

Capture and Manage Content Wherever It Is and However It's Structured Fast

AN ECM FUNCTIONAL EXPANSION

IN BRIEF

FileNet Capture Desktop is an easy-to-use document capture solution designed for workgroup and departmental applications. Simple to use and operate, it requires no special training to set up and install. Ideal for capturing and importing non-electronic information, Capture Desktop integrates with FileNet Content Manager and Content Services, providing excellent performance and flexibility.

Efficient, successful companies need a fast, effective way to bring critical information into the organization where it can immediately be used to make important decisions. Capture Desktop provides an easy-to-use document capture solution that automates manual data capture tasks, streamlines document entry processing, reduces long-term operational costs, and improves productivity. Suitable for departmental, ad hoc, and low to medium-volume scanning environments, such as Web deployment teams, small accounting and finance departments, and engineering groups, Capture Desktop captures and indexes virtually any document type, enabling efficient capture of information needed for daily operations.

FileNet Capture Desktop acquires and processes digital and paper-based documents into the FileNet Content Manager and Content Services repositories, providing an easy-to-use front end for Enterprise Content Management. Its user-friendly interface is simple to operate and requires little or no training to set up and install. Capture Desktop accepts image and non-image data including HTML pages or forms from the Web. It can also apply Optical Character Recognition (OCR) to an image file so that a full-text document can be overlaid onto the scanned TIFF image.

Features and Benefits

Capture, Scan, and Import

Capture Desktop scans and imports image and non-image data, including HTML pages or forms from the Web. It is an ideal platform for capturing non-electronic information, such as industry reports, SEC filings, diagrams, charts, legal documents, and vendor materials lists.

Low Cost of Ownership

Capture Desktop reduces document capture costs with image enhancement, automated indexing via barcodes and patch codes, and tight integration with your enterprise-wide content management system and FileNet Content Manager and Content Services repository.

Out-of-The-Box Automated Indexing

Capture Desktop allows you to realize immediate gains in data integrity by reducing the need for manual input and data entry and thereby increasing data security. Out-of-the-box zonal OCR functionality automatically populates index fields based on pre-defined zones. By automating the indexing process and providing consistently indexed content to your FileNet repository, your enterprise users will have immediate access to the most accurate, current information right when it matters the most.

PDF Support

Capture Desktop converts images to PDF easily and quickly at scan time or post scan time taking additional advantage of Full Text OCR functionality.

Flexible, Modular Architecture

Capture Desktop provides a complete set of document capture process components that can be fully integrated with FileNet Content Manager and Content Services. Each of Capture Desktop's components operates independently and can be distributed across multiple workstations for excellent performance and flexibility.

Technical Specifications

Works With

- > FileNet Content Manager
- > FileNet Business Process Manager
- > FileNet Content Services
- > FileNet IDM Desktop

Client Requirements

Hardware

Minimum

- > Pentium 500 MHz
- > 256 MB RAM

Recommended

- > Pentium 1GHz
- > 1 GB RAM

Software

- > Microsoft Windows XP Professional
- > Microsoft Windows 2000 Professional
- > Microsoft Windows 2000 Server
- > Microsoft Windows 2000 Advanced Server
- > Microsoft Windows 2003

Shared Repositories

- > Microsoft SQL Server 2000
- > Oracle 9i.2

Silent Installation

Capture Desktop's silent install feature enables the automated installation, configuration, and deployment of FileNet Capture components via script. This reduces the cost of administering centralized and decentralized systems.

Customizable Processing

Provides flexibility and easy implementation allowing each workgroup and department to customize the document capture process to their specific needs.

User Installable

Eliminates the need for highly skilled, specialized system administrators to set up and run because of its basic user interface that steps your users through the set-up process with a series of preset defaults and basic options.

Complies with Industry Standards

Integrates easily with your existing business automation environment by complying with industry-standard software development tools and interfaces.

General Features

Easy to Use Information Capture

- Integrates seamlessly with FileNet Content Manager and Content Services
- Imports and indexes images and electronic documents
- Supports ad hoc and departmental scanning, image verification, document assembly, import, and committal
- Enhances image quality to improve image verification, optical character recognition (OCR), 1D and 2D barcode recognition, and patch code recognition
- Includes out-of-the-box multi-page zonal Optical Character Recognition (OCR) capabilities that automate the indexing process
- Supports scan time and post-scan PDF conversion
- Includes user-definable, dynamic folders, and a wizard-driven interface designed to meet the needs of the occasional user
- Supports independent and multi-dependent drop-down lists that increase user productivity through indexing automation
- Supports the creation of color TIFF, JPEG, PDF, TIFF Group 4, and TIFF Group 5 images
- Supports the conversion of a document into a multi-page TIFF
- Works with Kofax VRS

Ease of Installation, Integration, and Administration

- Expedites and simplifies programming through rapid application development controls
- Supports silent installation and configuration of FileNet Capture via an automation interface
- Supports user installation through easy-to-use configuration options and several pre-set defaults
- Reduces the number of installations and configurations an administrator must support by enabling a single FileNet Capture station to interface with multiple FileNet back end repositories
- Supports the logging of statistics from multiple Capture stations to a shared statistics database
- Complies with Microsoft standards and industry-standard software development tools and interfaces

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