



A CONTENT SERVICES COMPANY

DESKTOP CAPTURE

Now there is an easy and cost-effective way to capture paper-based or electronic documents into any content-management or business system. Accounts payable invoices, checks, order confirmations, bills-of lading, certificates of insurance, vendor credit applications, correspondence, emails, and any other forms or business documents are indexed, validated and archived for later retrieval.

Here's how it works

Paper Documents

Desktop Capture initiates the scanning process; scan one or multiple documents and watch as Desktop Capture automatically creates a PDF, separates, classifies and acquires valuable metadata from barcodes for indexing or performing a database lookup to validate and extract additional metadata for later use.

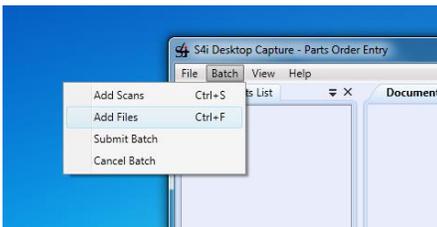
Electronic Files

Capture documents from your desktop, a file folder on the network, your email inbox or any other location by browsing to the desired file or simply drag and drop into Desktop Capture where documents are classified and indexed. Integration with other business applications enable intelligent classification and the addition of metadata for storage and retrieval.

Managing a mixture of documents all at the same time has never been easier; move pages around, delete pages or documents, add to a document, classify, add your metadata or let the system do it for you.

Coming Soon!
Zonal OCR and full text extraction

Here's the details



Capture

- **Initiate the scanning process** from any attached scanner.
- **Drag and drop** files, emails or attachments into the documents list.
- **Browse for files** by selecting Batch ⇌ Add Files from the menu.

Work with your scan or captured documents from ONE simple to use interface!

Automatic Document Separation

Desktop Capture can be configured to automatically separate and classify documents as they are scanned, enabling you to scan all your documents as a batch without manually organizing pages into documents. Scan mixed document types and classify your documents on the fly!

Preview

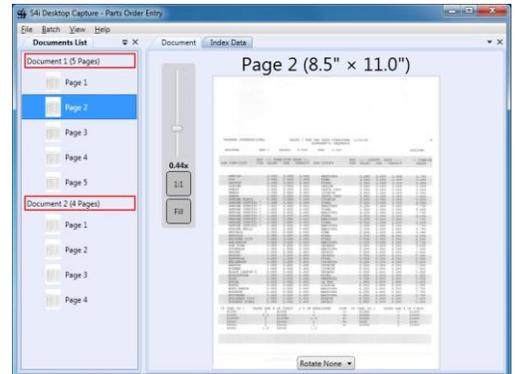
Previewing pages enables you to check that documents were scanned properly. Scanning errors are revealed quickly and easily. Pages can then be drag and dropped into a different document set, re-sequenced, new pages added or deleted.

Indexing

Desktop Capture adds metadata automatically from barcodes and database lookups. This is ideal for disparate document types that have inconsistent formats as it provides:

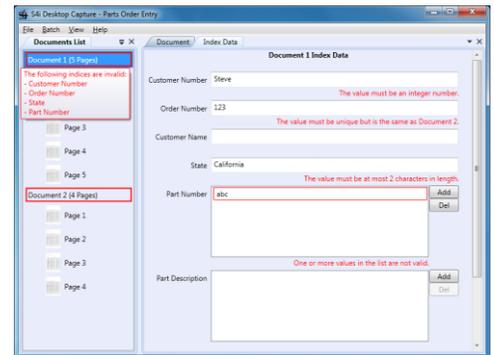
- Greater productivity
- High rate of accuracy

Optionally, users can add indexes manually to further enrich the content.



Validation

Desktop Capture applies validation rules to ensure that documents have sufficient information to be submitted and are formatted accurately. Metadata can be validated against a database to minimize user error and pull back additional information.



Client Requirements

Software and Operating System

- Desktop Capture requires Microsoft .NET Framework 4.0 Client Profile or later
- Windows 7 or later



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