

ORACLE DOCUMENT CAPTURE

FEATURES AND BENEFITS

FEATURES

- Unlimited document scanning—no volume restrictions
- Key-from-image automation
- Barcode and optical character recognition
- Electronic document importing and conversion
- Efficient and reliable archiving

BENEFITS

- Reduces costs associated with paper-based processes
- Improves document accessibility
- Reduces physical document storage costs
- Increases document control and security
- Accelerates back-office business processes and line of business applications

Oracle Document Capture provides the features and functionality to effectively capture, intelligently index, and efficiently archive your organization's mission-critical business content. For both paper-based and electronic document capture, this fully integrated solution can automate your back-office business processes and complement your existing business applications. With Oracle Document Capture, you can electronically process important information locked in paper documents, leading to improved employee production and collaboration, reduced transaction times, and increased document security.

Production-Level Scanning

Oracle Document Capture gives you unlimited scanning out of the box. There are no volume restrictions on the number of scans you can perform—unlike some products that license by the number of images.

Choose Your Scanning Interface

Oracle Document Capture is designed to provide support for the two leading high-volume document scanning interfaces: ISIS and Kofax Adrenaline/VirtualReScan (VRS).

- **ISIS support:** ISIS, a software driver technology designed by Pixel Translations, provides a standard interface for document scanners along with a variety of image-processing features. ISIS has become the de facto standard within the document-imaging industry, and most document scanner manufacturers provide ISIS drivers with their scanners.
- **Kofax Adrenaline support:** Oracle Document Capture leverages the power of Kofax's Adrenaline scanning platform. Adrenaline is installed as a Microsoft Windows driver and is fully configurable through the Windows control panel. This platform provides sophisticated, flexible support for Kofax accelerator cards and ISIS environments.

Oracle Document Capture also supports VRS technology, which provides advanced image-processing features and automatically checks for adjustment, contrast, and image clarity at scan time.

Quality Assurance

Oracle Document Capture provides image thumbnail support during batch review. Thumbnails make it easy for the scan operator to quickly review the quality of all images within a batch. Furthermore, the thumbnails support drag-and-drop

functionality, allowing pages to be quickly reordered. Scan operators can easily append, insert, replace, and delete pages within a batch.

Production-Level Indexing

Oracle Document Capture streamlines the key-from-image process by providing a user interface designed for rapid data entry and integration with line of business applications.

Database Linking

Oracle Document Capture enables the indexing operator to link to an external database and retrieve additional information, reducing data entry keystrokes and errors. For example, an indexing operator can quickly search a corporate database by customer name to retrieve and autopopulate an account number field.

Robust Pick-Lists Support

Oracle Document Capture allows administrators to define their own pick-list values or link a pick-list to a corporate database. A customer name pick-list can automatically retrieve all customer names from an accounting database. Using a database-linked pick-list provides real-time access to data and eliminates the need for administrators to maintain pick-lists.

Recognition Technologies

Oracle Document Capture incorporates recognition technologies to streamline the key-from-image process:

- Barcode and patch code values can be assigned to index fields and used to separate multipage documents within a batch
- Optical character recognition (OCR) can automatically populate document data into index fields

Multiple Implementation Scenarios

Document indexing within Oracle Document Capture supports the following implementation scenarios:

- Production document capture—multiple indexing workstations enable the use of one or more high-speed document scanners
- Document exception indexing—any images that fail recognition can be routed for manual indexing
- Centralized indexing in a distributed capture environment—scan documents at remote sites while indexing at one central location
- Quality assurance workstation—verify indexing results from barcode or OCR workstations, Oracle Document Capture clients, and other indexing workstations
- Scan centrally and index remotely—supported in a terminal server or Citrix server environment, enable production-level document indexing from remote locations

Automated Document Indexing

Oracle Document Capture automates the most expensive and time-consuming step in the document management process—document indexing. To facilitate automated document indexing, barcodes on your documents are automatically recognized and applied to associated index fields.

Multiple Barcode Symbology Support

Oracle Document Capture supports 2-D barcodes and many popular 1-D barcodes. Barcodes can be read in any orientation—data can be extracted even if the document is skewed or scanned upside-down.

Database Driven Indexing

Oracle Document Capture can search corporate databases. Barcodes containing unique values—such as a voucher numbers, transaction numbers, and policy numbers—can be used to retrieve corresponding index data such as a vendor or customer name.

Comprehensive Document Importing

Oracle Document Capture lets you easily import images and other electronic documents that can be indexed and archived into your content management system. Oracle Document Capture integrates with

- Multifunction devices
- E-mail transactions
- Fax servers
- FTP servers
- Microfiche-to-image conversions
- Images captured using third-party software

Electronic Document Conversion

Oracle Document Capture allows you to import and convert your electronic documents (PDF, Microsoft Word, Microsoft Excel, HTML files) into a standard image format, which is considered a long-term storage option for electronic documents.

Today's companies are concerned that future versions of the application that created an electronic document may not support older file formats, or that the application itself may no longer exist. By converting electronic documents into an image format, you can ensure the ability to accurately view documents in the future.

E-Mail Importing

Oracle Document Capture also imports e-mail message content and attachments. If an e-mail attachment is not an image, Oracle Document Capture converts the document into an image format. In addition, e-mail fields such as To, From, and Subject can be directly mapped to document index fields.

IMAGE ENABLE KEY BUSINESS APPLICATIONS

CAPTURE AND PROCESS
FILES FROM VIRTUALLY ANY
APPLICATION, INCLUDING

- Accounts payable invoices
- Insurance claim documents
- Bills of lading
- Expense reports
- Mortgage applications
- Human resources forms
- Standardized forms

RELATED PRODUCTS AND
SERVICES

Integrate Oracle Document Capture with your existing enterprise resource planning or other line-of-business systems to provide an integrated and streamlined document capture process. Oracle Document Capture also integrates with Oracle Imaging and Process Management, Oracle Universal Content Management, and virtually any content management system.

Oracle Document Capture complements the following hardware devices:

- High-, medium-, and low-speed document scanners
- Multifunction devices
- Fax servers
- E-mail servers

Job Scheduling

Administrators can configure batch import jobs, which are defined for specific import applications. Each batch import job can be independently scheduled using the built-in scheduler. Importing can take place from local or network folders (including subfolders), e-mail accounts, list files, fax servers, and custom import providers.

Efficient and Reliable Archiving

The final step in the document capture process is to archive the documents into a content management system. Oracle Document Capture's optimized architecture ensures an efficient archiving process.

Eliminate Performance Bottleneck

Oracle Document Capture reduces the time required to commit your documents by offloading the document commit process from the index workstation.

Control Network Impact

Oracle Document Capture lets you schedule when you want the document commit process to take place, helping your organization control network traffic and improve system performance. Users can take advantage of the built-in scheduling capabilities to control when documents are archived into the content management system.

Centralized Administration

Your system administrator can configure Oracle Document Capture to provide the features necessary for your organization, including

- Prioritized committing
- Detailed commit logging
- E-mail notifications of critical errors
- Event logging
- Adjustments to batch retry attempts
- Deletion of old log files

Contact Us

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

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