

Let the computers sort your incoming documents

DOCUMENTS* by ReadSoft automates the tedious work of sorting and extracting key data for indexing documents. Just gather all your incoming documents, whether they are electronic or paper, and let the software do the rest.

Automatic classification and indexing means more efficient administration across the organization, which in turn leads to faster processing times and reduced costs.

Automated classification

First, DOCUMENTS analyzes each incoming document and determines what type of document it is. Is it an invoice, an order form, a damage report, a letter, a credit application or a change of address?

The software is then able to bundle the documents into logical groups, for example, all documents belonging to a certain case.

Indexing documents for easy retrieval

After documents are classified, the software extracts key information from the documents. Whether you are looking for account numbers, insurance numbers, names, or addresses, DOCUMENTS finds and extracts the information automatically. This information, together with the classified document, is then ready to enter your business system. This means that all the key information for any specific case is available in digital format. What's more, the extracted information is completely searchable, giving you the ability to retrieve your documents at any given time.

Suitable for you if:

Your organization handles large amounts of documents and spends a lot of time on sorting and filing them.

With DOCUMENTS, you will:



Increase efficiency

Faster and more accurate document sorting and distribution will boost your efficiency.



Improve working conditions for staff

Allow staff to concentrate on case handling instead of document sorting.



Improve control

Immediate access to status reports and audit trails means better insight into your business-critical information flow.



Increase transparency

A complete audit trail will help you comply with legislation such as SOX (the Sarbanes-Oxley Act).

A typical example

An incoming insurance case contains a standard form, a damage report and a letter. DOCUMENTS determines the type of each document and keeps them together as they are fed into the case management system. These three documents are grouped together as one large, common document and presented to the person responsible for handling. Since DOCUMENTS has extracted the key data, the document can be connected to the correct case and the person responsible for it. It is also immediately searchable in your archive or business system.

Technical capabilities

DOCUMENTS can be seen as a funnel for all your incoming business documents. No matter how they arrive (paper, fax, email, PDF, etc.), the documents are incorporated into the flow.



The software reads a document much like humans do. It looks for identifiers such as logotypes, keywords, combination of words and layouts.

But unlike humans, it can also use barcodes, for example, to determine what kind of document it is and which group it belongs to.

Business system integration

The data from DOCUMENTS is seamlessly fed into any ERP system, archive or case management system.



*formerly known as CLASSIFY and INDEX.

DOCUMENTS 6-4: Hard facts

Supported file formats

- **Import:** Multipage PDF (up to 1.6, corresponding to Adobe Acrobat 7), TIFF, JPEG, BMP, PNG and over 50 others.
- **Export:** XML, TIFF, JPEG, BMP, PNG, MO:DCA and searchable multipage PDF.

Product localization

- Danish¹⁾
- Dutch²⁾
- English¹⁾
- French¹⁾
- German¹⁾
- Norwegian¹⁾
- Spanish¹⁾
- Swedish¹⁾

1) GUI and Help documentation 2) GUI

Character sets

- Chinese (traditional)
- Chinese (simplified)
- Danish
- Dutch
- English (Aus)
- English (UK)
- English (US)
- Finnish
- French
- German
- Japanese
- Norwegian
- Spanish
- Swedish

Additional character sets can easily be added manually during system setup.

Classification of cursive handwritten documents (separately licensed) is only available in English.

French, Italian, German, Portuguese and Spanish can be added as part of the customer delivery project.

Client requirements

	Minimum specifications	Recommended specifications
Screen resolution	1024 x 768	1600 x 1200
CPU speed	2.2 GHz	3.0 GHz or faster
RAM memory size	2 GB	2 GB or more
Free disk space	2 GB	2 GB or more

Server requirements

	Minimum specifications	Recommended specifications
CPU speed	2.2 GHz	3.0 GHz or faster
RAM memory size	2 GB	1 GB/core; minimum 2 GB
Free disk space	2 GB	2 GB or more

License control

License keys can be software or hardware. Depending on the license arrangement for hardware keys one or two free USB ports may be required on the workstation that is used for license control.

Classification of cursive handwritten documents is a separately licensed capability. A USB-port must be available on all workstations or servers involved in the classification activities for such documents.

Certified scanners

Scanners from the following manufacturers are certified for use with:

- Böwe Bell & Howell
- Fujitsu
- Kodak
- Panasonic

Scanner interfaces

- Kofax Adrenaline/VRS
- ISIS over SCSI and USB

Database

- Microsoft SQL Server 2008 R2
- Microsoft SQL Server 2008
- Microsoft SQL Server 2005

Operating systems

- Microsoft Windows Vista Business Edition 32-bit & 64-bit
- Microsoft Windows Vista Ultimate Edition 32-bit & 64-bit
- Microsoft Windows XP Professional SP3 32-bit & 64-bit
- Microsoft Windows Server 2008 R2 64-bit
- Microsoft Windows Server 2003 R2 32-bit & 64-bit
- Microsoft Windows Server 2003 32-bit & 64-bit
- Microsoft Windows 7 32-bit & 64-bit

Virtual environments

- Citrix XenApp 5.0
- Citrix Presentation Server 4.5
- Microsoft Hyper-V
- VMware ESX

Network compatibility

- Microsoft networks

Please contact ReadSoft for further information.

www.readsoft.com