Document Capture Made Easy:
High Performing Automation to Fit Your Everyday Needs

There are many myths about document capture solutions and how these applications work. Many people assume capture technologies are too complex and costly. Or, they consider their current scanning frequency too low to gain the true benefits of capture automation. But these theories no longer suffice. Regardless of company size and scanning capacity, document capture solutions deliver valuable advantages that directly impact business efficiency by eliminating inefficient paper-based processes. Best of all, it doesn't take an expensive solution to attain these benefits. Understanding how document capture automation works will open your eyes to the ROI that can be gained - let's explore:

Step 1: Capture & Extract

Beyond scanning and storing, document capture software converts paper into digital information, to drive business data to the applications that process it, and the employees who manage it. The software acts as a universal point of entry for documents from any device, including desktop scanners, multi-functional printers (MFP), and even watched network directories.

Built for organizations looking to implement document capture automation at the general level, introductory capture technologies presents intuitive design surfaces for building capture workflows that users quickly understand. Whether you're looking to capture a few thousand pages a month, or hundreds of thousands, your desktop scanner presents advanced paper handling capabilities that work with the software to consume mixed batches of documents in a variety of sizes, and digitize them instantly.

Once captured, your documents are converted into editable, text-searchable files to streamline the data extraction process. With powerful features at your fingertips, users can activate image enhancement, document separation, barcodes or OCR-

enhanced KeyFree Indexing to extract critical information directly from the touch panel of an MFP. As the documents are being scanned, key information fields like Vendor Name, PO Number, Payment Date, etc. are all being captured and entered into the system, and sent to the appropriate archive destination. Plus, as web-based solutions, there's no client to install, making document capture software a top-notch product that is easy to use and support.

Step 2: Route & Notify

Through intuitive document workflows, the incoming data extracted is then assessed and routed directly to the departments who need it, empowering teams with immediate access to new information. Whether you're using a desktop scanner or MFP, document capture solutions route data and documents based on how the captured information is classified. This data can be shared to a network location, CSV, Microsoft SQL Server, or even be sent to a newly system-created folder.

Users can get started from the touch panel of the MFP, by simply creating a Capture Workflow or selecting an existing workflow from the drop-down list. Popular workflows scenarios include scanning invoices to accounts payable, scanning applications to human resources, or scanning employee requests to management. When a new document enters the workflow, the system automatically notifies the appropriate department manager of newly arrived data, so that work can be completed quickly, efficiently, and without delay.

By leveraging workflow activities, including automated document separation, barcode recognition and email notifications, the capture process is streamlined with minimal-to-no user intervention. Working as a network traffic cop, directing documents to their digital location, capture automation software simplifies document-centric tasks through highly efficient workflows that start at your scanning device.

Step 3: Integrate & Release

With capture automation, integrating extracted document data with the business programs your team uses every day is easy to do, and delivers an immediate impact on productivity. Document capture solutions work to streamline processes and automate workflows between programs by integrating your desktop scanner or MFP with the full power of [document management](#).

Extracted data from scanned documents is automatically imported into common applications, enabling your team to better manage critical, business specific information. Users can immediately scan documents from the desktop scanner directly into their existing programs which could include accounting applications, CRM platforms, HIPAA-compliant patient portals, and more.

Document capture solutions can also take extracted information and release it to your preferred document repository, including the Windows File System, Microsoft SharePoint, Microsoft OneDrive, or Square 9's GlobalSearch and GlobalSearch C2 enterprise

content management (ECM) platforms. Documents can be distributed to a network share or to any ECM solution of your choice, keeping newly captured information easily accessible and always available for streamlined productivity across an entire organization.

When people initially think of document capture automation, they assume it's too complex, when in fact, it's quite simple. Designed to grow with your organization, document capture solutions provide the flexibility to purchase for your current needs, plus the confidence to add functionality for unanticipated changes in necessities down the road. Solving common business challenges across all industries and departments, capture automation addresses pain points with minimal impact on staff, enabling organizations to save time and money by working more efficiently. Learn more about the impact capture automation solutions can bring to your organization by contacting Square 9 today.

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