



Document Capture

Capturing Information

With support for thousand's of scanning and digital input devices, and with predefined Scan Profiles, scanning has never been simpler. FileDirector's Microsoft® Office Integration takes just a click of the mouse to capture documents, spreadsheets and email.

Paper Documents

FileDirector has capture capabilities included within the standard Client software, so there is no need to run one application for capturing, and another for retrieving. Also, Scan Profiles can be created, which hold the settings for the capture device, and can also be configured to store documents under specific categories. FileDirector supports thousands of input devices, with its support for ISIS, TWAIN and its folder watch facility enabling you to send documents from your MFP directly to FileDirector.

If you already have a document in a folder on your system then you can quite simply drag and drop the file into FileDirector and the index capture then allows you to add the index information to the document prior to filing it away.

Tiff Writer

This add on allows you to 'print' documents to FileDirector. Using our Windows driver, which you can select just as you would any other printer and print the document and then index using the image capture window, saving you the cost of printing it and scanning it in. This is particularly useful where you want a date and time stamped copy of a document say an email that can be used in an evidential way that is a record of the wording at that particular moment in time.

Get Your Documents
into the system
quickly and easily.

The screenshot displays the FileDirector software interface. At the top, there are tabs for 'Start', 'Display', and 'Edit'. Below these are various icons for document management, including 'Search results', 'Local Documents', 'Inbox', 'Add to local list', 'Fit all', 'Fit width', 'Original size', 'Zoom area', 'Zoom in', 'Zoom out', 'Right 90°', 'Left 90°', and 'Rotate 180°'. The main window is titled 'Document (1/1 - Front)' and shows a scanned invoice from 'Spielberg Document Management Asia Pty'. The invoice details include: Eastern Connection, 35 King George, London W3J 6PW, UK. Invoice Date: 01/05/2006, Invoice No: 112944, Order Date: 28/04/2006, Order No: 11056. A table lists items: 7 Uncle Bob's Organic Dried Peas (40 units, £30.00), 55 Pilsn chinos (35 units, £34.00), and 60 Caranabee Penalt (50 units, £34.00). Subtotal is £32.00, Freight is £278.96, and Total is £4,018.96. The 'Control box - FD Features' on the left includes 'Search', 'Edit', and 'Scan' buttons, and a 'Profile' dropdown set to 'Invoices Import'. Below this are fields for 'Category' (Scanned Invoices), 'Name' (EASTERN CONNECTION), 'Invoice No' (112944), 'Order No' (11056), 'Date' (01/05/2006), 'Amount' (£4,018.96), 'Company Reference', and 'Status' (New). At the bottom, a 'Search results' section shows 'Local documents' with a table of scanned invoices.

Item ID	Product Name	Quantity	Unit Price	Amount	Tax	Net Price
7	Uncle Bob's Organic Dried Peas	40	£30.00	0%	£1,200.00	
55	Pilsn chinos	35	£34.00	0%	£1,190.00	
60	Caranabee Penalt	50	£34.00	0%	£1,700.00	
Subtotal						£3,190.00
Freight						£278.96
Total						£4,018.96

Name	Invoice No	Order No	Date	Amount	Compan...	Status
EASTERN C...	112944	11056	01/05/2006	£4,018.96		New





Finding and Viewing

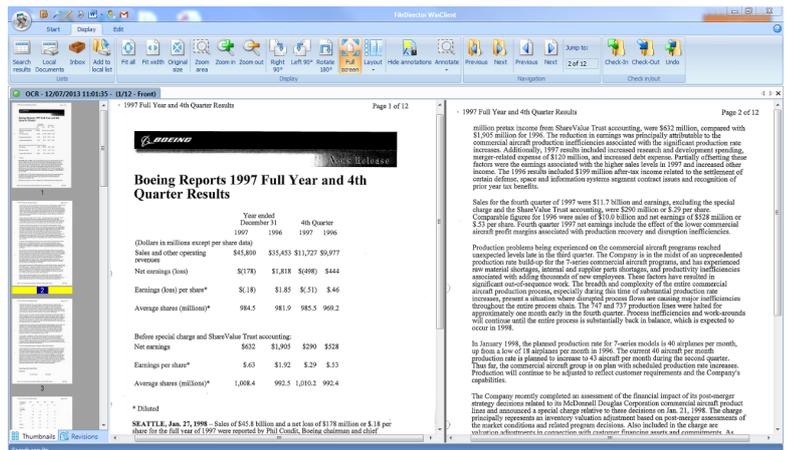
Retrieving Information

Retrieving documents is a simple task. Type in what you are looking for into the index fields, and you'll get a list of documents back, which you can then view. Or use the full text search option, to find documents that contain the word or phrase you want to look for.

Find Your Documents quickly and easily.

Finding Documents

You can search across a whole Cabinet, or just within one Document Type for the information you are looking for. Just use the index fields that have been defined within the cabinet, and these can be set to do specific match searches, or wildcard and range searches.



The documents that are found that match the criteria you set will be shown in a list, which can be sorted and filtered. On this list, just double-click on the document you want to see, and it will be shown in the document display window.

FileDirector also includes retrieving documents using just a web browser.

Viewing Documents

Viewing documents cannot be more straightforward. Just double-click on the document record, and it will be opened. FileDirector supports over 200 different file formats. You can easily page through in either book or duplicate page mode, with or without thumbnails, and look at any previous versions of the document, if it has been revised. With duplicate view you can also open and look at several documents at once.

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