

Captovation® Index

FEATURES:

- Image Thumbnail Support
- OCR Option
- External Database Linking
- Auto-Field Highlighting
- Separator Sheet Detection
- Double Key Data Entry
- Field Masking
- Database-Linked Pick Lists
- Sticky Fields Support
- Auto-Populate Fields
- VBA-Compatible

PRODUCTION-LEVEL INDEXING

Captovation Index streamlines the key-from-image process by providing a user interface designed for rapid data entry and integration with line of business applications.

Here's How:

Database Linking

Captovation Index allows the indexing operator to link to an external database and retrieve additional index information, which reduces data entry keystrokes and errors. For example, an index operator can quickly search a corporate database by customer name to retrieve and auto-populate an account number field. If more than one record is found during this search, *Captovation Index* will display a list, and enable the user to select the correct database record. To provide additional flexibility, each index field can be linked to a different table within a corporate database.

Mouse Free Indexing

User productivity can be increased by reducing the use of a mouse. Indexing users can keep their hands on the keyboard by taking advantage of short-cut keys, auto-field highlighting, field scroll locking, and auto-complete pick-list features.

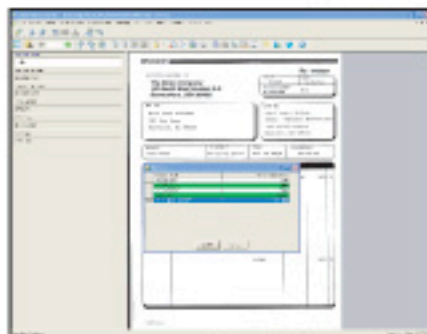
Robust Pick-lists Support

Captovation Index allows administrators to define their own pick-list values or link a pick-list to a corporate database.

A customer name pick-list for example, can automatically retrieve all customer names from an accounting database. Utilizing a database-linked pick-list provides real-time access to data and eliminates the need for administrators to maintain pick-lists.



Pick-list fields can be associated with each other in a parent/child relationship. For example, one pick-list may display the divisions of a company while another list will display the departments for each division. Once the index operator selects a division, the department pick-list will automatically list the respective departments for the selected division. **Captovation Index** supports multi-level parent/child relationships as well.



Captovation Index User Interface

Recognition Technologies

Captovation Index can leverage bar code and patch code values recognized by **Captovation Scan** and **Recognition Server**. These values can be assigned to index fields and used to separate multiple page documents within a batch. Another **Captovation Index** feature available is the Optical Character Recognition (OCR) option. This feature reduces manual data entry by automatically populating document data into index fields. *Captovation Index OCR Option is sold separately.*

Multiple Implementation Scenarios

- 1. Production Document Capture:** Use Captovation Index on multiple indexing workstations to support one or more high-speed document scanners.
- 2. Document Exception Indexing:** When using Captovation Recognition Server, any images that fail recognition may be sent to Captovation Index for manual indexing.
- 3. Centralized Indexing in a Distributed Capture Environment:** Captovation Web Capture can be used to scan documents at remote sites while indexing takes place centrally using Captovation Index.
- 4. Quality Assurance Workstation:** Captovation Index can be used to QA the document indexing results from Captovation Recognition Server, Web Capture clients, and other Index workstations.
- 5. Scan Centrally and Indexing Remotely:** Captovation Index is supported in a Terminal Server or Citrix Server environment to facilitate production-level document indexing from remote locations. This method of remote indexing can be much more efficient when the network bandwidth is limited.

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)
- Web Capture (distributed, web-based capture)
- Check Capture (check image and MICR capture)
- Recognition Server (automated document indexing)
- Import Server (universal document importing)
- Commit Server (efficient and reliable archiving)

For information about
Captovation Capture products
please contact us:
sales@captovation.com
952-835-1500

5275 Edina Industrial Blvd., Suite 220
Minneapolis, Minnesota 55439 USA
Phone: 952-835-1500 | Fax: 952-835-2250
www.captovation.com | sales@captovation.com

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