

PaperVision® Capture

Capture, Integrate and Distribute Everything for Less



PaperVision Capture brings an unprecedented level of efficiency and power to information capture. Work with everything, implement any custom process you want and track any statistic you need.

Micro Records Company Inc.
Customized Record Management Solutions



Capture, Convert and Control Enterprise Information

- Centralize capture and indexing functions or distribute them across multiple systems and geographic locations.
- Ensure accuracy with extensive quality control options and index field verification.
- Integrate with a wide variety of Enterprise Content Management (ECM) systems and line-of-business applications.

Improve Productivity by Automating Capture Processes

- Streamline processing with a completely customizable workflow and graphical design tool.
- Maximize efficiency by prioritizing jobs and reassigning batches on-the-fly.
- Track productivity by using a wide variety of statistics or by creating custom statistics of your own.



“PaperVision Capture allows us to not only distribute tasks among disparate employees or departments and automate processing, but also to prioritize batches according to our ever-changing needs. These capabilities are a must-have for any organization and make PaperVision Capture priceless.”

- Steve Cady, General Manager, Datamation Imaging Services Corporation

Save Money with Flexible Document Capture

- Eliminate keystrokes and enhance accuracy with barcode and optical character recognition (OCR).
- Populate index information instantly by matching values and merging them with existing data.
- Create any feature you want using the point-and-click custom code engine.

For a complete product listing and technical information, please contact Micro Records Company:
9321 Philadelphia Rd, Suite D • Baltimore, MD 21237 • www.microrecord.com • sales@microrecord.com • 410.238.7480

PaperVision® Capture

Capture, Integrate and Distribute Everything for Less

Welcome to the next generation of information capture. PaperVision Capture does it all while saving you time and money. Whether you use PaperVision® Enterprise, ImageSilo®, another Enterprise Content Management (ECM) system or any other line-of-business application, PaperVision Capture will improve efficiency and meet your unique needs.

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Ultimate Capture

PaperVision Capture is the only capture product you'll ever need. Got paper? No problem. PaperVision Capture runs any scanner you have at the manufacturers' full-rated speeds. Don't stop at paper. You can also automatically import forms and images from existing systems and capture documents from fax servers and multi-functional devices. Best of all, you can index images quickly and match them with accurate index information from existing databases and systems. When integrated with PaperVision Forms Magic, you can classify documents and extract critical data on the fly, eliminating manual processes.

Unlimited Scalability

Whether you have a single scan station or a multinational scanning operation, PaperVision Capture has the ability to expand with you. No matter what your current needs are or where your business plans take you, it can grow with your changing needs. Unique server capabilities allow you to scale up in a centralized environment to take advantage of high-performance hardware or to scale out for distributed environments to maximize existing servers. Automation services make it easy to scale the system to your needs without adding more people. Most importantly, PaperVision Capture is easy on your budget.

Extraordinary Flexibility

PaperVision Capture is designed to work out-of-the-box. Easy, intuitive setup gets you up and running in minutes, not days. You can also customize your own system that will execute your ideal capture process. PaperVision Capture includes not only automated routing, but also a point-and-click graphical designer to tailor your scanning and indexing for any process imaginable. Power users can utilize the custom code toolkit to maximize control of business processes, operator performance and reporting capabilities.

Suite Options

Implement a comprehensive, automated ECM system with these additional components.

On-premise ECM - PAPERVISION® ENTERPRISE

Cloud ECM - IMAGESILO®

Patented forms processing - PAPERVISION® FORMS MAGIC TECHNOLOGY

Automated business processes - PAPERVISION® ENTERPRISE WORKFLOW

Print stream processing - PAPERVISION® ENTERPRISE REPORT MANAGEMENT

PROFESSIONAL SERVICES are available to help you design and implement your entire ECM system.

Unparalleled Speed and Efficiency

Batch processing is the key to speed. You can enhance efficiency by grouping documents and processing them simultaneously. Automatically route batches through your customized processes, saving valuable time. Or use built-in Business Rules, which automate common workflows to simplify information challenges. Plus, your administrators can view the status of batches in real time, eliminating costly bottlenecks by reassigning work on the fly.

Maximum Productivity

PaperVision Capture is designed to minimize downtime. Regardless of where your data or people are located, smart, streaming file transfer allows users to begin processing batches immediately, reducing wait times and increasing productivity. Extensive auto-formatting, built-in quality control and verification features minimize keystrokes while support for multiple barcode formats and powerful optical character recognition (OCR) eliminates keystrokes altogether. PaperVision Capture is your best choice for simple, yet high-performance capture.



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PaperVision® Capture



Technical Specifications

PaperVision Capture brings an unprecedented level of efficiency and power to information capture. Work with everything, implement any custom process you want and track any statistic you need. As an optional, separately licensed product, it works as a standalone system, as an integrated part of PaperVision® Enterprise and ImageSilo® and with a wide variety of other applications.



System Overview

- Simple point-and-click interface requires minimal training
- Completely customizable process flow with a graphical design tool streamlines processing
- Dockable/resizable components and customizable keyboard shortcuts allow users to tailor the interface to maximize productivity
- Image thumbnail view enables intuitive batch navigation and document manipulation
- Batch management for real-time, system-wide status and to prioritize work for operators
- Batch history tracks activity and provides an audit trail
- Configurable batch destruction with optional statistics retention to aid in system maintenance
- Import existing images from archives or from other applications with or without existing index information
- Custom coding capabilities for unlimited process control
- Custom Code Generator Wizard makes it easy to configure custom job steps and exports
- Support for C# and VB.NET custom code and includes off-the-shelf samples with MSDN-style documentation
- Nuance or Open Text OCR engine generate full-page or zone-specific text output from images
- Output full-text data to more than 30 different formats including XML, Microsoft® Word, PDF/A and other PDF formats, and more
- Extensible, fine-grained statistics and reporting capabilities to meet tracking requirements
- Statistics for documents scanned and created, import details, index modifications and more to help you keep track of forms processed
- Optional PaperVision® Forms Magic Technology enables classification and extraction of critical data as a seamless part of batch processing
- Complete, detailed online help includes step-by-step instructions to get you started quickly
- All upgrades are included with annual maintenance, ensuring access to the latest product features and benefits
- Toll free, legendary technical support is eager to assist with any questions you may have

Scanning and Image Processing

- Unlimited scanning with no pay-per-click fees
- Automatically insert document breaks based on page count, content detected via barcode or zonal OCR, or blank pages
- Multi-stream support for the latest hardware
- Simple navigation, scaling and rotation options for accurate and detailed image verification
- Extensive set of image cleanup operations ensure the best quality image
- Preview image processing results while setting up image cleanup filters to ensure image quality
- Image cleanup filters can be applied to create temporary images optimized for other operations
- Specify zonal, page or page-range filters to handle complex content or mixed-mode documents

Indexing

- Barcode (1-D and 2-D), zonal OCR and handwriting recognition options eliminate the need for manual data entry and can be applied to any page within a document
- Multiple index fields can be populated from a single barcode or OCR value
- Unlimited number of fields per document for maximum flexibility
- Combine capture and indexing into a single job step to streamline processes
- Browse batch grid includes sophisticated index filtering to find the documents you need
- Definition and import of pre-defined values, addition of values on-the-fly, and auto-completion reduce keystrokes and errors
- Detail sets allow any number of related values to be assigned to a single document
- Blind indexing and re-key verification ensure accuracy
- "Match and Merge" automatically populates index fields with data from existing databases or files



Quality Control

- Quality Control tags identify batches, documents, pages and index values for further review or processing
- Quality Control operations can run manually or automatically to make certain images and index values meet specified parameters
- Auto Play allows for automatic review of images
- Customizable Quality Control tags identify specific, unique operator actions

Security

- User authentication is required and protects the system from unauthorized use
- Assign job steps to specific users or groups to dispatch work and ensure authorized access
- Only system administrators can alter security and job settings, enhancing security and accountability
- Image non-repudiation protects the integrity of the original scanned image
- 256-bit AES encryption can be applied to images, index values and OCR data to prevent unauthorized access

Scalability and Reliability

- Capture, indexing and processing functions can be centralized to a single computer or distributed across multiple systems and geographic locations
- Support for over 300 scanners running at their full-rated speeds utilizing ISIS and TWAIN drivers
- Behind-the-scenes, smart, file-streaming technology for distributed environments
- Centralized job setup, security, and batch management eases administrative overhead
- Powerful automation engines perform routine or long-running operations during off-peak hours

Business Rules

- Accounts Payable Rules ensure invoice line item totals are correct and verify detail line items equal the total improving accuracy across accounting processes
- National Provider Identifier verifies provider ID on a claim is valid
- HIPAA 837P Rule generates a claim file in the format to speed medical claims processing and improve control of protected patient information

Integration

- Direct integration with PaperVision Enterprise and ImageSilo eliminates the headaches of implementing a multi-vendor solution
- Upload PaperVision Enterprise XML and PaperFlow™ data groups automatically to ImageSilo using FTP or FTPS (Secure FTP)
- Capability to share entities, users and groups with existing PaperVision Enterprise installations
- Off-the-shelf scripts for export of batches, including full-text data, to select third-party applications
- Seamless integration for Microsoft SharePoint®
- APIs access batch properties, including full-text data, to extend application capabilities
- Custom code to import or export batches from/to any format
- Interface with any line-of-business application via custom code

System Requirements

- Microsoft® Windows® 7, 8, 8.1, or 10
- Windows Server 2008 R2, 2012, or 2012 R2
- Microsoft .NET Framework version 4.0 or higher (included on installation media)
- Microsoft Windows Installer Version 4.5 or higher (included on installation media)
- Microsoft SQL Server™ 2008 or higher (SQL Server 2008 R2 Express Edition included on installation media)
- 4 GB RAM (desktops), 8 GB RAM (servers)
- 750 MB hard disk space
- Additional storage space for stored data
- 1024 x 768 minimum screen resolution

Professional Services

- Professional services are available to help design and implement your entire Enterprise Content Management (ECM) system
- Custom code development is available to provide more sophisticated application integration to meet your needs
- Utilize Professional Services to train your entire organization
- Contact Professional Services for your custom export needs

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