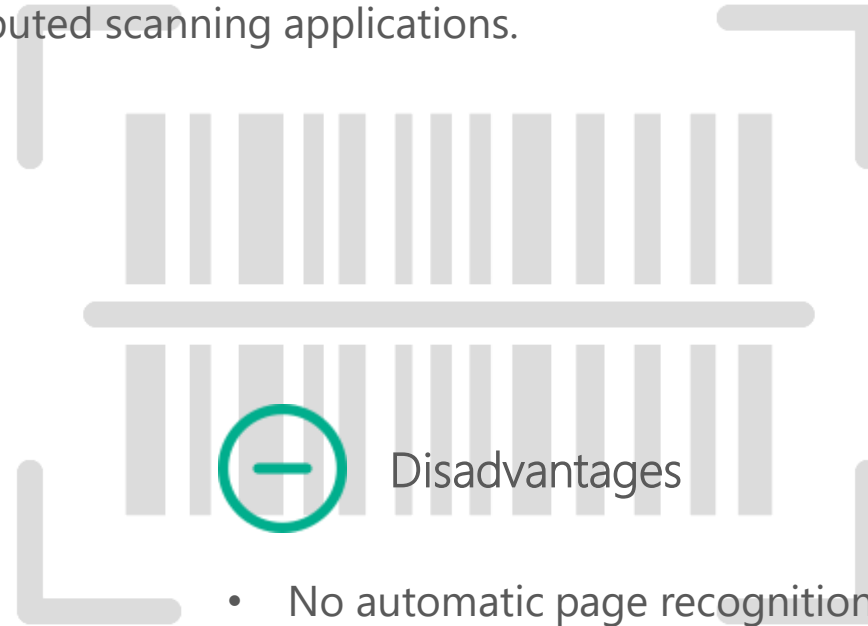
Advantages

- Low cost



Entry Level Scanners: 20 to 500 PPD

- Category
 - Small businesses and distributed scanning applications.
- Fujitsu M4120C (ADF only)
 - SCSI, A4, Duplex
 - ADF 50 pages, 25 ppm
 - 300 to 600 DPI
 - ISIS Interface
- Fujitsu M4220C (ADF/FlatBed)
 - SCSI, A4, Duplex
 - ADF 50 pages, 25 ppm
 - 300 to 600 DPI
 - ISIS Interface



Disadvantages

- No automatic page recognition
- Usually does not support ASF
- Slow scanners
- Only TWAIN drivers not adapted to production scanning
- MTBF not adapted to production scanning

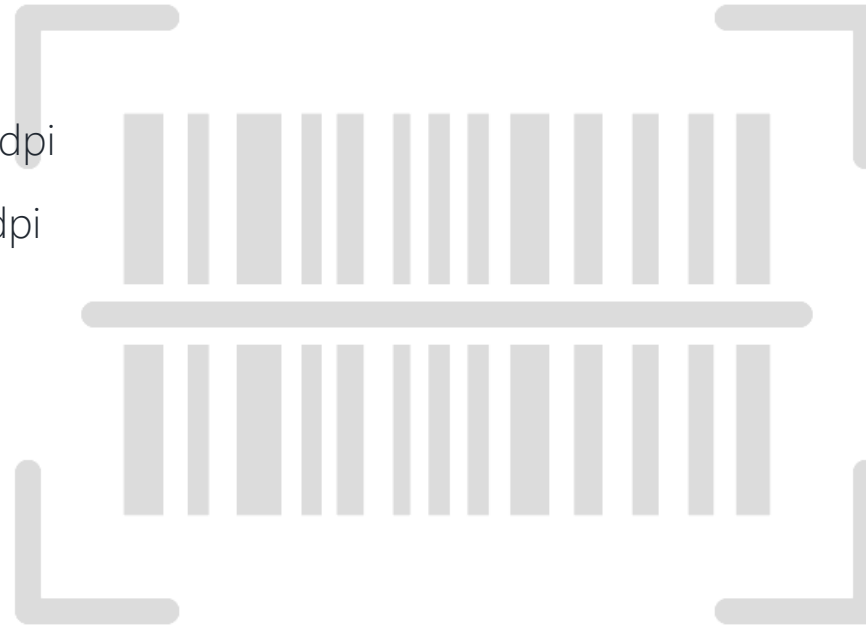


Advantages

- Low cost

Mid Range Scanners

- Category
 - Small businesses and distributed scanning applications.
- Kodak i80
 - 35 ppm in simplex mode @ 200 dpi
 - 70 ppm in duplex mode @ 200 dpi
 - ADF 75 pages
 - TWAIN and ISIS Interfaces
 - Around 2700 USD
- Kodak i260
 - SCSI, A4, Duplex
 - ADF 50 pages, 50 ppm @ 200 dpi
 - 300 to 600 DPI
 - TWAIN and ISIS Interface



Disadvantages

- No automatic page recognition



Advantages

- Low cost
- TWAIN and ISIS support

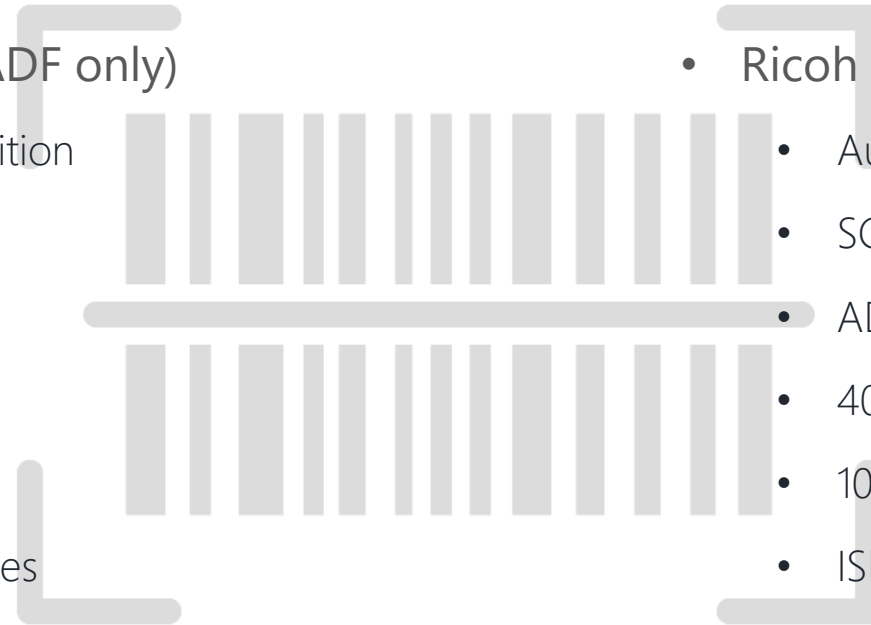
Mid Range Scanners: 500 to 5000 PPD

- Canon DR3060/3080C (ADF only)

- Automatic page recognition
- SCSI, A4, Duplex
- ADF 150 pages
- 86 ppm
- 200 to 400 DPI
- ISIS and TWAIN Interfaces

- Ricoh IS450D

- Automatic page recognition (optional)
- SCSI, A4/A3, Duplex
- ADF 100 pages
- 40 ppm (80 ppm in duplex)
- 100 to 600 DPI
- ISIS and TWAIN Interfaces



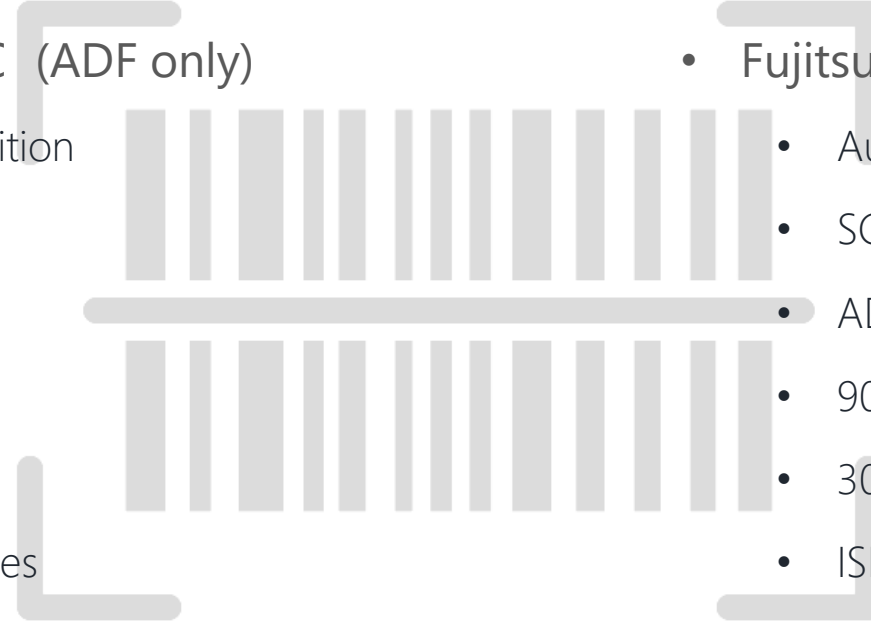
High End Scanners: 5000 to 10000 PPD

- Canon DR5020/DR5080C (ADF only)

- Automatic page recognition
- SCSI, A4/A3, Duplex
- ADF 500 pages
- 90 ppm
- 100 to 600 DPI
- ISIS and TWAIN Interfaces

- Fujitsu FI- 4750C

- Automatic page recognition Optional
- SCSI, A4/A3, Duplex
- ADF 100 pages
- 90 ppm
- 300 to 600 DPI
- ISIS and TWAIN Interfaces
- Hardware Image Compression



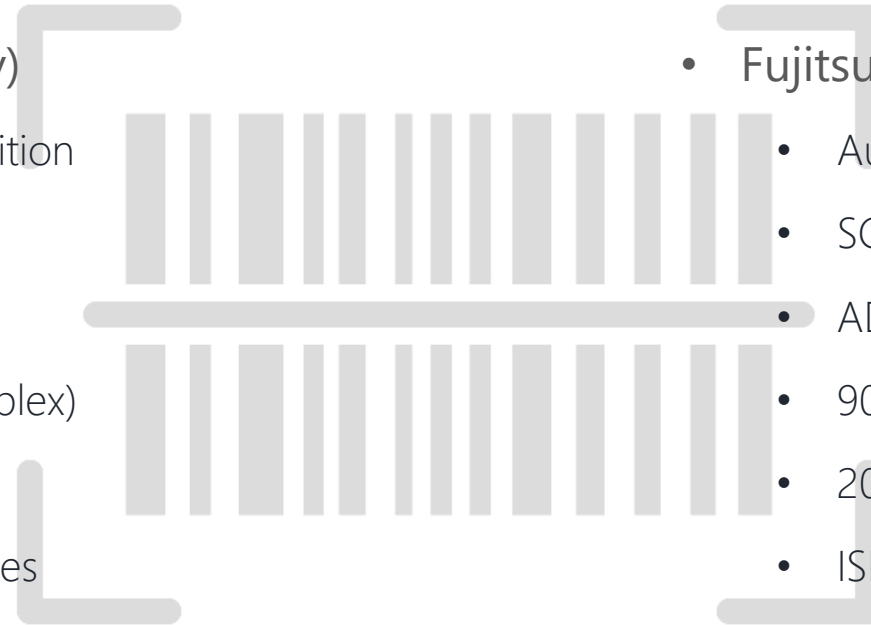
High End Scanners: 5000 to 15000 PPD

- Kodak 3520DP (ADF only)

- Automatic page recognition
- SCSI, A4/A3, Duplex
- ADF 250 pages
- 67 ppm (100 ppm in duplex)
- 100 to 600 DPI
- ISIS and TWAIN Interfaces
- Integrated TIFF G4 Image Compression

- Fujitsu Fi4990C (ADF only)

- Automatic page recognition
- SCSI, A4/A3, Duplex
- ADF 1000 pages
- 90 ppm (180 ppm in duplex)
- 200 to 400 DPI
- ISIS and TWAIN Interfaces
- Integrated JPEG Compression



Industrial Scanning Scanners: > 15000 PPD

- Kodak i800 and 900 Series (ADF only)
 - Automatic page recognition
 - SCSI, A4/A3, Duplex
 - ADF 1000 pages
 - 120 ppm (160 ppm in duplex)
 - 200 to 400 DPI
 - ISIS and TWAIN Interfaces
 - Integrated JPEG Compression
 - Electronic Color Drop Out
 - « Surepath » Document Feeder
 - Double feed detection



Film Scanners

- Kodak IMS 16 mm
- Entry format
 - 16 mm films: argentiques, diazoïques, vésiculaires from 0,25 to 0,5 mm width
 - Bobines: ANSI and/or type M
 - Simplex, duplex or duo films format
- Optical resolution
 - Base on compression factor
 - 200 to 300 dpi in normal mode
 - 200 to 500 dpi in high resolution
- Scanning speed from 20 to 30 images/mn (en 24x format A4)
- Length CCD KODAK
- TIFF G3 and G4, JPEG output formats



Book Scanners

- I2s Digibook 2000 LC
 - Formats: DIN A1 (2 x A2)
 - Max Scanning height and width : 600x840mm
 - Standard thickness: 4cm
 - Max thickness with book holder option: 12 and 50 cm
 - Scanning:
 - CCD linear black and white 5000 pixels
 - 256 gray levels
 - Lighting: High frequency fluorescent tubes
 - Lens: 35 mm - Focus and manual iris
 - Optical Resolution: 200 / 400 dpi
 - Time to scan an A4 document at 400 dpi: 2 sec
 - Nb of pages/h for an A4x2-400 dpi:600 p/h
 - Respect for Binding:
 - Minimum lighting and heat on paper
 - High reproduction quality (linear camera and lighting correction in real time)
 - High productivity
 - Flexibility and user friendly



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4

Scanners

Proven Methodology

High Volume Scanning 4 Phases Methodology



Preparation

- ✓ Physical preparation
- ✓ Logical preparation
- ✓ Resources
- ✓ System customization



Capture

- ✓ Scanning
- ✓ Image Enhancement
- ✓ Quality Control
- ✓ Compression
- ✓ Storage



Processing

- ✓ Recognition
- ✓ Automated Indexing
- ✓ Manual Indexing
- ✓ Batch Indexing
- ✓ Categorization
- ✓ Quality Control



Delivery

- ✓ Transfer
- ✓ Imports
- ✓ Integration
- ✓ ASP



Preparation

- Preparation is probably the most important phase in a High-Volume Scanning life cycle
 - Conditions success or failure of the scanning operation
 - Essential to achieve the scanning operation within timeframe and budget
 - Affects the following phases of the life-cycle
 - Capture: provides a uniform batch set
 - Processing: provides simple pre-indexing sheets
- Preparation is usually performed in cooperation between the Owner of the project (Customer) and his Contractor (Supplier)
 - Owner: knowledge of the content (backlog)
 - Contractor: knowledge of the technology and scanning methodologies



Preparation: Four Steps

01

- Physical preparation. This first step is useful to
 - Set the project timeframe and boundaries
 - Understand how and where the documents are currently stored and organized
 - Define and install the required hardware and system infrastructure required for the scanning operation
 - Define and install the required hardware and system infrastructure required for storage spaces
 - Define how to restore and reorganize scanned documents
 - Constitute the scanning batches and separators

02

- Logical preparation. This second step is useful to
 - Define the attributes of each category of documents
 - Specify the conservation and purge rules
 - Specify the conversion procedures
 - Implement the underlying database structure
 - Implement the underlying distributed or centralized storage spaces
 - Implement and schedule the storage, purge and conversion procedures

Preparation: Four Steps

03

- System customization. This third step is useful to
 - Define the various forms and separators required for the basic scanning process
 - Define the various forms required for a rescan operation following a scan failure
 - Specify the reject management procedure and forms
 - Specify the quality control procedure and forms
 - Specify the pre-indexing procedure and forms
 - Customize the scanning application to adapt it to the above

04

- Resources preparation. This fourth step is useful to
 - Assess the technical, managerial and organizational capabilities of the required personnel
 - Define the training curriculums
 - Define the teams work shifts
 - Constitute the scanning team
 - Train the scanning team
 - Perform a 3 to 4 days proof of concept

Physical Preparation: Metrics and Dimensions

- What are the project timeframe and constraints
- What is the “global” number of documents and document types
 - Remarks
 - A document is one pages (in the case of paper documents. One fiche for microfiches...)
 - A good practice is to give roughly the number of documents before the purge operation
- What are the different document types
 - Paper, microfilms, microfiches, films, books...
 - Is it possible at this stage to give an estimate for the number of documents per document type
- What are the different document formats
 - A0, A1, A3, A4, A5..., Type M, Simplex, Duplex..., format of microfiches and microfilms if any...
 - Is it possible at this stage to give an estimate for the number of documents per document format

Physical Preparation: Physical Storage

- Where the documents are currently stored
 - One warehouse, many warehouses, across the enterprise...
 - A good practice is to draw a sketch specifying the storage locations and distance from the corresponding scanning areas
 - Is it possible at this stage to give an estimate for the number of documents per location or a finer estimate for the number of documents per document type per location
- Are documents stored in any container: boxes, folders, envelopes... If yes
 - Are document containers in good shape for transportation
- Will the physical storage policy be used for constituting batches
- Do storage spaces offer easy access for small trucks or cars
- Are documents in good shape
- Can documents be transported to a remote scanning location or should scanning be on site
- Should the documents be stored back in the same way after scanning



Physical Preparation: Storage Organization

- How is the current document storage physically organized
 - Technical grouping of documents: by size, by background color, by quality of paper...
 - Organizational grouping of documents: by company, by division, by department, by unit...
 - Functional grouping of documents: by supplier, by customer, by employee, by individual (any contact name), by date, by case, by subject...
- Are document stapled together
 - Can they easily be separated
 - Should they be stapled back
- What should be done with the paper document after scanning. How will they be organized
 - Should the scanned documents be returned to their original places, in their original storage containers and grouped back in the same original order
 - Do you intend to profit from the scanning operation to re-order the physical storage of documents

Physical Preparation: Storage Organization

- Are all documents needed
 - Is a purge operation required before scanning. If Yes
 - Is it required while scanning or before
 - Can it be based on any of the above grouping approaches
- What is the required scanning and storage topology
 - Centralized or distributed scanning. If distributed
 - What is the required network bandwidth for document upload
 - Provide a sketch of the locations of the scanning centers
 - What categories will be scanned in which locations
 - Should the HTTP protocol be supported for document upload from remote locations
 - Centralized or distributed storage. If distributed
 - What is the required network bandwidth for document upload and download
 - Provide a sketch of the locations of the storage centers
 - What categories will be storage in which storage spaces
 - Should the HTTP protocol be supported for document upload and download



Logical Preparation: Document Attributes

- What are the various functional categories of documents
 - Personnel files
 - Internal notes
 - Invoices, bills, purchase orders
 - Customer, supplier, individual... files
- What are the various attributes of each category
 - The attributes are the characteristics of each category of documents
 - Usually hold the same values for all documents of the same category
 - Entered once for all documents of a batch that belongs to a certain category
 - Entered when the batch is placed in the ADF just before scanning. For example
 - Customer country or region: all documents of all customers located in the same region
 - Invoice period: all documents of type invoice released in a certain period, year 2003 for example
- What are the additional attributes for each document
 - Additional attributes to distinguish each document within its category
 - Usually entered manually in the Processing phase. For example
 - Customer code or customer name
 - Invoice number

Logical Preparation: Conservation and Conversion Rules

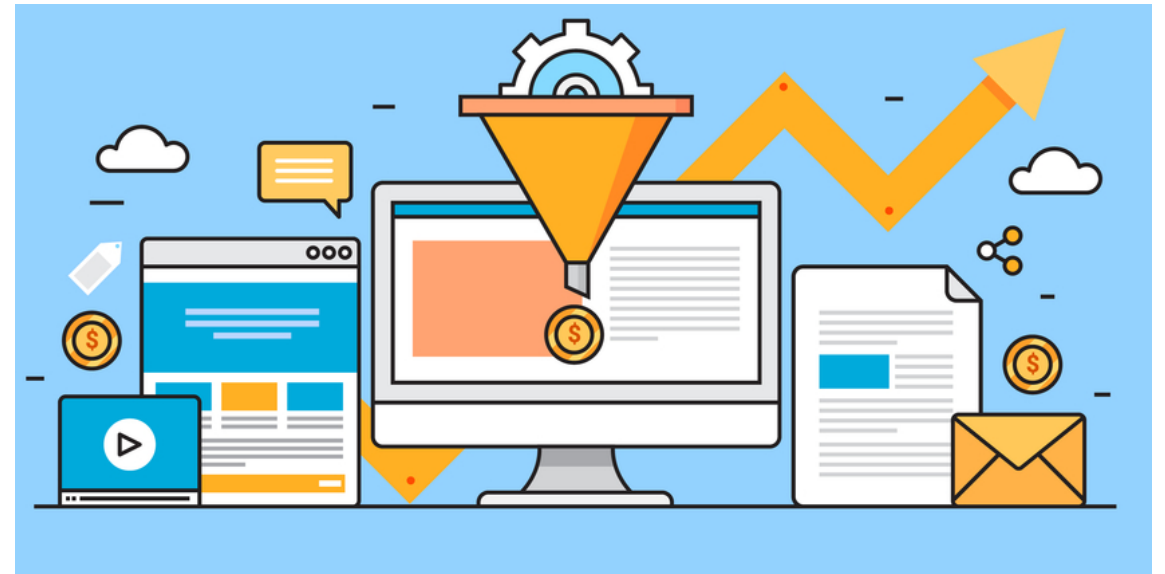
- What is the life-cycle of every category of documents
 - Is it fully based on the category attributes. If yes
 - What attributes and what values
 - What happens then. Example: When the category attribute Document Age (Today's Year – Year of creation) is over 3 years, the document is purged
 - Is it partly based on document attributes. If yes
 - What attributes and what values
 - What happens then. Example: All documents, with a document attribute Invoice Number that starts with 1997, are purged

Logical Preparation: Conservation and Conversion Rules

- How different categories are stored in different storage spaces
 - Is it based on the category attributes. If yes
 - What attributes and what values
 - What happens then. Example: When the attribute Country is changed to France, the document is moved to the Paris storage server
 - Is it partly based on document attributes. If yes
 - What attributes and what values
 - What happens then

Logical Preparation: Conservation and Conversion Rules

- What does the purge procedure do
 - Delete documents
 - Flag one or more document attributes with specific values
 - Example: Status='Deleted'
 - Move the documents to a certain storage space
- What is the storage format of each category
 - Should the documents be stored in more than one format
 - Should low and medium resolution files be generated for
 - All image documents
 - Some image documents based on their category
 - Should thumbnails be generated for
 - All types of documents
 - Only image documents



Preparation: System Customization

- Consists in customizing the scanning system to adapt it to the project requirements
 - Usually minor customizations
 - May require specific development
- Modules that may require customization
 - Underlying database structure
 - Batch indexing procedure
 - Scanning interface
 - Rejects management
 - Pre-Indexing form
 - Import into existing system

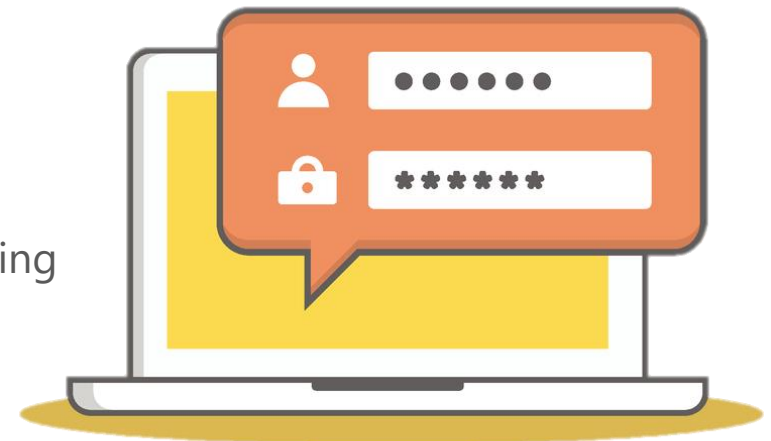


Preparation: Resources Preparation

- What are the various team structures
 - Steering Committee, Project Committee, Users Committee...
- What are the different project deliveries
 - Hardware, Documents, Programs, Training...
- What tools (and versions) will be used for project reporting and communication
 - Microsoft Word, Microsoft Project...
- What are the required profiles for the Project Committee
 - Managers, Consultants, Supervisors, Scan operators
- What are the required training sessions for the Project Committee
- This part is fully covered by the Quality Management Plan

Capture: A Straightforward Operation

- Batches are prepared for scan operators
 - Separators are inserted in order to separate different categories in the same batch
 - Separators are usually white pages with a bar code indicating the code or name of the following category in the batch
 - Batches might contain pages in more than one format. In this case, an efficient document feeder is required
- Scan operator connects to the system using a user name and a password
 - The scan application is started
 - Besides security reasons, the user name and the password are also used by the scanning application to identify the operator responsible for the scanning of the batch



Capture: A Straightforward Operation

- Scan operators put the batch in the ADF
 - Scan operators make sure that all pages of the batch are physically separated by skimming through the pages
- Using an application interface, batch indexes are entered based on the preliminary study
 - Batch indexes are used to index many documents in one time
 - It is a good practice to enter the number of pages per batch as well for parity checks
 - It is a good practice to give a batch so documents belonging to a batch are identified and deleted in case of a rescan
- The batch is scanned
 - In case of paper jam, the whole batch can be rescanned using its batch number
 - A sophisticated scan application may allow a rescan of the remaining lot only
 - At the end of the scan, the scan application compares the number of scanned pages to the number entered at the beginning of the operation

Capture: A Straightforward Operation

- The operator (or usually another one or many others) performs a quality control based on a sampling approach
 - A badly scanned page can be rescanned alone by giving the batch number as well as its order in the batch
 - The order of the page in the batch is provided by the scan application
 - In this case, the scan application deletes the existing page and replaces it by the newly scanned one
- Quality controllers may have the right to “enhance” a scanned image
 - The scan application usually provides tools to do so
- Quality controllers may decide to ask the scan operator to rescan the whole batch
 - In this case, the scan operator replaces the batch in the ADF, enters the batch number and activates the scanning
 - The scan application deletes the old batch and inserts the new one



Capture: A Straightforward Operation

- If quality test is passed, the physical batch is stored and the scan committed
 - If not, batch is re-scanned “in replacement” of first scan using the batch number or name
 - In this case, the scan operator replaces the batch in the ADF, enters the batch number and activate the scanning
 - The scan application deletes the old batch and inserts the new one
- When the batch is committed, all pages of the batch are now ready for processing
 - Processing usually consists in pre-indexing the pages of the documents for further description
- Start over with a new batch
 - The scanned batch is replaced in its container waiting to be return to its original location



Capture: Batch Indexing and Separators

- Separators are used to identify lots in a batch or to identify a full batch
 - Usually use barcodes or clearly printed characters containing the identification codes
 - Sometimes it is only a simple blank sheet
- The code on the sheet is recognized by the scanning application and entered in a database
 - It describes all pages following the separator until the scanning application meets a new separator
- Batch indexing is used when the same values can be used for the attributes of a group of pages scanned in one batch
- Batch indexes are entered using a form provided by the scanning
 - Usually entered before scanning the batch
 - It can also be retrieved automatically by the scanning application from separators

Processing: Pre-indexing

- Pre-indexing operators connect to the system using a user name and a password
 - The pre-indexing application is started
 - Besides security reasons, the user name and the password are also used by the pre-indexing application to identify the operator responsible for the pre-indexing



- A set of pages is displayed on the screen for pre-indexing
 - The set of pages is usually allocated by the application to the indexing operator based on the user name used for connection
 - Alternative applications allow the user to select the category to pre-index
 - The first image of the batch appears on the right hand side of the screen
 - An indexing form appears on the left hand side. The indexing form may vary based on the category of the page to index

Processing: Pre-indexing

- The user can access imaging tools like rotation, zoom... to better view the image but usually can not enhance the image anymore
- The user locates the values to enter on the image or uses list of values for data entry
- The image is pre-indexed. The user commits the work (Carriage return or any function key)
- A new image (next in the batch) replaces the current one
- At the end of the batch (or at any time depending on the scanning application), the user can display all images of the batch in thumbnail format and select the image to pre-index
- Start over with a new category to pre-index



Processing: Pre-indexing “Helpers”

- Are document containers labeled. If yes
 - Can labels content be used to simplify batch indexing
 - Are labels handwritten or machine printed
 - What is the language of labels
 - Can labels be easily detached from the container without the risk of deterioration
- Copy/paste between pages
- Attribute values are kept on the screen for next images
 - In the case of redundant indexes
- Reuse existing values of a place holder as typing
- It is very common that indexing is also used for image quality control
 - In that case, a page per page scanning capability should be provided by the scanning application



Delivery

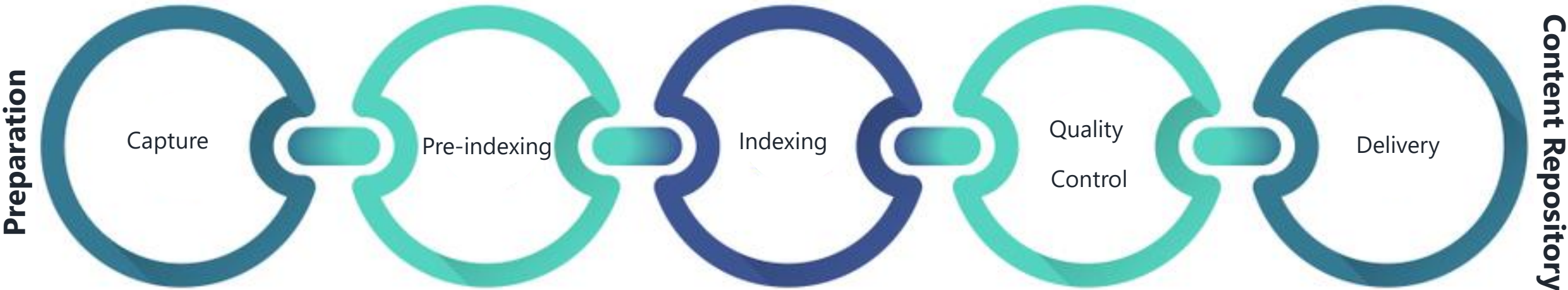
- Delivery frequency
 - Should scanned documents be delivered on a daily, weekly... basis or at the end of the project
- Delivery media
 - CD, DVD, External hard disk, directly via a network or the Internet
- Delivery format
 - JPEG, TIFF, PDF...
 - Many resolutions for each image, thumbnails...
- Integration
 - Where should the scanned images be delivered
 - What retrieval application is to be used to search and retrieve the scanned images
 - Should the Contractor deliver any Document Management application
 - Should they be imported in any Document Management application or storage space. If yes
 - Is the import procedure existing and easy to use
 - Is there any log to verify the result of the import operation
 - Last quality control
 - A last quality control can be performed by the owner on the delivered data

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5

Everteam.capture

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Statistics - Reporting

Security - Auditing

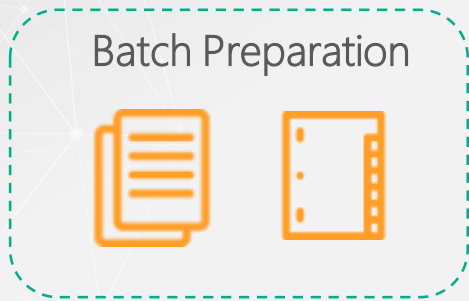
What is everteam.capture

- everteam.capture
 - Thin client scanning application
 - Target backlog and High Volume Scanning
 - Transform paper documents into a valuable and searchable content warehouse.
- Terminology
 - Batch: Consolidation of multi-documents/separators
 - Document/Separator: Consolidation on multi-papers
 - Papers: Scanned papers



Typical Capture Cycle

- Document Collection
- Disassembling
- Segregation
- Batch Creation



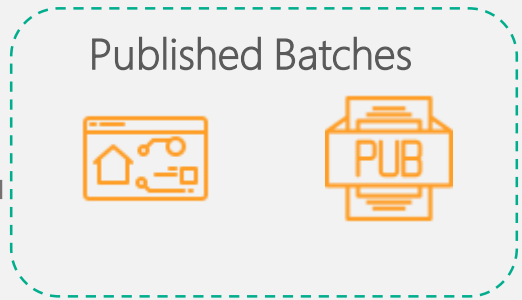
- Scanning
- Batch Indexing
- First quality control



- Barcode
- Classification
- Form indexing
- OCR
- Lists & controls



- Image control
- Image reparation
- Index correction
- Rejects management



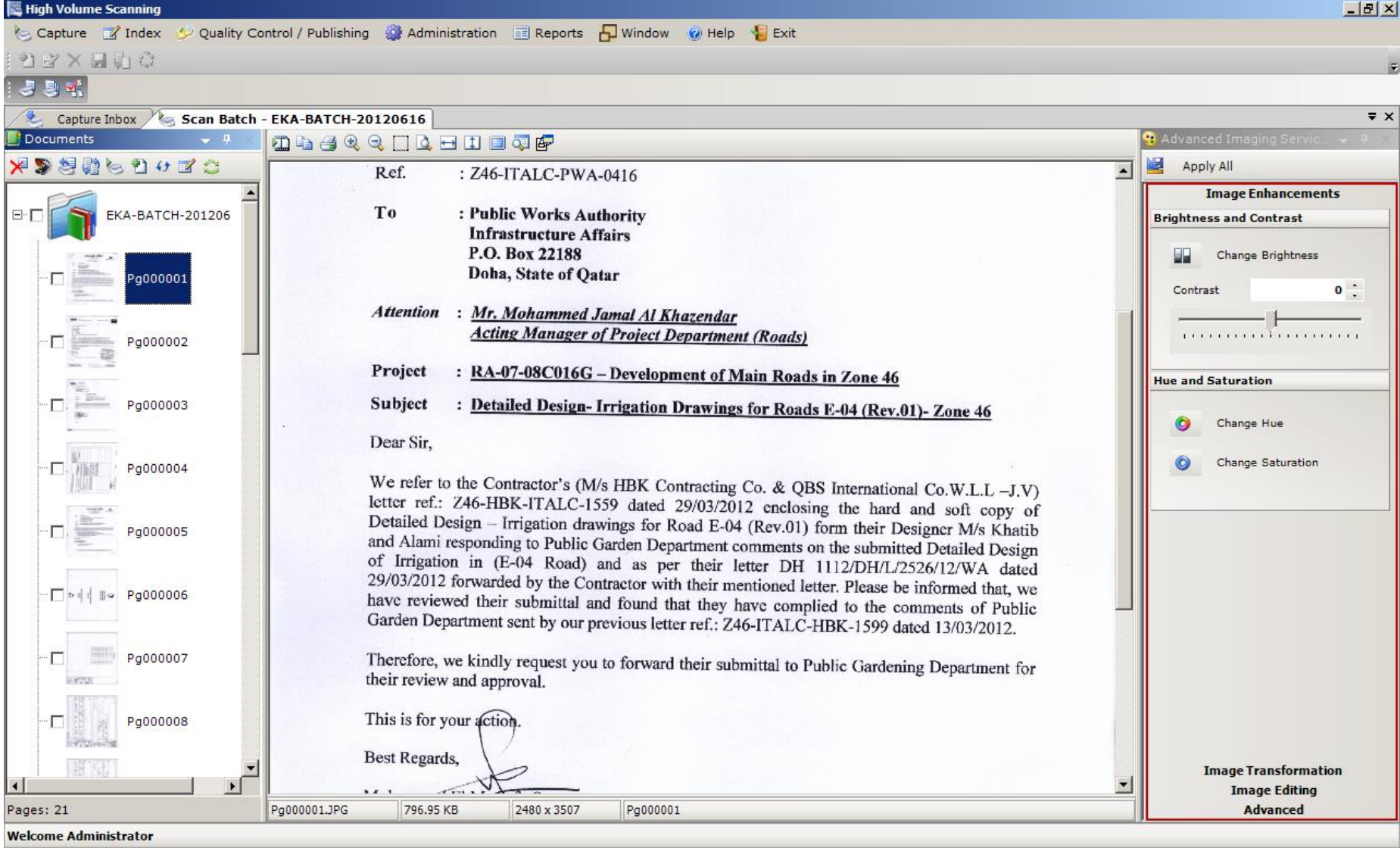
- Initiate & automate
- Publish to Everteam Content Management
- Publish to SharePoint repository
- Publish to third-Party ECM

Preparation and Capture Stages

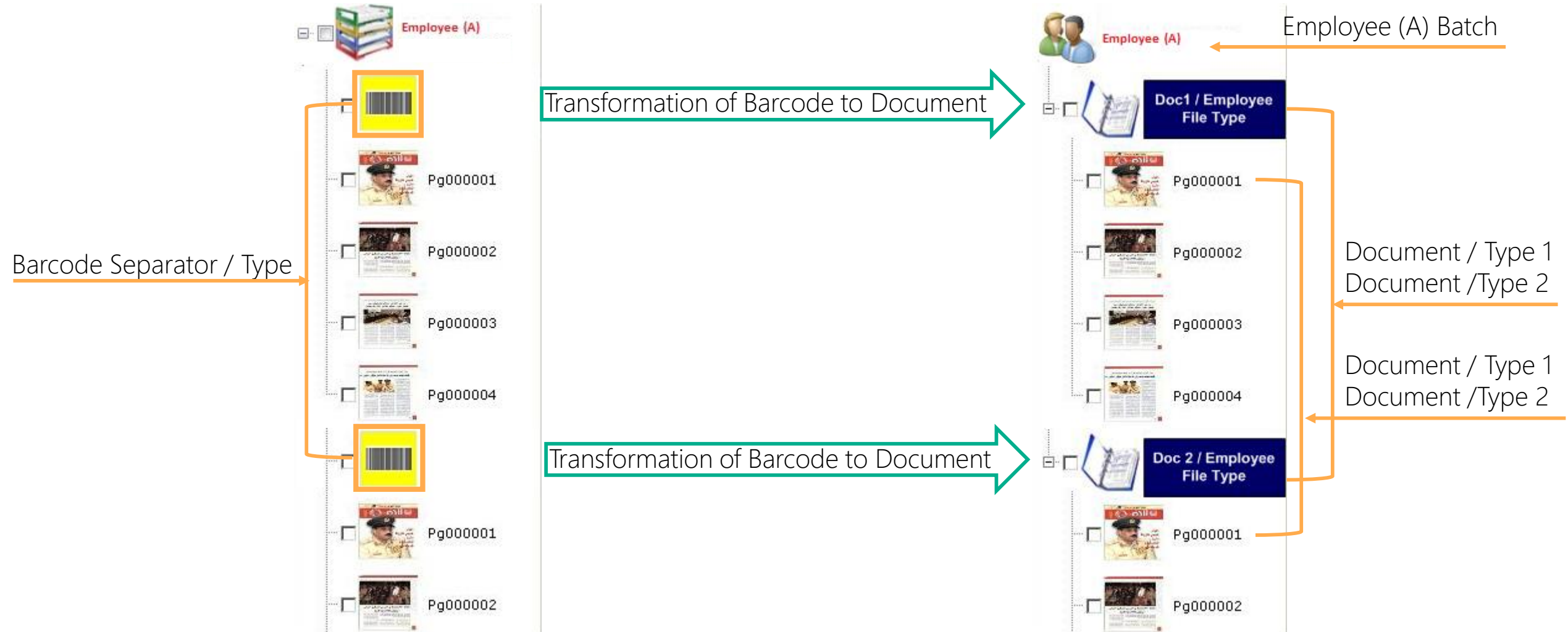
- Batch Preparation
 - Un-staple and un-bind documents to be send for scanning
 - Classify documents into Batches using printed Separator
- Batch Scanning
 - Created Template
 - Scan batches
 - Scanning Quality Assurance (First level)



Image Transformation Features



The Transformation; Separators to Documents



Indexing Stage

- Template based indexing
 - Configure template based on requirements
 - Configure attributes/properties controls and list of values
- Manual Indexing of documents
 - Based on data entry or selection from list of values
 - Interactive OCR when required
- Form Indexing
 - Configure form OCR zones
 - Automated indexing



Document Indexing

High Volume Scanning

Capture Index Quality Control / Publishing Administration Reports Window Help Exit

Capture Inbox Indexing Inbox **Document Indexing - EKA-BATCH-20120616**

Documents

EKA-BATCH-201206

- Invoice000001
- Pg000001
- Invoice000002
- Pg000001
- Invoice000003
- Pg000001
- Invoice000004
- Pg000001

Dear Sir,

We refer to the Contractor's (M/s HBK Contracting Co. & QBS International Co.W.L.L –J.V) letter ref.: Z46-HBK-ITALC-1559 dated 29/03/2012 enclosing the hard and soft copy of Detailed Design – Irrigation drawings for Road E-04 (Rev.01) form their Designer M/s Khatib and Alami responding to Public Garden Department comments on the submitted Detailed Design of Irrigation in (E-04 Road) and as per their letter DH 1112/DH/L/2526/12/WA dated 29/03/2012 forwarded by the Contractor with their mentioned letter. Please be informed that, we have reviewed their submittal and found that they have complied to the comments of Public Garden Department sent by our previous letter ref.: Z46-ITALC-HBK-1599 dated 13/03/2012.

Therefore, we kindly request you to forward their submittal to Public Gardening Department for their review and approval.

Pg000001.JPG 796.95 KB 2480 x 3507 Pg000001

Indexing Properties

1-Owner Department	
2-Invoice Number	
3-Supplier	
4-Invoice Date	06/16/2012
Customer Number	

Documents: 21 , Pages: 21

Welcome Administrator

Indexing Stage

- This stage is the most important stage of the capture process
- The quality control owner should check all documents indexes and images in the batch for quality
- During the checking;
 - Documents indexes may be rejected
 - Documents papers scanned maybe rejected and/or enhanced
- QC decides on actions along with comments before redirecting the batch to the Capture and/or Index Owners



Document Quality Control

High Volume Scanning

Capture Index Quality Control / Publishing Administration Reports Window Help Exit

Capture Inbox Indexing Inbox Document Indexing - EKA-BATCH-20120616 Quality Control Inbox Quality Assurance - admin-20120106-103240

Documents

admin-20120106-
Invoice000001
Pg000001
Invoice000002
Pg000001

PO # 08-3843

Element		Quantity	Unit Cost	Fee/Price
Design				\$350.00
Production	\$75 per Page	20	\$75.00	\$1,500.00
Printing	SIZE: 8.5 x 11 STOCK: 60 lb White INK: 4 Color	1,500	\$1.17	\$1,755.00
Subtotal				\$3,605.00

Expense

Pg000001.JPG 329.71 KB 1224 x 1584 Pg000001

File Comments

File Status: Accept

Comments:

Documents: 2, Pages: 2

Welcome Administrator

Batch Comments Indexing Properties Document Comments File Comments

Publishing


- The Publish phase is the phase when you generate the documents files and the schema (XML document) that contains the indexes of the scanned documents and describes the document Batch.
- To publish a batch, a data source at the destination Content Management System must be set up and configured.
- everteam.capture allows to publish captured batches simply on a file share, or in any Everteam Repository (everteam Content, everteam Correspondence Tracking), or directly in SharePoint Document Libraries.
- In addition, everteam.capture allows to publish scanned batches in any third party Enterprise Content Management Solution with simple customization efforts.



Reporting

EverSuite CAPTURE Report Viewer

Main Report | EKA-BATCH-20120616



Batch Summary

Print Date: 6/16/2012

	Title	Reference Number	Created Date	User name
Index	EKA-BATCH-20120616	EKA-BATCH-20120616	16-Jun-2012	Administrator

EKA-BATCH-20120616	stage	Index	Separator	Separator		
	Template	Invoice	Scan Mode	Default		
	Folder Path	C:\Batches	Published Path			
	No. of Docs	21	Published date			
	No. of Pages	21				
	QC Notes					
	Description					
	Indexed	False	Re-Indexed	False		
	To Capture	False	Captured	True	Re-Captured	False
	Verified	False	Published	False		

Current Page No.: 1 | Total Page No.: 1 | Zoom Factor: 100%

AGENDA

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Key Benefits

Key Benefits of everteam.capture

- Shorten the implementation time of content ingestion phase.
- Increase productivity, reduce overheads towards a paperless office.
- Get immediate value and return on investment within a year.
- Reduce costs related to managing and storing paper documents.
- Enhance employee productivity by monitoring throughput and efficiency.



DEMO



shift



everteam

Thank you



Everteam-gs



Everteam-gs



Everteam



EverteamGS