

# Use your staff for more important tasks and leave the filing to us!

## Our vFILER Document Capture & Indexing System is the Solution!

If your office is overflowing with critical documents and records, now is the time to move to a powerful automated filing system instead of hiring more staff to file paper.

### Document Capture

The vFILER begins to work AFTER an image has been created from a scanner, email or document saved to a folder. This process is called Capture from Folder. This process monitors a user-defined folder (hot folder) and sub folders to capture a variety of image types. vFiler is 100% hardware independent (most scanners are compatible.)

### Document Indexing

The main function of vFILER is indexing or filing. After documents are captured, text can be read from the paper (OCR or Barcode) and validated against a businesses accounting database for accuracy. This connection made to the database is through ODBC (Open Database Connectivity) and is powerful because it creates automated scanning workflows with 100% reliability. Barcode can be used on documents, or in between them, to separate batches and give documents titles or sections.

### Forms Recognition

The ability to recognize different document types is vFiler's flagship feature. This feature is used in many applications, primarily though, in Accounts Payable (AP) departments. AP personnel can now scan hundreds of vendor invoices at once and reliably know they will all accurately arrive in your secure document management system of choice.



### Document Management

vFILER can publish documents and search criteria (Metadata) that was obtained during the indexing process to any ODBC database for easy access in the office or out.

vFiler optionally adds level of redundancy to your archiving process by creating Windows folders automatically to store your documents.

### System Requirements

100% scanner independent and runs as a client application on:

- Microsoft Windows XP Pro
- Microsoft Windows 2003 Server

### Document Retrieval

The ability to file your documents quickly and accurately is one of the main reasons businesses invest in a document capture and index system. By consulting with your document specialist, you'll be able to see an immediate return on your investment in your first 30-60 days just from time saved from:

- Filing documents
- Storage Costs
- Searching for documents
- Re-filing documents

You'll be able to find your documents by "key word" searches (Metadata) or full content searches of common phrases and complete sentences from vFiler's creation of "Searchable PDFs."

### Document Workflow

vFiler has automated filing workflows that speeds the filing process to bring a reduction in staff time and mistakes. Documents that have errors from poor print quality are automatically routed to a "hold" folder for manual processing.

**Ask us to see a LIVE web Presentation today!**