

Less Work, More Flow...

An in-box in Minneapolis overflows with applications, a stack of contracts in Miami needs to be delivered, invoices processed in London, and emails answered and routed in Dubai. It's easy to see that we are in a worldwide Information Age, and that the information is coming at us fast and furiously. According to a 2005 study, employees spend more than 27 hours a week searching, gathering and analyzing information.¹ These same employees also spend 3 hours a week recreating lost content.

The paper documentation that continues to balloon in the "paperless" workplace is certainly an obvious problem, but substituting paper for electronic documentation is not the panacea that it may seem, because like paper, electronic documents need to be processed, filed, distributed and archived.

A 2005 IDC study found that businesses anticipated having to increase their data storage requirements by 40 to 50 percent.²

This overload of information is not just a nuisance. It is a very real profit inhibitor, costing companies millions of dollars a year in lost information, errors in manual data entry, storage space fees, copying and faxing expenses, shipping and courier costs – just to name a few. As a matter of fact, the average amount of time wasted on document-related, non-value added tasks is as high as 30% – 40%.³

The average organization:

- Makes 19 copies of each document
- Spends \$20 in labor to file each document
- Spends \$120 in labor to searching for each midfield document
- Loses one out of every 20 documents

Content and Document Capture

There are almost as many companies providing document management software as there are companies who need it, and they all base their products on the technology of content and document capture. The end result is to develop the most cost-effective, efficient and easiest way to automate business processes.

¹ Feldman, S., et al. (March 2005). The hidden costs of information work.

² DuBois, L. (November 2005). Viewpoint: Unstructured Data Classification Mitigates Compliance and Security Risks.

³ University of California study.

Document capture technologies handle scanned documents, imaging devices, indexing images, and processing of data into back-end applications. Content capture technology, expands the capture spectrum beyond document scanning to include all other types of corporate content.

A successful deployment of a document management solution depends on the assessment of an organization's capture needs. Defining and managing corporate content enables organizations to deal with content as a whole, uniformly administer content capture business rules properly manage corporate business content capture, and in the end – effectively control cost.

The overall benefits are tremendous: reduction in handling, processing and storage expenses, increased security, decreased document loss, faster processing, better customer service response – and more. This is the new generation of business automation. The one that started in the Industrial Age is now ending at the Information Age.

Distributed vs Centralized Content Capture

It is important for a company that is interested in a document management solution to look at their current business methods of dealing with content capture. Two of the basic ways of capturing content is one, from a central location – called Centralized Content Capture; and two, from a de-centralized location, commonly known as Distributed Capture.

Both of these methods can theoretically stretch their boundaries, for example, it is possible to use the internet to convert a centralized content capture center into a decentralized and distributed internet-based environment. But, to begin, it is important to understand the concepts that underlie the two main types of content capture: Distributed and Centralized.

Distributed Capture

Often corporate content is distributed within multiple departments, office and locations. For these organizations distributed content capture is the most effective solution to get the documents and information to multiple locations. An example is a medical facility that has patient records, doctor's prescriptions, insurance claims and HIPPA paperwork that needs to be shared between multiple facilities, departments and off-site locations. With a distributed capture system, the medical facility can use Fax servers, desktop scanners, and network scanners to route the documents and information to all those locations.

Centralized Content Capture

Centralized content capture is at the opposite end of the spectrum because it assumes that documents can be captured and processed from one location. For example, in an insurance claims processing center all claims are sent to a central site where they are processed and then routed to their destinations. A mailroom is another good example of centralized content capture. Paper mail enters the mailroom and then is scanned, processed and distributed to its recipients.

AutoStore

AutoStore is versatile content and document management software that can capture content from either centralized or distributed locations. It streamlines information right from the point where documents enter your company. AutoStore instantly and securely captures paper OR electronic documents, performs various document processing functions such as converting to a PDF format, and delivers it all to your enterprise repository or business application.

AutoStore is the flagship product of Notable Solutions, Inc. (NSi). NSi was founded in 1995 to provide complete technology solutions in software development, system engineering, technology training, and business consulting. Over the next twelve years, NSi evolved towards software and hardware design, development, network integration, and document management systems.

In 2001, NSi introduced AutoStore, the first in the family of NSi's document management products. AutoStore's robust design and full-service document capture software has paved the way for NSi to become a leading provider of information capture and business automation tools.

What makes AutoStore unique?

(Please see Table I for technical features.)

1. Universal Content Capture

AutoStore captures content from virtually any source and in any format. Send paper and electronic documents from scanners, digital copiers, MFPs into business workflows. Create business workflows that capture documents from secure FTP sites, network folders, email accounts, and user desktops. AutoStore seamlessly integrates an organization's networked devices with business applications, and provides efficient and scalable solutions for either distributed or centralized capture.

2. Store and Access Content Easily

Store content easily to business applications and document management systems, and retrieve it just as easily from a variety of sources such as desktops, MFPS, and other applications. User authentication is even available right at the device panel, by navigating business workflow options previously setup by an administrator; this allows organizations to centrally manage all content submissions using customized rules. Not only is an audit trail created for stored data, but users who aren't technically proficient can easily perform the data storing processes.

3. Works with all Major Manufacturers

Sometimes changing business needs requires a switch from one copier or scanner to another that is better in price or functionality. If you use a device-specific middleware, you are restricted to a single capture workflow technology. AUTOSTORE works with a wide variety of leading brands such as Canon, HP, Kodak, Kyocera, Sharp, Xerox – and many more. With AutoStore, changing or introducing a new device is as easy as plugging it into the network.

4. Document Enhancement

Improve document quality right at the beginning of the business workflow process. Digital documents may be damaged or lack clarity. With AutoStore, it is easy to improve the quality of these documents before saving the content to the document management system. Some of the image enhancement features include: dot and hole punch removal, despeckle and deskew, trim edges, smooth text, and remove blank pages. These features reduce document preparation time as well as the need to rescan.

5. Forms Recognition

Organizations spend too much time manually processing invoices, claims, applications, and other forms. AutoStore can read barcodes, text, and handwriting, so no matter what kind of form lands on the desk, or what format it is in, AutoStore will classify the document and extract the information. Manual errors are reduced and documents are processed faster.

6. Facilitate Compliance

Compliance mandates recording and tracking of sensitive information. AutoStore components can accommodate all regulatory and compliance requirements with date/time marks, watermarks, stamps, or by sequentially numbering documents. Customize with fonts, colors and positioning, overlay or burn the stamp on the image. TIFF and PDF formats are supported. Stamping and marking uniquely identifies document pages, provides an audit trail, and enhances eDiscovery and document retrieval.

7. Safeguard Documents with Encryption

AutoStore encryption, security, and personalization components safeguard not only documents, but also the processes used for saving the documents. In addition, permission-based access to business workflows significantly enhances enterprise security. Give users prompt and easy access to their personalized business workflows from the front panel of the MFP, while maintaining the utmost in security by capturing and storing content to secure FTP sites.

8. Cost Tracking and Recovery

Frequently businesses need to recover their costs from processing paper documents. This requires page count tracking by the type of document processed. This is particularly useful for client bill-back, monitoring employee performance, and for reviewing workflow utilization reports that can determine staff allocation and changes to business processes.

9. Desktop Scanning and Document Management

Desktop scanning with AutoStore allows you the same capture, process and route features that are found on network devices. With desktop scanning, the user can scan, file and store documents right from their desktop. For example, using a desktop scanner, an accounts payable clerk can scan and link an invoice directly to a transaction in the accounting system, making filing and information retrieval much faster and reducing manual errors.

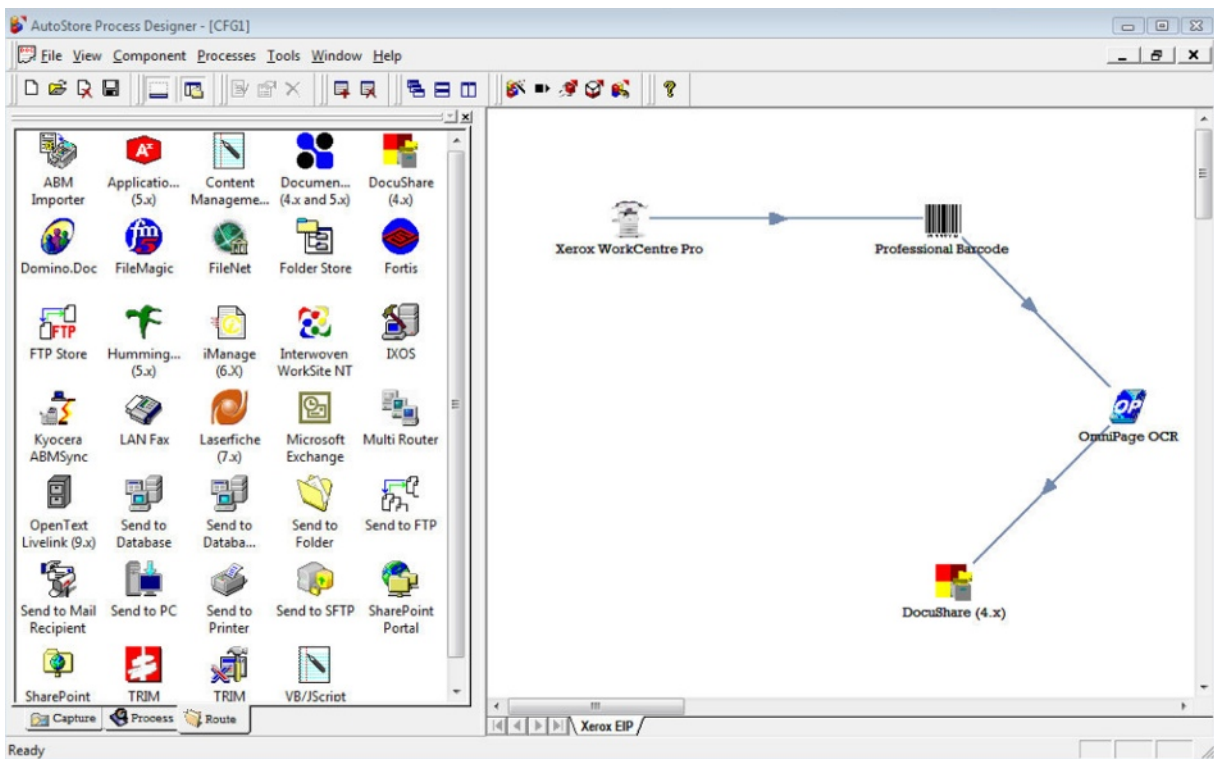
10. Fully Customizable

Unique business processes require unique capture workflow solutions. AutoStore is fully customizable and can extend or supplement any feature of the business workflow. AutoStore scripting component along with the open API toolkit allows you to develop custom workflows that suit your organization's business processes. Efficiency is increased and costs are decreased when workflows adapt to an organization's requirements.

How does AutoStore Work?

AutoStore is a server-based process. To set up AutoStore, an administrator maps out a capture workflow using the easy-to-use Visio-like AutoStore Process Designer (APD). This allows administrators to graphically connect the desired AutoStore components together to create personal functionality. Once the capture workflow is in place, it runs as a Win32 service in the background on the server. That is the last time the administrator will need to manage the AutoStore server.

Users simply walk to their MFPs and copiers, place the documents on the scanner, and select from the custom buttons on the panel of the device created by AutoStore. A single click and documents are scanned into the workflow.



Technical Features of AutoStore Values

Table I

<p>Universal Content Capture</p>	<ul style="list-style-type: none"> • Captures business directly from any source: Scanner, MFP, PC desktop, public/private folders, FTP site, email, MS Office applications. • Front panel display option for walk-up users on various manufacturer MFPs. • Index-data-entry from MFP front panel or desktop. • Centralized IT management of business workflows on participating capture devices. • Authenticates business workflow users by LDAP address book integration for MFPs.
<p>Store & Access Content Easily</p>	<ul style="list-style-type: none"> • Index document at the point of capture. • Routes document to a variety of destinations: <ul style="list-style-type: none"> ➤ Fax Server ➤ Email Server ➤ Secure FTP sites ➤ ODBC compliant database ➤ Folders ➤ PCs ➤ Printers • Supports a variety of DMS <ul style="list-style-type: none"> ➤ Application Xtender ➤ Documentum ➤ DocuShare ➤ Domino.Doc ➤ FileMagic ➤ FileNet ➤ Fortis ➤ Hummingbird ➤ Interwoven ➤ IBM CMB ➤ LaserFiche ➤ Lotus Notes ➤ Microsoft Exchange ➤ OpenText LiveLink ➤ SharePoint 2003, 2007 ➤ TRIM Context ➤ Worldox ➤ All WebDav-compatible DMS

<p>Works with all Major Manufacturers</p>	<ul style="list-style-type: none"> • Works with a wide variety of manufacturers: Canon, HP, Kodak, Kyocera, Sharp, Xerox
<p>Document Enhancement</p>	<ul style="list-style-type: none"> • Despeckle and deskew images. • Remove dots, hole punches and borders. • Smooth text, and trim edges. • Remove blank pages. • Split documents based on a variety of options.
<p>Forms Recognition</p>	<ul style="list-style-type: none"> • Read barcodes, text and handwriting. • Classify unstructured documents purchase orders, IRS forms, employment forms, based on pre-defined rules. • Extract valuable data from structured documents such as vendor ID, SSN, job opening ID, based on a zone or location within a department.
<p>Facilitate Compliance</p>	<ul style="list-style-type: none"> • Stamp and mark business and legal documents. • Customize font, color and position. • Create stamp prefix or postfix. • Overlay or burn stamp on image. • Support TIFF and PDF formats.
<p>Safeguard Documents with Encryption</p>	<ul style="list-style-type: none"> • Document encryption and MFP front panel personalization. • Encrypts sensitive documents. • Captures content from secure FTP sites. • Stores content to secure FTP sites. • Enables personalized workflow for users based on directory listing. • Integrates with Microsoft and Novell directory servers to retrieve user/group attributes for personalized workflows.
<p>Cost Tracking & Recovery</p>	<ul style="list-style-type: none"> • Stores tracking information in ODBC database for import into cost recovery applications.
<p>Desktop Scanning & Document Management</p>	<ul style="list-style-type: none"> • Scan, file and store documents from PC desktop • Uses same document management features as network scanners

Fully Customizable

- Supports .NET framework
- Open SDK supporting C++, c#, VB Net, VB and Jscript.
- Easy integration with full XML mapping.
- Scripting
 - Device level
 - Client level
 - AutoStore server
 - Field level scripting based on business rules.