

ORACLE DISTRIBUTED DOCUMENT CAPTURE

FEATURES AND BENEFITS

FEATURES

- Minimal software installation
- Centralized administration
- Flexible implementation methods
- Streamlined indexing options to reduce data entry
- Auditing of remote activity

BENEFITS

- Reduces document cycle times
- Automates business processes
- Provides faster access to content
- Eliminates shipping costs
- Prevents lost documents between sites

Oracle Distributed Document Capture is a true, internet distributed, document-capture solution that lets you easily deploy browser-based document scanning and indexing at remote locations. Documents can be scanned and indexed at their place of origination, enabling companies to reduce document cycle times, prevent lost documents between sites, reduce scanning requirements at central sites, eliminate shipping costs, and improve customer service.

Easy Deployment and Use

Wherever paper documents enter your organization, Oracle Distributed Document Capture can be deployed at those content creation sites. The product requires no manual software installation as the Oracle Distributed Document Capture client is automatically downloaded and installed as soon as the user connects to the Oracle Distributed Document Capture server. As a result, remote capture sites can be operational very quickly. In addition, the Oracle Distributed Document Capture client uses the industry standard TWAIN interface to capture documents from desktop scanners or other TWAIN-compliant devices.

The Oracle Distributed Document client runs entirely within a Web browser, and the user interface is simple and intuitive to ensure that imaging documents remotely is embraced by office workers who must perform other specialized tasks. Workers will be able to participate in the imaging process without having to become imaging experts.

Central Administration

The Oracle Distributed Document Capture system is administered through a Web browser, allowing administrators to centrally configure scanning profiles. Scanning profiles define the method of document capture and associated settings to ensure that remote sites adhere to standards set forth by the organization.

Flexible and Scalable Implementation Options

Oracle Distributed Document Capture supports three remote capture methods: scan only, scan and index documents, and scan and index batches (groups of documents). If indexing of documents is allowed, scanning profiles will determine which document fields are available for remote indexing.

Oracle Distributed Document Capture's unique product architecture enables you to implement hybrid capture environments. For example, a company with many remote offices, such as an insurance company, can use Oracle Distributed Document

Capture to scan claim documents at their remote offices and then use Oracle Document Capture to process the claim at their corporate headquarters. This eliminates shipping costs, reduces time, and helps improve overall customer service.

Database Linking

Oracle Distributed Document Capture reduces data entry keystrokes and errors by allowing the indexing process to link to an external database and retrieve additional information. For example, a user can quickly search a corporate database by customer name to retrieve and auto-populate a customer account number field. If more than one record is found during this search, Oracle Distributed Document Capture displays a list and lets the user select the correct database record. The Oracle Distributed Document Capture server performs all database searching to provide a firewall-friendly and efficient method to search corporate databases.

Reliable Transmission

Reliable internet connectivity can vary between locations. Oracle Distributed Document Capture ensures document integrity when sending batches from remote sites to the Oracle Distributed Document Capture server. Partial batch sending is avoided as all batch data (images and metadata) are transmitted in a single file to the server. After batch transmission, the client verifies the receipt of the batch before removing it from the local workstation.

Connect Your Content Creation Sites

Most organizations have one or many remote offices where paper documents are received. These documents typically get sent via mail, fax, or e-mail to one central location for scanning and processing, resulting in significant time delays. Oracle Distributed Document Capture can augment your centralized scanning operations by providing a robust, yet simple and easy-to-use document imaging system for your field offices. With Oracle Distributed Document Capture, your organization will benefit from having one system to capture documents as soon as they enter the workplace, and one system to deliver document images and data to a central location for further processing or archiving.

Oracle Distributed Document Capture can be directly integrated with Oracle Imaging and Process Management and Oracle Universal Content Management.

Contact Us

For more information about Oracle Distributed Document Capture, please visit oracle.com or call +1.800.ORACLE1 to speak to an Oracle representative.

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