



Indexing Automation Fact Sheet

Indexing new information that comes into the document management system can be difficult, error prone and time consuming. Indexing Automation uses OCR, Point-and-Click and Workflow to help speed up and automate the indexing process.

INDEXING CHALLENGES

The challenges of indexing invoices and other paper documents is not new. Companies have struggled with it for as long as they have been sending and receiving invoices. Data entry for these documents is manual, slow, often difficult and usually error-laden.

ADDRESSING THE PROBLEM

docMgt was built for one reason – to simplify the world of Document Management. It is in this spirit that we have created the Indexing Automation system. Documents can come into the system from a variety of sources – scanning, importing, photocopiers, integration points – and all can be processed the same, simple way.

The documents get sent through 3 steps for processing – splitting, OCR and Indexing. At the end of this process the documents are fully indexed and are ready to be acted upon.

SPLITTING DOCUMENTS

Splitting is the process of identifying each unique document. When a batch of papers is scanned in a single action there could be tens or hundreds of documents in that one scan batch. Splitting allows the users to very quickly split that one batch into individual documents. It can be done with simple arrow key actions or even by automated splits by page count. If they don't need to be split then this step of the process can be skipped.

OCR PROCESS

OCR is defined as Optical Character Recognition. Simply put, this means reading the words from the printed page and translating that into words that the computer can read. This takes the place of manual typing since the words are already "typed" in by the system. This is all done automatically without human intervention. If OCR is not desired or has already been done by another process then this step can be skipped.

INDEXING DOCUMENTS

Once the documents are split and the words are all read the process of indexing becomes much simpler. Users are presented with the images of the document where all the words are highlighted. The user can then click on a word to use that word for indexing or can even draw a box around multiple words to use them all at once.