

Document scanning and text capture software from FileHold empowers organizations to make the “paperless office” a reality. Included with the FileHold software purchase is a smart document scanning software that can convert mountains of paper into a secure, manageable electronic library.

The FileHold server side OCR feature can provide OCR (optical character recognition) for PDF and TIFF documents that already exist in the FileHold library so that they can be indexed and searched.

FileHold Scanning and Imaging Solutions

Document scanning and data capture

Offices today are overwhelmed with information — with much of it still on paper. The business challenge is to reduce paper, manage the information, find what you need when you need it, and stay in compliance with regulations about data retention. With the scanning and OCR solutions of FileHold, convert space-consuming paper to usable, compliant, searchable electronic information.

"Estimates are that 35-50% of company information is not centrally indexed and searchable. Other surveys put this figure at as high as 80%" - IDC White Paper

Scanning documents just to store them in overstuffed file servers or isolated workstations only adds to the electronic chaos. FileHold offers the missing piece. The FileScan Bridge is designed to bridge the gap between scanners or multi-function centers and the searchable, organized storage of FileHold.

As an out-of-the-box scanning solution, FileScan Bridge addresses all of the key challenges when scanning and processing paper documents en masse. Working with third party scanning software, such as SmartSoft Capture, scanning solutions helps companies:

- Streamline the scanning process. Increase scanning throughput with features like job separation and process automation to streamline the entire batch scanning process from paper to repository. This enables fewer people to process more paper.
- Reduce filing and classification effort through automation. Manually filing scanned documents is an error prone and labor intensive process. The scanning software can automatically detect data from a page and the documents can be filed according to established rules.
- Distribute the scanning load to remote locations. FileScan Bridge supports the scanning of documents from scan stations at remote locations that are not on the same network.
- Full and zonal OCR (optical character recognition) technology converts paper into full searchable, electronic documents.

FileHold Systems Inc.

4664 Lougheed Highway
Suite 250
Burnaby BC, Canada
V5C5T5

Tel: 604.734.5653
Toll Free: 1.800.833.1202
Email: sales@filehold.com
Web: www.filehold.com

FileHold scanning features

- **SmartSoft Capture** is a data capture software that automates the process of capturing form type information from documents such as invoices, purchase orders, cheque requests, payslips, and so on. It automates the recognition of scanned or existing image documents and validates the captured information. If the automatic data capture results do not satisfy the confidence levels, the data field is highlighted so that the user can confirm the information captured. As you continue to scan documents, the system is “trained” on where to find the information on a page. Manual intervention becomes minimal as the software learns to recognize your documents.
- **Managed Imports** tool is an interface between the scanning software and FileHold. This is also known as the FileScan Bridge. Import profiles are configured to import any scanned PDFs and XML file information into the library. Managed Imports can also perform database lookups during the import process and auto-filing scripts to automatically set the destination location for the documents.
- **Watched Folders** are used when scanning documents into a folder location on a local computer or network. The watched folder “watches” for any new scanned documents to appear in the folder and will be imported into FileHold. Documents can have the metadata and library locations already populated based on the watched folder rules.
- **WebCap** is a web-based scanning feature that can be used to scan and store documents from anywhere there is internet access. This feature appeals to organizations that have remote offices or mobile workers who need to scan documents such as receipts or expenses while on the go. All users have the same software regardless of what TWAIN compatible scanner they have. Microsoft Internet Explorer, FireFox, and Google Chrome browsers are supported.
- The **FileScan Bridge** supports third party scanning software such as Kodak Capture Pro, Kofax Capture, and ABBYY FlexiCapture.

ABOUT FILEHOLD

FileHold document management and records management software is an off-the-shelf solution that ships pre-configured with user roles and an intuitive and friendly file structure that mimics the physical filing hierarchy of Cabinet / Drawer / Folder. The software installation is fast and easy compared to “platform” based products that can require consultation and IT resources often measured in weeks and months.

Our document management software allows companies to embrace the paperless office. Our standard software features and optional modules will meet your company's needs.

Server side OCR

The FileHold server side OCR feature can provide OCR (optical character recognition) for PDF and TIFF documents that are in the FileHold library so that they can be indexed and searched. This feature is useful when you’re receiving documents from outside sources in an electronic format that do not have a searchable text layer. Server side OCR eliminates the need to OCR the document in other software or utilize the wasteful process of printing out the document and scanning it back in.

The OCR mechanism is located on the FileHold server which uses a queue to process the documents. The server will automatically recognize the documents that are missing the text layer and add them to the queue. Once the mechanism completes the processes of OCR’ing the document, the document is checked in as a new version that contains a text layer that allows the document to be indexed and searched within the document management system.