OpenText™ Imaging Enterprise Scan

Capture and index from scanners, fax, e-mail, web, mobile, and other applications

Organizations continue to face challenges in managing paper documents across the enterprise. For a variety of reasons, including security, recordkeeping and regulatory compliance mandates, and the need for "physical" authentication, paper still drives mission-critical processes, such as lending and mortgage applications, accounts payable, human resources, and legal-based policies and procedures.

The high costs of storing and maintaining these physical documents, and frequent problems with locating them, make effective content management a real challenge. Progressive businesses, as well as departments and agencies throughout the public sector, have embraced scanning and indexing technologies as part of a comprehensive, proficient enterprise content management strategy.

Managing Paper-Based Processes

OpenText Imaging Enterprise Scan enables organizations to manage the flow of inbound volumes of paper documents and convert them into electronic format so that they are actionable and manageable as part of a complete content management strategy. As a core part of OpenText™ Content Suite Platform, it offers organizations a comprehensive solution for scanning and indexing low, medium, and high volumes of the physical documents that drive critical processes.

Imaging Enterprise Scan is flexible enough for administrators and IT to execute projects tailored for the specific needs of the business and easy enough for end users to carry out their day-to-day tasks.

Support for All Sources of Inbound Files

Imaging Enterprise Scan automates the process of converting volumes of inbound paper documents from scanners via ISIS or VRS, from fax via Microsoft® Exchange or IBM® Notes®, e-mails including attachments, and from external files systems. It captures and indexes them, then loads them into a variety of repositories for complete document lifecycle management.

Output to Content Management and Business Systems

Tight integration with OpenText™ Content Server and Archiving systems makes it possible to index, classify, and deliver documents and data from a range of sources to destinations in support of ECM and information governance strategies. Additionally, output to SAP® archiving and Transactional Content Processing (TCP) systems allows critical processes to be automated - to capture paper forms and documents, convert them to required electronic formats, index them, and deliver to the business systems and content management repositories where they are needed.

SUMMARY

OpenText™ Imaging Enterprise Scan is a perfect IT solution for organizations wanting to capitalize on the business value of converting paper documents to electronic format. By automating the entire capture-to-storage process from scanners, fax, e-mail and other sources, it helps enterprises:

- *Speed up and automate business processes*
- *Reduce (physical) storage requirements*
- *Apply records management policies and other business rules*
- *Easily locate and share documents*

FEATURES

- *Suitable for low, medium, and high-volume scan scenarios, easily scaling from hundreds to many thousands of documents per day, and across multiple departments to accommodate the entire enterprise*
- *Supports complex business processes by integrating with, and initiating SAP® WebFlow, OpenText™ Content Server workflows, or more advanced transactional business processes*
- *Supports scanning directly from any Content Server folder*
- *Built-in barcode support and automatic document separation*
- *Generated formats are TIFF, PDF, Searchable PDF, or PDF/A-1b, the standard format for archiving PDF documents*

THE MAIN USES FOR IMAGING ENTERPRISE SCAN

BATCH SCANNING	Using the batch scanning capabilities of Imaging Enterprise Scan is ideal for organizations looking to quickly tackle the issue of converting large volumes of paper documents to electronic format and store them in content management repositories, business systems, or archiving platforms. This translates into cost savings by way of dramatically reduced physical storage requirements, process efficiencies, and improved ability to locate information required for decision making and knowledge work.
	Batch scanning can be conducted without a document pipeline, for medium-speed scanners, or with a document pipeline to decouple scanning from document transfer and take advantage of high-speed scanner capabilities.
AD HOC SCANNING	Business users that need to occasionally scan documents as part of their role can take advantage of the intuitive, user-friendly interface that allows them to execute commands with a single click for faster adoption and greater productivity. Operators can easily perform scanning jobs, enhance page quality, separate documents and load them directly into Content Server or other destinations–all without the need for extensive training or help from IT.
BARCODE SCANNING	For businesses that have adopted barcodes to simplify the matching of paper and electronic documents, Imaging Enterprise Scan has rich capabilities to meet their objectives of making documents and data easier to locate across ERP and content management systems and accelerating the bulk loading of documents that include barcodes. An enhanced barcode engine can read commonly-used 1D and 2D barcodes, even those obscured with stamps or handwriting, and flawless decoding capabilities makes it possible to accurately scan even low resolution barcodes, no matter where they are located on a page.
BROWSER-BASED SCANNING	For organizations that require distributed, web-based scanning capabilities to connect remote offices to the central capture environment. The Imaging Enterprise Scan Web Scanning component allows browser based scanning without a need to install a desktop scan application.
MOBILE CAPTURE	Designed for businesses to extend capture capabilities beyond the mailroom to support mobile capture requirements and allow organizations to connect, in real time, with customers and prospects. Use your mobile device, Android™ or iPhone® to scan documents into your leading application.

Separate, Enhance, and Index

Imaging Enterprise Scan is capable of automatically separating groups of documents, eliminating the need to scan distinct files one at a time. This means that operators can load large volumes of documents and leave the work of parsing documents (based on identifiers such as barcode, patch code, or blank pages) to Imaging Enterprise Scan.

Illegible pages can be erased, marked for deletion, or have a quality marker applied. Image quality is automatically improved through intelligent processing, and a range of filters and tools are available for operators to tweak documents by cropping, de-skewing, smoothing, or otherwise manually enhancing document images for the best quality possible.

Highly integrated with Content Server, Imaging Enterprise Scan allows organizations to import categories directly from the ECM system, interpret and apply various data types, including date, string, integer, pop-up, classification, or user/group attributes, to make sure the maximum business context is included with scanned documents.

Scripting and Configuration

Organizations can take advantage of flexible, Jscript.Net-based scripting to extend the functionality of Imaging Enterprise Scan for organization-specific requirements and to enforce business rules. This makes modifying the solution for unique business processes straightforward and flexible. Imaging Enterprise Scan is also fully configurable to simplify user interface customization, enable automatic client updates, control the settings that users are able to change, and more.

OpenText™ Capture Center

Imaging Enterprise Scan can be combined with Capture Center, the flag- ship OpenText offering for automatic document classification and data extraction using optical or intelligent character recognition (OCR, ICR) and intelligent document recognition (IDR). Capture Center can automatically extract data from structured documents such as forms, semi-structured documents like invoices or purchase orders, or unstructured documents like customer correspondence.

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