



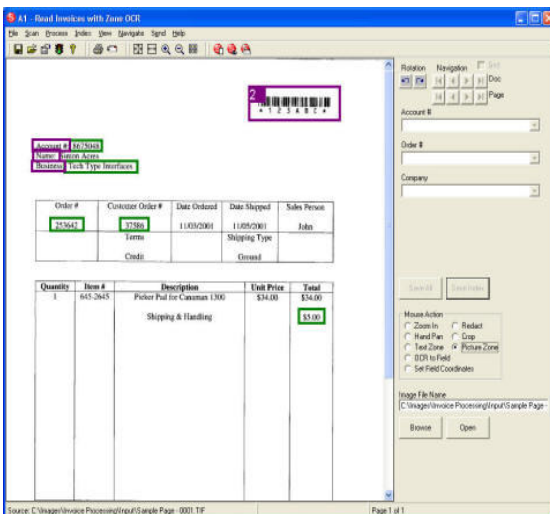
## SMARTi SimpleIndex

**SimpleIndex** is a fully featured document capture and indexing/tagging system. It is completely automated, allowing complicated scan jobs to be run from your desktop. Its unique features and flexibility make it ideal for any business whether scanning paper documents or organizing electronic ones for use within **SMARTi**. **SimpleIndex** lets you capture and process any type of file by quickly typing index field data for subsequent retrieval by **SMARTi**. **SimpleIndex** supports optional **OCR** and **Barcode Recognition** for efficient automation of the document capture process. Support for **TWAIN** scanners is standard and support for high speed **ISIS** scanners is optional. Images can be output in TIFF, JPEG or PDF format. Other features include cropping and redaction tools to remove confidential parts of images, blank page detection and auto-deletion, de-speckle & de-skew and auto-rotate.

The **Index Auto-fill** feature lets you enter one key field that is used in a database lookup to retrieve matching values and fill in the remaining index fields automatically. Another feature, **Pre-indexing**, lets you set fixed values for index fields and apply them to a whole batch.

Some applications have a set of standard documents that are required to be present in each batch. The **Required Documents Auditing** feature can specify a list of required values for a field then audit each batch at the end to ensure all are present. Any missing pages may be scanned and indexed automatically from this screen as well.

The **Electronic Imprinting** feature lets you apply a sequential number, using a bates stamp, to the images after they are scanned. The **Media Wizard** can create royalty-free, searchable document CDs or DVDs



**Dynamic OCR** allows **SimpleIndex** to read an index field using **Template and Dictionary Matching** to find a desired index value no matter where it is on the image. **Dynamic OCR** can also be applied to MS Office and PDF files, creating a fully automated process for intelligently indexing and reorganizing electronic documents.

If you have standard documents where index data is always in the same location, the fastest way to index them is with traditional **Zone OCR**. The **Template and Dictionary Matching** features of **Dynamic OCR** can also be used with **Zone OCR**. Index operators may also manually perform **Zone OCR** during indexing by simply drawing a box around the desired field value.

**SimpleIndex** also has the ability to perform **Full-Page OCR** conversion to MS Word, HTML, Text or WordPerfect documents. Image and text zone templates can be drawn and recognized text can be corrected before it is output

**Barcode recognition** is the most efficient way to capture index data printed on documents. Some documents already have key information in barcode format on them. If your project is to scan new documents on an ongoing basis, it may be possible for you to redesign it to include barcodes. Having a barcode with index data on the document is the best case scenario, for all the index data is on the document at the time it is created in a format that can be read with near 100% accuracy. Barcodes can be automatically created and placed on a document prior to printing using the **SMARTi COLD** and **Barcode Creation** options. If it is not possible to print barcodes on the document itself, an alternative is to have the person who creates the document print out a barcode cover page and place it on the file before it is scanned using the **SimpleCoversheet** option.

**SimpleCoversheet** is a barcode printing application used to create coversheets for automating the indexing process during scanning.

**SimpleQC** is an image thumbnail viewer designed to quickly view and scroll through large numbers of images for quality control purposes. **SimpleQC** can perform a variety of common quality-control related tasks on images including: Rotate page, Deskew (straighten page), Despeckle (remove "snow"), Rescan, Reorder pages, Move or copy pages between multi-page files, Delete pages.

**SimpleSend** is an advanced file transfer program capable of performing secure, automated bulk transfers of data via FTP, WebDAV or e-mail to the **SimpleIndex** module.

TWAIN scanning support is a standard feature in all versions of **SimpleIndex**. TWAIN is usually the only driver provided with low-end consumer scanner models. **SimpleISIS** is an optional component. ISIS is the driver standard developed by Pixel Translations and used with Kofax Adrenaline image processing systems. ISIS provides a more standardized interface for high-speed scanners, and often improves performance for faster models (40 pages per minute or more).