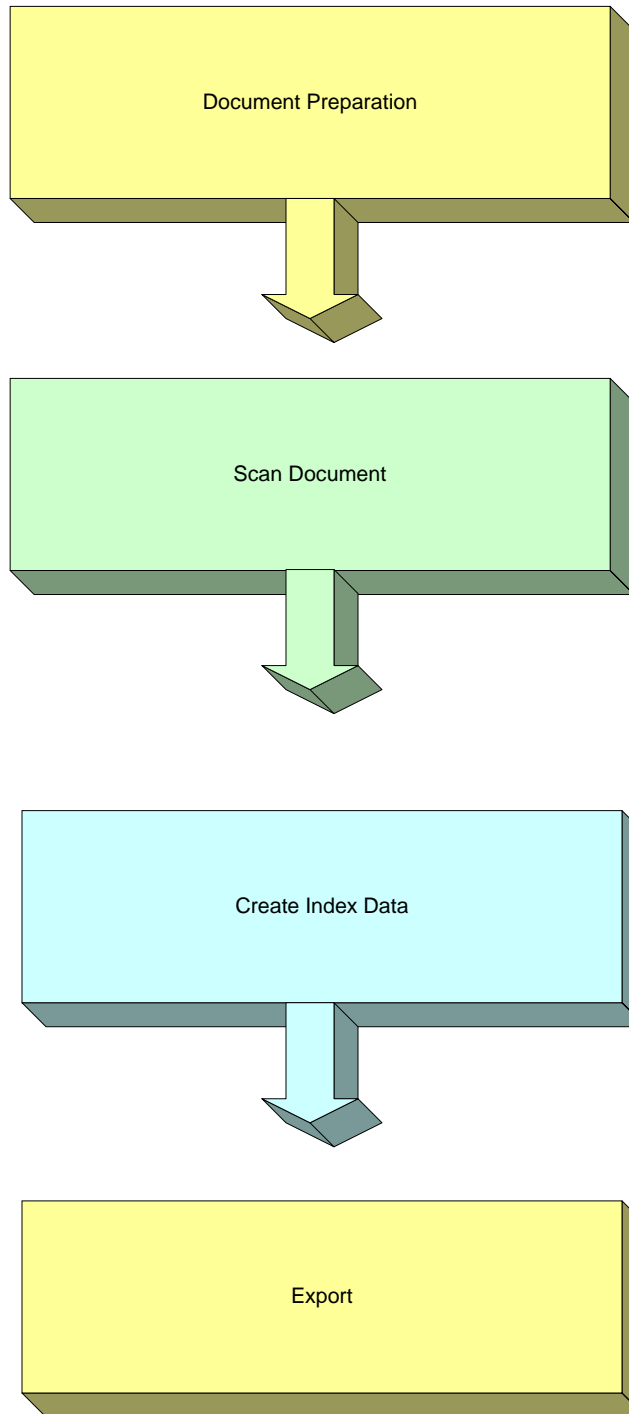


Typical Document/Image Capture Process



Document Preparation

Although document preparation is a very important step in the process, it is often overlooked. This step involves taking the paper documents out of their individual folders, removing staples and paper clips, inserting document separator sheets and organizing the documents into easily managed batches.

Depending on the condition of the documents, minor repairs to tears may be required. In addition, this step includes logging the work into a process control system so that no document or group of documents ever gets "lost" during the capture process.

Scan Document

Once the documents have been properly prepared, they are ready for scanning. The quality and features of the actual scanner equipment that is used are very important aspects of the process. Not all scanners produce the same quality of images. Wide variations in the cleanness and legibility of the resulting images can occur depending on the scanner used.

For example, Kodak scanners feature some of the most trouble-free and flexible document transport features. In addition, features like Kodak's Perfect Page technology, actually eliminate the need for separate time consuming image cleanup steps, while producing a pristine, and properly oriented image.

Create Index Data

Index information is used to help you quickly find a specific document image. For example, if you scanned cancelled checks, you might want to be able search for a particular check by check number, payee, or date. This step in the process captures this data for use with an image retrieval system or a document management system like IMR's Alchemy software.

Depending on the type and volume of information to be captured, the amount of manual keying is greatly reduced by the use of intelligent character recognition software like Captiva's FormWare product.

Export

Once the index data is associated electronically with the proper images both the index and the images are ready for exporting into a database or repository. The format of the export data depends on the nature of the final repository. Typically, images are exported in either "TIFF", "JPEG", or "PDF" formats. Of course, other format options exist. Alchemy, for example, support over 250 different file formats in its document management software.