



## Document Capture Solutions

Easily capture high volumes of paper documents to improve access, facilitate compliance and reduce operational costs

### Capture Solution Highlights

- High throughput batch scanning of business documents
- Electronic import and conversion from multiple sources
- Centralized and distributed scanning with optional hosted configurations
- Integrates with multiple document repository and workflow platforms
- Supports all major scanning devices and image standards

Handling and storing business documents in physical form – including paper, file folders, faxes and film – is costly, time-consuming, and exposes organizations to greater risk if documents are lost or misfiled. In addition, the information contained in these documents is difficult to search and retrieve when the company needs it most.

**InSite Document Capture Solutions** are designed to eliminate these problems by enabling high volume capture of paper documents from any scanner, fax machine, file system or digital copy device. Documents are converted to electronic images and stored in TIFF, PDF or other standard formats where they can be managed and processed as part of a complete document workflow solution.

### Centralized or distributed capture operations

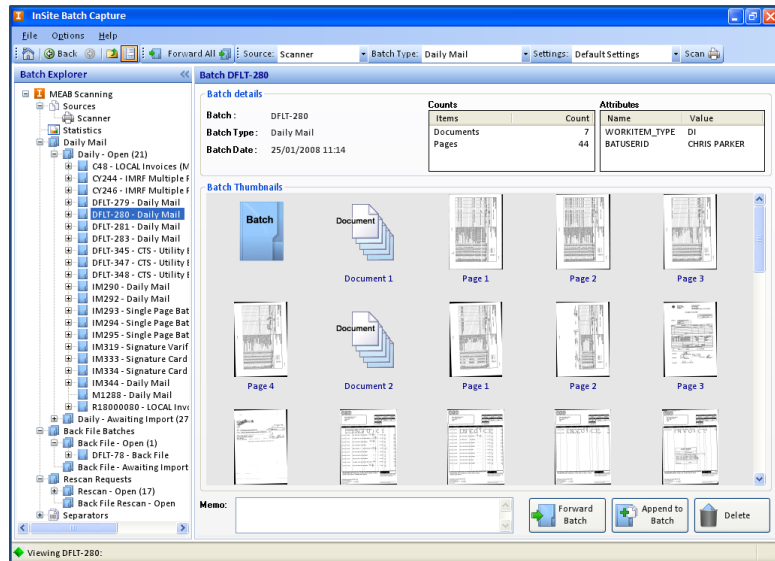
InSite document capture solutions allow companies to scan and import documents in their corporate headquarters or in branch offices located anywhere in the world. Using its robust capture application framework InSite can easily configure solutions ranging from low volume departmental scanning to complex, high volume mail room operations. InSite has also optimized its framework to support backfile conversion projects, allowing documents to be scanned either on or off site. This includes the ability to operate in a completely standalone mode, for example within records warehouses where network connections may not be available.

### Intuitive batch scanning and capture user interface

Though intended for use in production-grade batch scanning and capture applications, InSite has designed the solution with a familiar Microsoft Office look and feel that makes it very intuitive to learn and use. It features an integrated InSite Batch Explorer that enables quick navigation and selection of document sources, batches and barcode cover sheets as well as rescan requests and backfile conversion jobs through one unified interface. The solution also enables real-time monitoring of batch capture statistics and generation of Excel-based reports to keep production on track.

**InSite document capture solutions help overcome these business challenges:**

- The cost of filing, storing and printing paper
- Misplaced files that are difficult to locate when needed
- Addressing compliance and discovery requirements
- Dealing with customer service issues that are dependent on paper
- Sharing document-based information that is otherwise stuck in filing cabinets



*Unified batch scanning and administration interface*

## Key document capture capabilities

- Batch capture using barcodes for batch and document separation
- Centralized management and administration of capture operations
- Scanner independent through use of industry standard ISIS and TWAIN interfaces
- Capable of using multiple image sources, including high speed and desktop scanners, network attached copiers and fax queues
- Built in tools for image correction and manipulation
- Enables scalability through attachment of any number of scan stations
- Batches can include definitions for document and folder composition, attribute binding, and workflow routing
- During scanning all folders, documents, and images are displayed graphically for ease in visually tracking the scan process
- Scanned batches are maintained until released to the system to enable verification and correction
- Can be configured to run attached to InSite or other leading document repository/workflow back-end platforms

## Take the next step with InSite

To learn more about on-demand document workflow solutions from InSite, visit [www.insitedatasystems.com](http://www.insitedatasystems.com) or email us at [info@insite-mail.com](mailto:info@insite-mail.com).



### Corporate Headquarters

6825 Crofton Farms Court  
Alpharetta, GA 30005  
(770) 889 2299

### UK/European Office

Pantiles Chambers  
85 High Street  
Tunbridge Wells, KENT  
TN1 1YG UK  
+44 (0) 1892 888073