Document WorkBench™ for **Document Capturing**

Automated Processing and Flexibility Features simplify Information Assets Capturing and Management, Improve Work Efficiency and save Costs

Document WorkBench™

Highlights

- Highly Secured.
- High Performance.
- Features Rich
- Highly Scalable
- Yet, easy to operate and manage.

Document Capture – The Challenges and Business Benefits

Many organizations today have turned to managing information using computers such as creating and maintaining documents and communications in electronic form. This improves overall efficiency and productivity in managing documents and communications.

Converting hard copy documents to electronic copy is a laborious job; the conversion typically goes through a set of conversion processes to ensure the converted documents are of quality and usable. However, these processes alone may not be sufficient to address business requirements such as auto-recognition of documents in mixed batch, auto-capturing of business (form) data, auto-check-in to Content, dealing with documents conversion involving multiple branches or sites, etceteras.

That is, the real challenge lies in integrating business specific processes with conversion specific processes in order to achieve and realize real benefits of a conversion exercise or a conversion strategy that is part of ongoing business operations. A good document conversion system, therefore, should allow for the business specific processes to be built on top of the conversion specific processes.

Document WorkBench™ Capture Management System

Document WorkBench™ Capture Management is a batched document conversion software designed for high volume Production scanning and capturing of both document image and data; and, has the ability to check them into backend Content and Database Management Systems directly for improved operation efficiency and productivity.

To simplify the laborious conversion job from hardcopy to electronic format, Document WorkBench™ Capture Solution is integrated with a Workflow engine that automates the conversion processes and integrates to business processes to capture the data as required in business operations.

With automation, some tedious manual processes are removed and this can translate into huge costs saving and much improvement in work efficiency and productivity.

Document WorkBench™ Capture Management Software adopts an open modular architecture allowing for easy adaptation to organization's specific requirements such as data extraction and validation; it is tightly integrated with Document WorkBench™ Suite of products ensuring seamless conversion, storage and retrieval of data and documents.
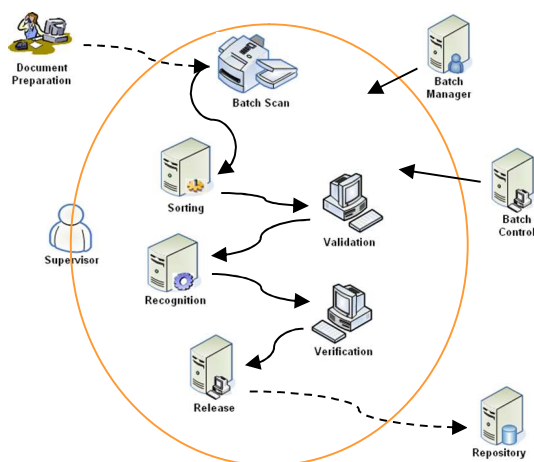
Automated Processing Flows

To implement automated processing flow (chained conversion processes), Document WorkBench™ Capture Management Software has an embedded Workflow Engine that allows the design and execution of different Capture Process Flows to meet different conversion requirements.

Besides the flow, tasks at certain process are also automated, for example, mixed document types can be automatically sorted and separated after scanning. This allows organizations to set up auto-processing stations for tasks like scanning, sorting and separation, data recognition, verification and indexing to be efficiently carried out in a high volume document and data capturing set up.

The obvious benefits of automating capture processes are cost saving, in certain operation like automated data capturing of forms (e.g. Credit cards application) data offers huge saving and a short Return of Investment period.

Example of a Capture Flow

Integrated with Industry Leading Recognition Engine

Recognition such as machine-print OCR – OCR, OCR-A, OCR-B, and MICR, are highly accurate and with the support also for hand-print ICR, checkmark OMR, and 1D and 2D barcodes recognition engines, Document WorkBench™ Capture Management Solution delivers unmatched flexibility and accuracy.

The OCR engine also supports Asian languages - traditional and simplified Chinese, Japanese and Korean.

Support for Common Image and Application File Formats

Document WorkBench™ Capture Management Solution supports wide ranging image and application file formats, e.g. BMP, GIF, TIF, PDF, HTML, Microsoft Office formats, XML, Open eBook and more; allowing optimal image throughput for any implementation. There is also support for a wide range of input/output filters, including PDF, Microsoft® Office 2007, XML, and Open eBook standards, etc.

Support for Multi-Sites Scanning and Capturing into Backend Content

Document WorkBench™ Capture Management can be deployed for multiple sites conversion of documents where indexed documents are consolidated at the central site which could be checked into the Central Content base automatically, avoiding much manual efforts which are error prone too.

Document WorkBench™ Capture Management is an enterprise Software ideal for high volume production environment deployment, but as it is open and modular in nature, it is equally suited for a small conversion project or operation.

For enquiries, contact
1.   Partner Program and Sales Enquiry: sales@i-maginationgroup.com
2.   Tel: (65) 6490 9588
     Fax: (65) 6490 95