

TriTek CapturePlus streamlines the document entry process and enables organizations to improve operational efficiencies.

Introduction

Operations centers often face considerable challenges associated with manually sorting mail, physically filing paper and distributing incoming documents throughout the organization. Labor intensive processes increase the likelihood of data redundancy, lost documents and a general inefficiency throughout the operation. TriTek's CapturePlus provides an alternative to such manual processes by streamlining and automating the document capture scanning and indexing tasks.

Seamless IBM FileNet Integration

IBM FileNet Capture software provides an effective foundation for improving document capture processes. However, for high-volume capture centers, the program's interface can be cumbersome and not easily customized. Adding key components or removing superfluous features can be complex and time consuming. To mitigate these issues, TriTek has developed an end user application, CapturePlus, on top of the IBM FileNet Capture framework.

Leveraging IBM FileNet Capture API, CapturePlus supports technology components and features of the core IBM FileNet software; including blank page detection, hardware and software patch and bar code recognition, fixed and variable document separation, automated document indexing based on constants, detected barcodes and other variables. In addition, CapturePlus supports all IBM FileNet Capture repository types. In summary, CapturePlus provides a more intuitive user interface, enhanced functionality, and greater capacity for customization to more efficiently meet the needs of a business.

Intuitive User Interface

Users of CapturePlus interact with a less complicated, more relevant interface by logging into a customized application specific to the processing requirements of the employee. The roles-based settings ensure that scanners only have access to functions that are pertinent to scanning documents and indexers only view fields and functions specific to the classification and committal of documents. Such permissions, fields, and functions are all easily configured through the CapturePlus XML configuration file.

The CapturePlus XML configuration consists of two primary files for each business area. The local configuration is stored on each scan/index workstation, holds settings that may differ across workstations, and indicates which global configuration to load. The global configuration file contains configuration for all the different document classes/settings and index field info as well as encrypted database connection strings, SQL lookup statements, etc. Through the XML configuration structure individual lines of business can maintain and enhance their CapturePlus system without custom coding or reliance on outside consultants.

Improved Business Practices

Automating business processes in a way that helps to maximize efficiency is one of the main benefits of CapturePlus software. By improving the way employees

CapturePlus seamlessly integrates with external systems, enabling the automated indexing of incoming documents.

scan and index documents into searchable, valuable pieces of information, TriTek positions companies to utilize information more effectively.

Scanning – The CapturePlus scan module enables the import of paper documents into the IBM FileNet environment. Using CapturePlus scan a user defines the batch type and properties, places the documents onto a scanner, and simply presses start. Documents can be reviewed and enhanced immediately after scanning to ensure document quality. Further, to enable faster indexing, batches of documents are sorted and may be automatically assigned values with affixed barcodes.

Indexing – The CapturePlus index module enables users to assign metadata to documents prior to committal. Within the index module, CapturePlus provides a number of value-added features:

- *Dynamic Index & Combo Boxes* allow users to see different sets of fields based on values such as document type.
- *Dynamic Lookups* improve the efficiency of indexers by importing information from a database and auto-populating the remaining fields after a key field is entered (e.g. entering an account number dynamically pulls remaining account information.)
- *Repository Filtering* ensures that each indexer is only presented with eligible batches.
- *Extensible Plug-in Architecture* allows designated events (e.g. on end of field, on end of batch, etc) to trigger calls to a configurable plug-in, thereby providing customized processing behavior and minimizing custom coding.
- *Comprehensive Error Logging & Performance Statistics* provide managers the metrics necessary to monitor and manage the productivity of employees.

Noticeable Business Improvements

CapturePlus implementations resolve many issues associated with manual document processing. The efficiency of existing data entry staff increases significantly, as they are able to automate many labor intensive tasks. At the same time, improved accessibility enables downstream processors to gain immediate access to valuable imaged content regardless of location.

For More Information

Additional information regarding CapturePlus or any of TriTek's award winning solutions can be found on:

www.triteksol.com