

An effective capture system is a critical first step towards a successful content management solution. If information is not accurately captured and properly stored and indexed in the system, the application cannot operate effectively.

The **INDICIUM Capture Series** completely automates the processes needed to capture, index and import paper and electronic documents into enterprise content management systems. The modules that comprise the **INDICIUM Capture Series** can exist in *any* environment, acting as a front-end to *any* content management system.

As a fourth generation product, the **INDICIUM Capture Series** is easy to use and includes deployment options to facilitate enterprise backup and recovery operations, as well as SQL-based configuration tools accessed via browsers to support the administration of globally-deployed modules from a central site.

The modules take their settings from a central SQL table, running as services where possible, or as application nodes in global networks. They act as import gateways to the content management infrastructure and integrate with workflow processes which consume, generate, and re-version documents.

Module	Function
<b>INDICIUM Capture</b>	Capture (scan) and optionally index paper documents.
<b>INDICIUM Parser</b>	Capture, separate, reformat, and index electronic documents including report spools, emails, incoming electronic faxes, desktop documents and digital files.
<b>INDICIUM Indexer</b>	Deploy stand-alone indexing stations, wherever needed in the network, separate from Capture modules.
<b>INDICIUM Gateway</b>	Import captured objects and indices into content management systems.
<b>INDICIUM Viewer</b>	View electronic documents and reports, in ad-hoc situations or integrated with system.
<b>INDICIUM Archive</b>	Compress and store original input for audit, recovery, or regulatory purposes.
<b>INDICIUM PDF</b>	Accept input files of any format and produce PDF and/or PDF + Text formatted files.

The **INDICIUM Capture Series** is widely used by our clients because of the tight integration with their content management and workflow infrastructures, and the high granularity of automated indexing.

### Capture

**INDICIUM Capture**, a highly intuitive capture solution, provides full scanner control, automated indexing capabilities through cross-referencing legacy systems, and image enhancement. It reduces time, paper and labor costs by scanning, indexing and storing scanned and other electronic versions of documents. The module was developed using the Kofax Development Toolkit and complies with all standard image controls developed by Kofax.

**INDICIUM Capture** utilizes features such as barcode recognition, Optical Character Recognition (OCR), and SQL database interfaces to load and/or validate index data quickly and more accurately than manual data entry. The modules are easily configured to accommodate new document types and to integrate with clients' ERP, database and legacy systems to minimize manual data entry of indices, making the process faster, more accurate and reliable.

Features	Integration
<b>Batch Scanning</b>	Custom indexing panels in Capture for process automation of indexing
<b>Barcode</b>	Process through OCR or PDF, or PDF + Text
<b>DB Lookup</b>	Populate database with object-ID for tight application integration
<b>OCR</b>	Forms processing (de-skew, de-speckle, etc.)



# INDICIUM Capture

## Parser

The **INDICIUM Parser** module is a powerful, flexible capture and indexing tool, which accepts report spools from host systems; separates individual documents from the spool; extracts indices; reformats documents or spools, and moves the indices and documents on to the **INDICIUM Gateway** for import to the target content management system.

In addition, it handles e-mail messages, incoming electronic faxes, and desktop documents such as word processing, spreadsheet, drawing and presentation files. With minimum customization, **INDICIUM Parser** eliminates human involvement in the capture and indexing process, except for monitoring and control.

Features	Integration
Updating of External Databases	Parsing information in documents being imported for intelligent rules-based processing
Automatically Initiate Workflows	Parsed information can be used for indexing, database lookups, automated workflow initiation, and/or file manipulation
DB & file lookup	Database lookups for additional index information

## Indexer

The stand-alone **INDICIUM Indexer** module operates anywhere in the network to enable local or remote users to load the index data describing a scanned document. Indices are associated with the document and placed into a queue for automatic importing by the **INDICIUM Gateway** module. Deploying indexing to other computers enables the process to separate from Capture, allowing higher volume scanning to proceed uninterrupted by indexing. **INDICIUM Indexer** supports SQL, ERP and legacy file lookups for loading and/or validating indices.

Features	Integration
DB & file lookup	Database lookups for additional index information; can load document ID from EDM, ERM or ECM systems

## Gateway

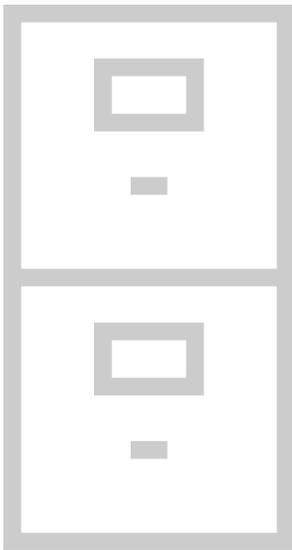
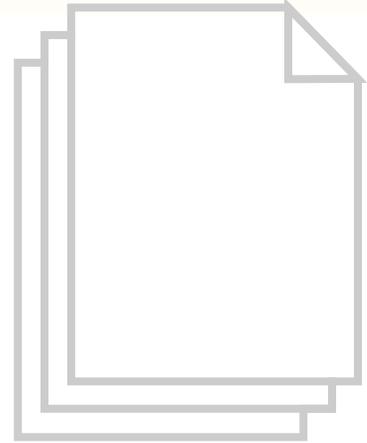
**INDICIUM Gateway** monitors queues and imports electronic documents, files and metadata into content management systems. The module imports any kind of object, including Word documents, spreadsheets, AutoCAD drawings or other objects (e.g., a zipped file) placed into the **INDICIUM Gateway** queue for storage into a content management system.

Solutions are customized to provide highly granular line-of-business integration. Integration is available to connect to SharePoint, creating a SharePoint taxonomy from extracted metadata and/or manually entered indices, which then stores the document in a SharePoint repository.

Features	Integration
Line of business application access	Data extracts, bridge table population, triggering stored procedures, coordinating multiple content management systems, and servicing global capture queues

## Viewer

With the simple press of a hot-key, the **INDICIUM Viewer** is launched using the index information extracted from your host application. The **INDICIUM Viewer** is designed to be used from any host application and can access document images, any electronic files and reports from multiple disparate systems. **INDICIUM Viewer** can also be configured to launch a full listing of available files for a particular client, account or patient.



## Archive

**INDICIUM Archive** compresses original input and permanently stores the compressed files. Many clients must meet audit recovery and regulatory requirements that demand the original input. This module instantiates itself as a service based on a timer and loads a compression application that in turn, loads its current configuration from the settings database.

**INDICIUM Archive** operates on the input queues as directed, compressing original input files and storing them as directed in the settings. This happens anywhere in the global network, including at an off-site storage vendor location.

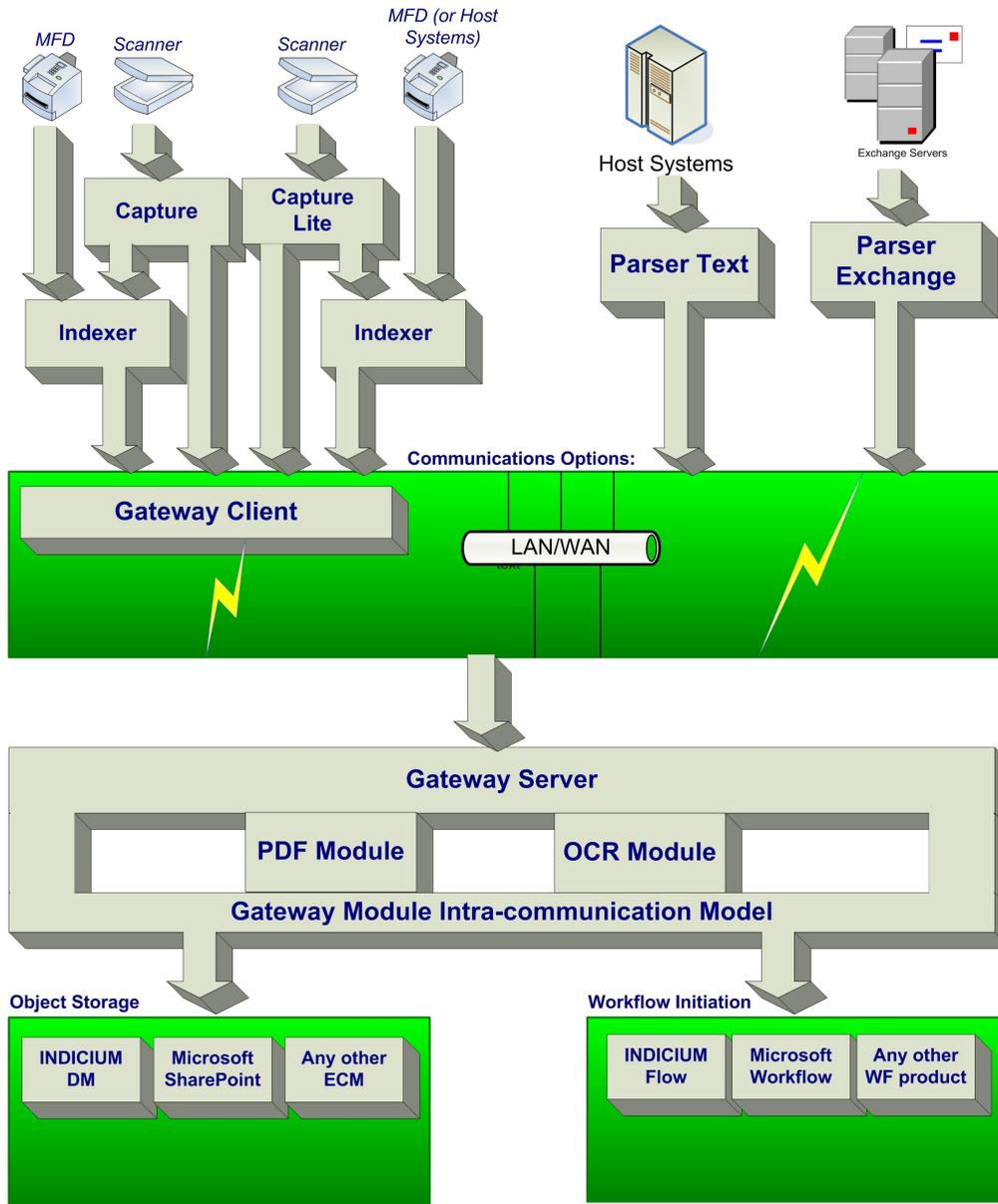
## Portable Document Files (PDF)

The **INDICIUM PDF** module accepts input files of any format and produces Adobe PDF and/or PDF plus Text formatted files. **INDICIUM PDF** deploys a programmatic tool called up by **INDICIUM Parser** and **INDICIUM Gateway**, depending on customer requirements for reformatting original input for storage. It is also deployed to reformat files retrieved from content management systems before the documents are sent to the user.



# INDICIUM Capture

## INDICIUM Capture Series Map



### About INDICIUM Software, Inc.

INDICIUM Software, Inc. is a leading provider of document capture, management, and workflow software products to manage documents electronically and automate business processes.

The INDICIUM product suite is distributed through a network of solution providers to clients in numerous industries. For more information, visit [www.indiciumsoftware.com](http://www.indiciumsoftware.com), or contact [sales@indiciumsoftware.com](mailto:sales@indiciumsoftware.com) or your INDICIUM reseller.

### Your INDICIUM Reseller:

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