

Document Imaging

What It Is

OnBase Document Imaging enables paper documents to be systematically captured and stored in standard electronic formats. By converting paper documents to images, OnBase reduces physical storage costs, enables documents to be securely utilized and shared, and results in faster retrieval of business information. Documents can be scanned with any TWAIN, ISIS™, or Kofax™ compliant scanner. Documents are scanned (individually or in large batches) into user-defined queues. These Scan Queues are easily customized to meet business or departmental business needs. The documents are scanned, indexed, and archived into OnBase, taking advantage of several methods for automating document indexing and capture.

How It Works

Scanning can be performed on any TWAIN, ISIS™, or Kofax™ compliant scanner. The user selects from authorized, pre-defined queues, customized by an administrator to meet the business needs of the scanned documents. Scanned pages are saved into standard image file formats, with selected image processing options. Indexing documents can be accomplished in several ways. OnBase supports Kofax bar code and patch code recognition, enabling automated indexing when scanned. Batches that need to be indexed reside in the Awaiting Index queue. From this queue, documents are indexed while on screen. Users can skip images, delete images, re-scan, or create multiple page documents with simple thumbnail drag and drop functionality. Optional use of our Application Enabler, offers automated indexing, via keyword scraping from enabled line of business applications. Further processing can include Double-Blind Indexing, Re-Indexing, PDF conversion and others from more than 80+ configurable processing options. Your imaging solution can also be further customized with complete support for VB scripting.

In order to provide a wide range of forms processing options, OnBase also has seamless integrations with several popular forms processing applications that offer front-end automated form recognition and indexing.

Who Will Benefit

OnBase Document Imaging benefits any business that needs to electronically store, retrieve, and secure paper documents.

Technical Features

- Supports Kofax™, ISIS™ and TWAIN compliant scanners
- Sweep images and other electronic file types
- On screen document separation
- PDF conversion
- Image and index QA steps
- Double-Blind indexing
- Manual or automated separation of pages into documents
- Bar code and patch code recognition
- Automate indexing with Application Enabler or AutoFill Keyword Sets
- Drag and Drop functionality for thumbnail page re-arrangement

Business Benefits

- Reduced storage and retrieval costs
- Flexible indexing and processing options allow custom solutions without the cost of custom programming
- Pre-defined scanning reports for determining scan/index history, and user performance
- Scalable installations to accommodate any document volume, or remote location requirements

System Requirements

- Production Imaging or Desktop Imaging workstation license
- OnBase Client license (included with Production Imaging)
- Kofax Adrenaline required for bar code and patch code recognition