

## Document Import Processor (DIP)

### What It Is

OnBase Document Import Processor (DIP) is the perfect resource to work as a companion with document image capturing systems. DIP empowers customers to quickly and easily archive large numbers of files, and their related indices, directly into OnBase. Designed for the archival of documents and images, generated by third-party applications, DIP lends itself to performing large back-file conversions from legacy systems

### How It Works

DIP files are imported into OnBase from local hard drives, any UNC-compatible network share or through FTP from a mainframe or website. Once a DIP process is configured, the OnBase Client module provides viewing of documents, and interface capabilities for all of your DIP processes. OnBase offers flexible process configuration, with user defined field delimiters and separators. Processes can be grouped, scheduled or run on demand.

Processing is launched through the OnBase Client. The user views all available DIP processes in the DIP queue dialogue box. A process job can be scheduled to run repeatedly or configured to run just once. Users choose to run a single process or create/launch a Process Job that schedules a series of DIP processes.

During processing, the files are indexed and compressed. Once processed, the batches go to an "Awaiting Commit" queue. While there, the documents may be viewed, committed, purged and/or re-dated, verification reports read, indexes extracted, or list reports created. In this queue, documents are available to every user with authorized permission to view them. Batches can be OCR'd for full text searches and can be sent to Workflow. Additionally, batches of documents can be sent to a scan queue for manual document review, or additional indexing.

A verification report is produced for each DIP processing session. It provides detailed information including the number of documents successfully processed, the number of unidentified documents, the total time of processing and any errors or warnings that were encountered.

### Who Will Benefit

Companies in any industry that have requirements to archive large volumes of documents and images generated by third-party applications or legacy document imaging systems. will benefit from this module Documents or images and their keywords can be easily imported into OnBase and made available for immediate retrieval using the OnBase Client application.

### Technical Features

- Multiple options for acquiring files for DIP processing, including local hard drive, UNC network share, or FTP
- Process multiple types of files
- Integrates seamlessly with OnBase Workflow, allowing electronic document routing
- Processes can be grouped, scheduled or run on demand
- Flexible process configuration allows a user to configure the process to match the input file format
- Advanced DIP module is available for multi-thread processing to maximize processing speeds

### Business Benefits

- Enables import/storage of documents created with third-party applications without additional programming or integration costs
- Increases the efficiency of back-file conversions
- Automated indexing provides cost savings and ensures accuracy of indexing for quick and accurate document retrieval

### System Requirements

- **Windows 98, NT, 2000 or XP**
- 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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