



Disconnected Scanning

What It Is

The OnBase Disconnected Scanning module is a full featured, stand-alone scanning application that allows users to scan documents without being connected to an OnBase Client or OnBase Web Server. Printed documents may be scanned and converted to digital images on the scanning workstation using a Kofax[®]-, ISIS[®]- or TWAINcompliant scanner. Additionally, existing digital images can be imported directly from an electronic storage medium such as a hard drive or CD through a process known as "scanning from disk." Scanned documents can later be uploaded to an OnBase database through a connection to the OnBase Web Server. Once in the OnBase database, OnBase Client retrieval stations may access the documents

How It Works

The Disconnected Scanning module works in much the same way as the OnBase Document Imaging module. Documents are scanned or "scanned from disk" into user-defined scan queues from a workstation running the Disconnected Scanning module. Documents are then typically indexed, which is the process of associating specific keyword values with a document. Indexing may be done on the scanning workstation or deferred and performed at a central location after the scanned documents are uploaded. The scanned documents and indexing information are stored locally on the scanning workstation and later uploaded to the central OnBase database via a connection to the OnBase web server. Upload of files may controlled by the end user or or can be scheduled for later unattended upload. The upload operation requires an Internet connection to an OnBase Web Server. Once upload has been initiated and is in progress, scanning on the remote workstation may continue in parallel with the upload operation. Once uploaded, the document batches appear in the appropriate scan queues within the Document Imaging module, where optional processing such as OCR can occur.

Who Will Benefit

Remote offices or departments that need to scan documents off-line and locally, yet maintain electronic document storage in a central location will benefit from the power and ease of use of Disconnected Scanning. Customers who wish to avoid the cost, inconvenience and risk of shipping important printed documents to a central location for scanning will also benefit.

Technical Features

- Kofax[™] compliant
- Bar Code Extraction, enabling automatic indexing
- Deskew, despeckle, sharpen, blend and invert
- Rotate on scan
- Multiple file format support
- Duplex emulation
- Sweep directories
- Rotate document, save rotation
- Zoom in, zoom out, size 1 to 1 and pan window
- Fit to window
- Copy page to other image documents and to clipboard

Business Benefits

- Scan documents at remote stations, archive them at a central location
- Save cost of shipping printed documents to a central location for scanning
- Integrates seamlessly with other OnBase modules
- Reduces document storage and retrieval costs
- Increases employee productivity by providing fast, easy access to information

System Requirements

- Pentium PC – 500 Mhz or greater
- EISA, PCI, or Micro Channel architecture
- 128 MB RAM
- 200 MB HD
- Requires Microsoft Windows NT, 2000, or XP
- Requires connection to OnBase Web Server

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