

ORACLE DOCUMENT CAPTURE

KEY FEATURES

IMAGE ENABLE KEY
BUSINESS PROCESSES TO
IMPROVE PRODUCTIVITY
AND INCREASE
INFORMATION AND
KNOWLEDGE RETENTION

- Unlimited document scanning—no volume restrictions
- Key-from-image automation
- Barcode and optical character recognition
- Electronic document importing and conversion
- Efficient and reliable archiving

CAPTURE AND PROCESS
FILES FROM VIRTUALLY ANY
APPLICATION, INCLUDING

- Accounts payable invoices
- Insurance claim documents
- Bills of lading
- Expense reports
- Mortgage applications
- Human resources forms
- Standardized forms

Organizations lose vast amounts of time and knowledge every day. Employees store files on their laptops, keep paper-based copies of critical information, and fail to document and save critical meeting minutes and other verbal communications. These actions all lead to inefficient processes, inaccurate data, and missing information that costs money—a lot of money. Oracle Document Capture enables organizations to effectively capture, intelligently index, and efficiently archive mission-critical business content.

Harness the Value of Your Corporate Knowledge and Information

With Oracle Document Capture, you can electronically process important information locked in paper documents. This can help you improve employee productivity and collaboration, reduce transaction times, and increase document security. For both paper-based and electronic document capture, this fully integrated solution automates back-office business processes and complements existing applications.

Production-Level Scanning

Oracle Document Capture provides unlimited scanning without any volume restrictions. The application supports ISIS and Kofax Adrenaline/VirtualReScan, the two leading high-volume document scanning interfaces.

- **ISIS support**—ISIS provides a standard interface for document scanners along with a variety of image-processing features. ISIS has become the de facto standard within the document-imaging industry, and most document scanner manufacturers provide ISIS drivers with their scanners.
- **Kofax Adrenaline/ VirtualReScan support**—Oracle Document Capture leverages the power of Kofax's Adrenaline scanning platform. Installed as a Microsoft Windows driver and fully configurable through the Windows control panel, this platform provides sophisticated, flexible support for Kofax accelerator cards and ISIS environments. Through VirtualReScan technology the software delivers advanced image-processing features and automatically checks for adjustment, contrast, and image clarity at scan time.

Quality Control

Oracle Document Capture provides image thumbnail support during batch review. Thumbnails make it easy for the scan operator to quickly review the quality of all images within a batch. Scan operators can append, insert, replace, and delete pages within a batch using drag-and-drop functionality.

Production-Level Indexing

Oracle Document Capture streamlines the key-from-image process through a user interface designed for rapid data entry and integration with business applications.

Database Linking

Indexing operators can reduce data entry errors by linking to external databases to retrieve information. For example, an indexing operator can search a corporate database by customer name to retrieve and autopopulate an account number field.

Robust Pick-List Support

Administrators can define their own pick-list values or link a pick-list to a corporate database. Using a database-linked pick-list provides real-time data access and minimizes administrator maintenance. For example, a customer name pick-list can automatically retrieve all customer names from an accounting database.

Recognition Technologies

Recognition technologies streamline the key-from-image process. Specifically, barcode and patch code values can be assigned to index fields and used to separate multipage documents within a batch. Using optical character recognition (OCR) the application automatically populates document data into index fields.

Multiple Implementation Scenarios

The application architecture supports a number of implementation scenarios.

- Production document capture—multiple indexing workstations enable the use of one or more high-speed document scanners
- Document exception indexing—any images that fail recognition get routed for manual indexing
- Centralized indexing with distributed capture—scan documents at remote sites while indexing at one central location
- Quality assurance workstation—verify indexing results from barcode or OCR workstations, Oracle Document Capture clients, and other workstations
- Scan centrally, index remotely—production-level document indexing from remote locations is supported in a terminal or Citrix server environment

Automated Document Indexing

Oracle Document Capture automates the most expensive, time-consuming step in the document management process—indexing. To enable automation, document barcodes are automatically recognized and applied to associated index fields.

Multiple Barcode Symbology Support

The application supports 2-D barcodes and many popular 1-D barcodes. Barcodes can be read and indexed in any orientation, even skewed and upside-down.

Database Driven Indexing

Barcodes containing unique values—such as a voucher numbers, transaction numbers, and policy numbers—can be used to retrieve corresponding index data, such as a vendor or customer name, from corporate databases.

KEY BENEFITS**PROTECT CORPORATE ASSETS THROUGH A ROBUST, IMAGE-BASED DOCUMENT CAPTURE STRATEGY**

- Reduce cost associated with paper-based processes
- Improve document accessibility
- Reduce physical document storage costs
- Increase document control and security
- Accelerate back-office business processes and line of business applications

RELATED PRODUCTS AND SERVICES

Integrate Oracle Document Capture with your existing enterprise resource planning or other line-of-business systems to provide an integrated and streamlined document capture process. Oracle Document Capture also integrates with Oracle Imaging and Process Management and Oracle Universal Content Management, and virtually any content management system.

Oracle Document Capture complements the following hardware devices:

- High-, medium-, and low-speed document scanners
- Multifunction devices
- Fax servers
- E-mail servers

Comprehensive Document Importing

Oracle Document Capture lets you easily import images and other electronic documents for indexing and archival into your content management system. The software works with multifunction devices, e-mail, fax and FTP servers, microfiche-to-image conversions, and images captured using third-party software.

Electronic Document Conversion

With Oracle Document Capture you can import and convert electronic documents into a standard image format. This ensures that you can view documents in the future regardless of the version or existence of the source application.

E-Mail Importing

Import e-mail text and attachments using popular standards. Oracle Document Capture converts nonimage documents into an image format and maps e-mail fields such as To, From, and Subject directly to document index fields.

Job Scheduling

A built-in scheduler allows administrators to independently configure batch import jobs defined for specific import applications. Importing can take place from local or network folders, e-mail accounts, list files, fax servers, and custom import providers.

Efficient and Reliable Archiving

Archiving documents in your content management system is the final step in the capture process—the application architecture is optimized for archival efficiency.

Eliminate Performance Bottleneck

Oracle Document Capture reduces the time required to commit your documents by offloading the document commit process from the index workstation.

Control Network Impact

Oracle Document Capture lets you schedule when you want the document commit process to take place, helping your organization control network traffic and improve system performance. Users can take advantage of the built-in scheduling capabilities to control when documents are archived into the content management system.

Centralized Administration

The application is highly configurable, enabling you to invoke the features necessary for your organization, including: prioritized committing, detailed commit logging, e-mail notifications, event logging, batch retry adjustments, and old log file deletion.

Contact Us

For more information about Oracle Document Capture, please visit oracle.com or call +1.800.ORACLE1 to speak to an Oracle representative.

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ORACLE DISTRIBUTED DOCUMENT CAPTURE

FEATURES AND BENEFITS

FEATURES

- Minimal software installation
- Centralized administration
- Flexible implementation methods
- Streamlined indexing options to reduce data entry
- Auditing of remote activity

BENEFITS

- Reduces document cycle times
- Automates business processes
- Provides faster access to content
- Eliminates shipping costs
- Prevents lost documents between sites

Oracle Distributed Document Capture is a true, internet distributed, document-capture solution that lets you easily deploy browser-based document scanning and indexing at remote locations. Documents can be scanned and indexed at their place of origination, enabling companies to reduce document cycle times, prevent lost documents between sites, reduce scanning requirements at central sites, eliminate shipping costs, and improve customer service.

Easy Deployment and Use

Wherever paper documents enter your organization, Oracle Distributed Document Capture can be deployed at those content creation sites. The product requires no manual software installation as the Oracle Distributed Document Capture client is automatically downloaded and installed as soon as the user connects to the Oracle Distributed Document Capture server. As a result, remote capture sites can be operational very quickly. In addition, the Oracle Distributed Document Capture client uses the industry standard TWAIN interface to capture documents from desktop scanners or other TWAIN-compliant devices.

The Oracle Distributed Document client runs entirely within a Web browser, and the user interface is simple and intuitive to ensure that imaging documents remotely is embraced by office workers who must perform other specialized tasks. Workers will be able to participate in the imaging process without having to become imaging experts.

Central Administration

The Oracle Distributed Document Capture system is administered through a Web browser, allowing administrators to centrally configure scanning profiles. Scanning profiles define the method of document capture and associated settings to ensure that remote sites adhere to standards set forth by the organization.

Flexible and Scalable Implementation Options

Oracle Distributed Document Capture supports three remote capture methods: scan only, scan and index documents, and scan and index batches (groups of documents). If indexing of documents is allowed, scanning profiles will determine which document fields are available for remote indexing.

Oracle Distributed Document Capture's unique product architecture enables you to implement hybrid capture environments. For example, a company with many remote offices, such as an insurance company, can use Oracle Distributed Document

Capture to scan claim documents at their remote offices and then use Oracle Document Capture to process the claim at their corporate headquarters. This eliminates shipping costs, reduces time, and helps improve overall customer service.

Database Linking

Oracle Distributed Document Capture reduces data entry keystrokes and errors by allowing the indexing process to link to an external database and retrieve additional information. For example, a user can quickly search a corporate database by customer name to retrieve and auto-populate a customer account number field. If more than one record is found during this search, Oracle Distributed Document Capture displays a list and lets the user select the correct database record. The Oracle Distributed Document Capture server performs all database searching to provide a firewall-friendly and efficient method to search corporate databases.

Reliable Transmission

Reliable internet connectivity can vary between locations. Oracle Distributed Document Capture ensures document integrity when sending batches from remote sites to the Oracle Distributed Document Capture server. Partial batch sending is avoided as all batch data (images and metadata) are transmitted in a single file to the server. After batch transmission, the client verifies the receipt of the batch before removing it from the local workstation.

Connect Your Content Creation Sites

Most organizations have one or many remote offices where paper documents are received. These documents typically get sent via mail, fax, or e-mail to one central location for scanning and processing, resulting in significant time delays. Oracle Distributed Document Capture can augment your centralized scanning operations by providing a robust, yet simple and easy-to-use document imaging system for your field offices. With Oracle Distributed Document Capture, your organization will benefit from having one system to capture documents as soon as they enter the workplace, and one system to deliver document images and data to a central location for further processing or archiving.

Oracle Distributed Document Capture can be directly integrated with Oracle Imaging and Process Management and Oracle Universal Content Management.

Contact Us

For more information about Oracle Distributed Document Capture, please visit oracle.com or call +1.800.ORACLE1 to speak to an Oracle representative.

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