

IntrospeQt InstaCapture

Document Capture Simplified

INTROSPEQT

InstaCapture™ WorkGroup is a feature rich document capture solution designed to rapidly capture and transform paper documents into text-searchable electronic assets. Suitable for organizations that seek to distribute their document capture activities across a workgroup, it offers users function-specific modules to Scan, Index, Review (QA) and Search. One or more of these modules can be deployed across a workgroup. With compelling features to completely automate the capture process—automatic indexing, automatic document recognition, zonal optical character recognition, full-text search and searchable PDF's— organizations can easily distribute capture activities and rapidly transform their paper assets into readily actionable knowledge assets.

Document Capture Distributed

InstaCapture WorkGroup enables organizations to distribute document capture with its simple scan, index, review (QA) and search modules. With configurable scanning profiles, documents can be scanned at source in color, black and white or grayscale. Multiple profiles can be set-up to handle varied capture requirements. To ensure optimal image output, the resolution and size of the images can be predefined and even blank pages removed. Scanned image quality is further enhanced with features such as image re-size, de-skew, rotate, zoom and crop.

Multiple document recognition modes such as automatic document recognition (ADR), document position, barcodes and patch codes are used to automatically separate and classify documents. Automatic indexing is enabled by powerful zonal optical character recognition (OCR), barcode indexing, rubberband OCR and guided indexing. Review step enables quality check to ensure accuracy before release. Indexed documents stored in the InstaCapture storage system can be easily searched with full-text search and documents converted into searchable PDFs.

InstaCapture WorkGroup can be leveraged both as a stand alone capture solution and a front-end capture solution to an existing Document Management Systems (DMS). Deployed with an add-on module, iConnect (a connector module), it can seamlessly transfer captured documents and their properties directly to your DMS. Connectors are now available for leading DMS—FileNet, Alfresco, DB2 Content Manager, SharePoint, KnowledgeTree and Karomi.

Test Drive WorkGroup
—download a evaluation version at
www.introspeqt.com/icapture.htm

How InstaCapture WorkGroup Works?

Process Snapshot

Scan Module

- Batch scan paper documents from source or bulk import scanned images from file system

Separate Module

- Manual or automatic separation of documents with various document recognition methods

View and Index Module

- View, enhance or modify document images
- Index documents with relevant references

Review Module

- Review (QA) and release documents to storage system

Search Module

- Search, retrieve and view documents
- Convert to searchable PDFs

Capture Overview

2. Classify/Separate

1. Scan /
Import
Source

5. Search/
Retrieve

3. View/
Index

4. Review/
Release





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Enabling Efficient Document Capture— What InstaCapture WorkGroup offers:

Scan Management Features

- Handles ad-hoc to complex batch scan
- Supports bulk import of scanned images
- Manual and automatic document separation modes
- Configurable scanning profiles for document types
- Black & White, Greyscale, and Colour Scanning
- Multiple recognition methods (ADR, Barcodes, Patchcodes and Position)
- Multipage document editing, drag and drop images into batches, delete or insert images
- Multiple electronic image formats (TIF, JPG, PNG and BMP)
- Post scan conversion to searchable PDF format

Image View Features

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- Easily Zoom, Re-size, Rotate images
 - Enhance images with image de-skew
 - Automatic blank page removal from batch
 - Options for image cropping & derivations
 - Enables multi-page document editing (delete, insert, edit)

Index & Search

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- Automatic indexing—barcode indexing and Zonal OCR
 - Manual indexing with rubber-band OCR and guided indexing
 - Full-text search and simple meta-data search
 - Post scan conversion to searchable PDF's

User Interface & Deployment

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- Out-of-box desktop capture modules—Scan, Index, QA, Search
 - Compatible with all TWAIN scanners
 - User installable and production-ready within hours
 - Simple and easy to use
 - Easy to configure—no coding required

System Requirements

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- Microsoft® Windows® 2003 and 2008 with latest service pack; Windows XP Professional with latest service pack, Windows Vista®
 - Minimum 256MB of RAM. 1GB of available hard disk space (recommended)
 - Microsoft. Net Framework 2.0
 - SQL Express 2005/2008 or SQL Server 2005/2008

Discover the benefits of InstaCapture™

Make the most out of IntrospeQt InstaCapture and unleash the power of information locked in your paper assets. InstaCapture comes in product variants to suite your unique business needs—**InstaCapture Desktop, Advantage and Workgroup**. These are supplemented with effective add-on modules such as **iConnect** which enable seamless document capture integration with leading DMS such **FileNet, Alfresco, DB2 Content Manager, SharePoint, and Karomi**.

Need More Information?

Get started today to discover the benefits, contact us for a product demo or to purchase your copy of the InstaCapture software license. For more information logon to our website www.introspeqt.com or contact our sales team on +91 9448141363