



- Streamlined scanning and indexing interface
- Wide variety of built-in document retrieval options
- Electronic imprinting & bates stamping
- Audit batches for required documents
- Get data from text in MS Office & PDF files
- Export to any database
- Auto-populate index fields with data from your database
- Index audio and video files; index any file
- Barcode recognition
- Zone & full-page OCR
- Locate moving OCR zones with pattern matching
- Command-line interface for easy application integration
- TWAIN & ISIS scanning
- No monthly page count limits or click charges

Streamlined scanning and indexing interface

The two main methods for automating indexing are **Barcode Recognition** and **Optical Character Recognition (OCR)**. Barcode recognition is faster and more accurate, for documents that contain a barcode on the document or a cover page. OCR is able to read printed data directly from the page, which means most documents can be processed as-is.

Wide variety of built-in document retrieval options

There are several ways to store your document images for later retrieval once they have been scanned:

- Use the standard **Search Module** to search and view documents
- Use a **third-party document management system** to provide advanced features and security
- Use **Windows folders & filenames** to organize your files and free viewers like **Acrobat Reader** to view them
- Use a database or spreadsheet such as **MS Access** and **Excel** to store the index data and provide links to the stored document images. Clicking the links can open the image in a free viewer like Acrobat Reader.
- Integrate directly with your custom application using the **Command Line Interface**

Electronic imprinting & bates stamping

Many legal applications require documents to have a sequential number, called a **bates stamp**, printed in a specific location on each page. Usually this requires the purchase of a much more expensive scanner that has a built-in printer, called an *imprinter* or *endorser* to print the number on the pages as they are scanned. However, if documents are being submitted electronically, the bates stamp does not have to be physically printed on the page. An Electronic Imprinting feature lets you apply the bates stamp to the images after they are scanned, saving you thousands on specialized scanning hardware.

Electronic imprinting is also useful for anyone looking to apply a page numbering scheme, scan date, copyright notice or any other text to document images as they are scanned.

Audit batches for required documents

Some applications have a set of **standard documents** that are required to be present in each batch. The system allows you to specify a list of required values for a field then audit each batch at the end to ensure all are present. Any missing pages may be scanned and indexed automatically from this screen as well. This feature may also be configured to allow **exceptions** and log a valid justification for the absent document.

Get data from text in MS Office & PDF files

The template and dictionary matching capabilities can be used to extract index information from the text of existing **MS Office** and **PDF** files, or any file with an accompanying TXT file. Will search the document for matches on unique patterns and value lists, then index the document with the matching data. Zone coordinates can be set to limit the search area to pre-defined regions on standard forms. *The result is a **fully automated** indexing and renaming process for all your electronic documents!*

Lets you process **any type of file** on your computer. Documents can be **opened automatically in their default application** when they are indexed. Quickly type index field data, that can be used to organize the files into subfolders and **structured filenames** for browsing and searching on your network, or uploaded to your document/content management system or custom business application.

Index audio and video files; index any file

If the file has an accompanying text file (*.TXT) with the same name, the text in that file can be used for index field extraction, fully automating the process.

Indexed files can then be quickly searched with **SharePoint** and **Google** search engines.

Export to any database



Open database integration allows you to map index fields to fields in any database table. It can be configured to create new records, update existing ones or retrieve them for viewing.

Auto-populate index fields with data from your database

The **Autofill** feature is an easy way to associate many index fields with one document without retyping data that already exists in another database. Autofill uses a database **lookup** to retrieve records that match a key value*. Blank index fields are then filled in automatically with the data from this lookup. The result is a document database with many different possible search fields, of which only one needed to be entered during scanning.

The key field may be typed by the user, or it may be read from the document automatically using **barcode recognition or **OCR**.*

Barcode recognition

The barcode recognition engine has been upgraded to provide much higher accuracy on images with poor-quality barcodes, such as faxes, dot-matrix printouts and scans that are too light or dark.

- Read barcodes embedded in **PDF** files
- Read barcodes printed on scanned paper documents
- Automatically rename files based on barcodes
- Export barcode data to **CSV** file or any database
- Separate multi-page documents with cover pages
- Recognize **PDF417** and DataMatrix **2D** barcodes
- Recognize 22 common 1D barcode formats
Code 39, Codabar, UPC, Code 128, EAN 13, 2 of 5, PostNet, etc.
- Lookup barcode values in a database for additional data

Zone & full-page OCR

Zone OCR is used to read document indexes or tags from text on the page. Zone OCR is a great way to automate the data entry associated with scanning documents

Locate moving OCR zones with pattern matching

Dynamic OCR overcomes traditional limitations and is able to locate the desired text even when it moves around on the page. Our simplified version of Dynamic OCR works great for many types of documents at a fraction of the cost of other solutions.

- Index information can appear **anywhere on any page**
- Unwanted characters are automatically ignored
- Find unique patterns of letters and numbers using **Template Matching** (ID Number, Date, etc.)
- Use **Dictionary Matching** to find a value from a list of possible values (Vendor Name, Document Type, etc.)

Command-line interface for easy application integration

The Command Line Interface also allows integration with custom software applications with minimal to no programming required.

- Field values, processing folders and other settings can be passed as command line parameters
- Any option can be set using **XML** job files
- **Database export** links processed files to your app automatically
- Control application behaviour (display window, exit after processing, etc.)
- **Pre-Process** and **Post-Process** features can execute other command line applications at start and end of batch

TWAIN & ISIS scanning

Virtually all document scanners support both the **TWAIN** and **ISIS** driver standards. TWAIN is more common and is usually the only driver provided with consumer scanner models. ISIS is the driver standard developed by **Pixel Translations**. ISIS provides a more standardized interface for **high-speed scanners**, and is often required to scan at the scanners rated speed.



- **Powerful software at an affordable price**
- **No annual licenses, no monthly fees.**

RIGAMI
SOLUTIONS

For more contact: info@paper2pc.co.za
or visit: www.paper2pc.co.za