

# Captovation® Import Server

## FEATURES:

- Convert Electronic Documents to Image Format
- Import Email Content and Attachments
- Import From Network Folders and Sub-Folders
- Process List Files
- Built-In Scheduler
- Email Alerts
- Runs Unattended
- Customizable (VBA-Compatible)

## UNIVERSAL DOCUMENT IMPORTING

*Captovation Import Server* allows you to easily import images and other electronic documents into your Captovation Capture system. Imported documents can be indexed and archived into your electronic document management system.

Integrate Import Server with:

- Multi-function devices (MFD)
- Email transactions
- Fax servers
- Microfiche to image conversions
- Images captured using 3rd-party software

## Electronic Document Conversion

The *Captovation Import Server* allows you to import and convert your electronic documents (PDF, MS-Word, MS-Excel, HTML, etc.) into a standard image format—an adequate long-term storage option for all electronic documents.

Today's companies are concerned that future versions of the respective application that created an electronic document may not support past file formats, or that the application itself may no longer exist.

However, by converting electronic documents into an image format, you will:

- Ensure ability to view documents in the future
- Maintain proper representation of documents
- Increase document security



## Email Importing

*Captovation Import Server* can also import email content and email attachments. If an email attachment is not an image, *Import Server* will convert the document into an image format. In addition, email fields such as: To, From, and Subject can be directly mapped to document index fields.

## Automate Universal Document Indexing

The *Import Server's* macro interface allows access to the text within an electronic document. This capability allows a macro to search for key index data and automatically index the document.

## Central Administration

The *Captovation Import Server* runs as a dedicated server application. Batch import jobs are defined for specific import applications. Each batch import job can then be independently scheduled using the built-in scheduler. Importing can take place from:

- Local or network folders (including sub folders)
- Email accounts
- List files
- Fax servers
- Custom import providers

During importing, the server will validate each image. If an error occurs, the server will send an email alert to an administrator.

Established in 1994, Captovation, Inc. specializes in the design and development of document and check capture products for the electronic document management industry. Our software products and custom integration services provide paper-intensive organizations the ability to streamline and tailor the document capture process to meet their needs.

#### Other Captovation Capture Products:

- Scan (production-level scanning)
- Index (production-level indexing)
- Web Capture (distributed, web-based capture)
- Check Capture (check image and MICR capture)
- Recognition Server (automated document indexing)
- Commit Server (efficient and reliable archiving)

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