

Kofax Capture for windream



**Automatically scanning, processing
and administering paper documents**



Automatically scanning, processing and administering paper documents

Besides a modern ECM-system like windream, nearly all companies which administer their documents, receipts, correspondence and other information electronically also need a powerful tool for capturing incoming paper documents. In this context, a scanner is still the ideal hardware component to execute this job in a very efficient way. Scanners have not only become more and more powerful and performant, but – in cooperation with adequate software solutions – they also offer easy handling. However, they need to be integrated into an IT-infrastructure that allows users to automise the complete capturing, indexing and archiving processes.

With Kofax Capture and the „Kofax Capture for windream Release Module“, a solution is available which exactly fulfills this demand.

Capturing, indexing and saving in a single process. All documents and forms are first captured with Kofax Capture via scanners. In a following process, the system analyses the digitised documents and generates index information from their contents. windream uses these indices to administer the receipts. Digitised documents are forwarded to windream via a modified release module, respectively via a so called release script. While executing this script, which has especially been adjusted to windream, the software solution can uniquely assign the windream document types and the index data for later archiving in the ECM-system. A very time-intensive manual entry of keywords and indices becomes obsolete. The storage location of captured documents can be chosen freely and can either be a storage section for documents which can still be edited, or an archive section for documents which cannot be modified any more, e.g. the windream archive.

Batch processing. The forms processing will automatically identify and classify different documents of a mixed stack. A manual preparation of paper documents for the actual scanning process will be simplified substantially. Digitised document stacks can be transferred to windream by separating the processing steps, which is independent of the actual scanning process. This way, the scanners can work more efficiently by using them for parallel processing.

Scalable according to individual demands. The processing of hundreds of documents every day can be executed in an extremely cost-effective way



with a Kofax Capture standalone version and with the windream ECM-system. However, the scan solution's scalability also allows users to process much bigger document stacks with high performance. The installation in a network will enable users to combine any workstation with different scan, recognition, evaluation and release modules. Even constantly growing paper stacks can be processed without any problem. In a certain way, the system will grow with the increasing requirements of its users.

Primary functions of the release module. The windream release module determines the indices and the way the documents acquired by Kofax Capture shall be archived in windream. Generally, the following jobs can be configured:

- Linking a Kofax Capture document class to a windream document type;
- Assigning the indices of a Kofax document class to the indices of a windream document type;
- Free selection of the windream storage folder;
- Determination of the image format (TIFF- or PDF-files);
- Fulltext extraction and text transfer to windream.

Evaluation without errors. An administrator must assign the Kofax Capture index fields to the respective fields of the windream index masks once to avoid errors in the data transfer process. In this context, possible errors and their reasons caused by incorrect field assignments can be checked immediately via a specific validation dialog. This way, incorrect index assignments are avoided right from the start.

File formats and compression. Kofax Capture and the windream release module support the following file formats and compression steps:

- TIF: Group 3/2D, group 3 and group 4;
- TIFF-JPEG-compression;
- TIFF-compression;
- Multipage-TIFF;
- JPG: JPEG-compression;
- PCX: Pack-Byte-compression;
- PDF: requires Adobe Acrobat Capture 2.01 or higher.

Further information on the windream ECM-system and on Kofax Capture for windream can be obtained under www.windream.com, or contact our authorised windream partners. Information on Kofax Capture can also be obtained via internet (www.kofax.com).

Performance features:

- Automised scanning of any type of paper documents from unsorted stacks
- Direct transfer of all receipts to the windream ECM-system
- Integrated forms recognition and automatic index generation
- Fulltext extraction for retrieving document contents



Rely on the Technological Market Leader

If you plan to invest in an innovative, efficient and easy to handle ECM-system, or if you need further information on how to optimise your business processes concretely, we should get to know each other.

In the market sector of ECM-software suppliers, windream GmbH is the technologically leading manufacturer. With the windream ECM-system based on the patented Virtual File System technology (VFS), we have created an unrivaled tool for administering your complete company knowledge. Our software is easy to handle, effective, and future-proof. We have 20 years experience in successful software solutions development for enterprises of any size. Medium-sized companies and multinational corporations as well rely on our top quality products and on our technological know-how.

Look and see!

windream GmbH

Wasserstraße 219
44799 Bochum
Germany

Phone: +49 234 9734-0
Fax: +49 234 9734-520
E-Mail: info@windream.com

www.windream.com

**Managing
Documents**