



Document Imaging

What It Is

OnBase Document Imaging enables paper documents to be systematically captured and stored in standard electronic formats. By converting paper documents to images, OnBase reduces physical storage costs, enables documents to be securely utilized and shared and results in faster retrieval of business information. Documents can be scanned with any TWAIN-, ISIS™-, or Kofax™-compliant scanner. Documents are scanned (individually or in large batches) into user-defined queues. These Scan Queues are easily customized to meet enterprise-wide or departmental business needs. The documents are scanned, indexed, and archived into OnBase. The OnBase client/server architecture allows flexible combination or separation of the scanning and indexing functions.

How It Works

Scanning can be performed on any TWAIN-, ISIS™-, or Kofax™- compliant scanner. The user selects from authorized, pre-defined queues, customized by an administrator to meet the business needs of the scanned documents. Scanned pages are saved into standard image file formats, with selected image processing options. Indexing documents can be accomplished in several ways. OnBase supports Kofax barcode and patch code recognition, enabling automated indexing when scanned. Batches that need to be indexed reside in the Awaiting Index queue. From this queue, documents are indexed while on screen. Users can skip images, delete images, re-scan or create multiple page documents with simple thumbnail drag-and-drop functionality. Use of our Application Enabler offers automated indexing via keyword scraping from enabled line-of-business applications. Further processing can include double-blind Indexing, re-Indexing, or full page OCR that can then be full-text indexed to maximize document retrieval options. In order to provide a wide range of forms processing options, OnBase has seamless integrations with several forms processing applications that offer zonal OCR and ICR for automating front-end form recognition and indexing. These integrations enable customers to use best-of-breed technologies in order to effectively and automatically capture index information from their documents.

Who Will Benefit

OnBase Document Imaging benefits any business that needs to store, retrieve and secure paper documents.

Technical Features

- Kofax™-, ISIS™- and TWAIN - compliant.
- Barcode recognition.
- Scan paper, or sweep directories of previously stored images.
- Double-blind indexing.
- Drag-and-drop functionality for thumbnail page re-arrangement.
- Manual or automated separation of pages into documents.
- Automated indexing with Application Enabler.
- Pre-configured integrations with leading forms processing applications, allowing those processed documents to be sent directly into your OnBase system.

Business Benefits

- Reduced storage and retrieval costs.
- Increased employee productivity through fast, easy access to information.
- Flexible indexing and processing options allow custom solutions without the cost of custom programming.
- Pre-defined scanning reports for determining scan/index history, and user performance.
- Scalable installations to accommodate any document volume, or remote location requirements.

System Requirements

- SQL Server 7 or greater
- Oracle 8: v 8.0.5 or greater
- Oracle 8i: v 8.1.7.2 or greater
- Oracle 9, 9i
- Sybase SQL Server v11.5
- Sybase SQL Anywhere 5.5.04, 7.0.0 to 7.0.3 and 8.0 (No 6.0.X releases)

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