



# Introduction to Document Capture

# Meet & Greet

## S4i Systems, Inc.

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# What is Capture?

## Document Capture

Transforming paper and digital files into searchable documents for use in business processes.

# Basic Capture Features

- Scan hard copy files
- Drag & drop digital files
- Index based on multiple identifiers
- Indexes update database entries



# Why is capture important?

- Paper is not going away
  - Instant gratification
  - Did you know?
    - It costs \$25K to fill a filing cabinet...
    - And \$2,100 / year to maintain it
- [\(Tech Leaders Conference\)](#)



# Capture Changes the Status Quo

- Access documents
  - Faster
  - In multiple business systems
- Improve accuracy
- Reduce storage



# Where does it fit?

- Manufacturing & Distribution
- Retail
- Insurance
- Financial
- Oil & Gas
- Health Sciences



# Departmentally



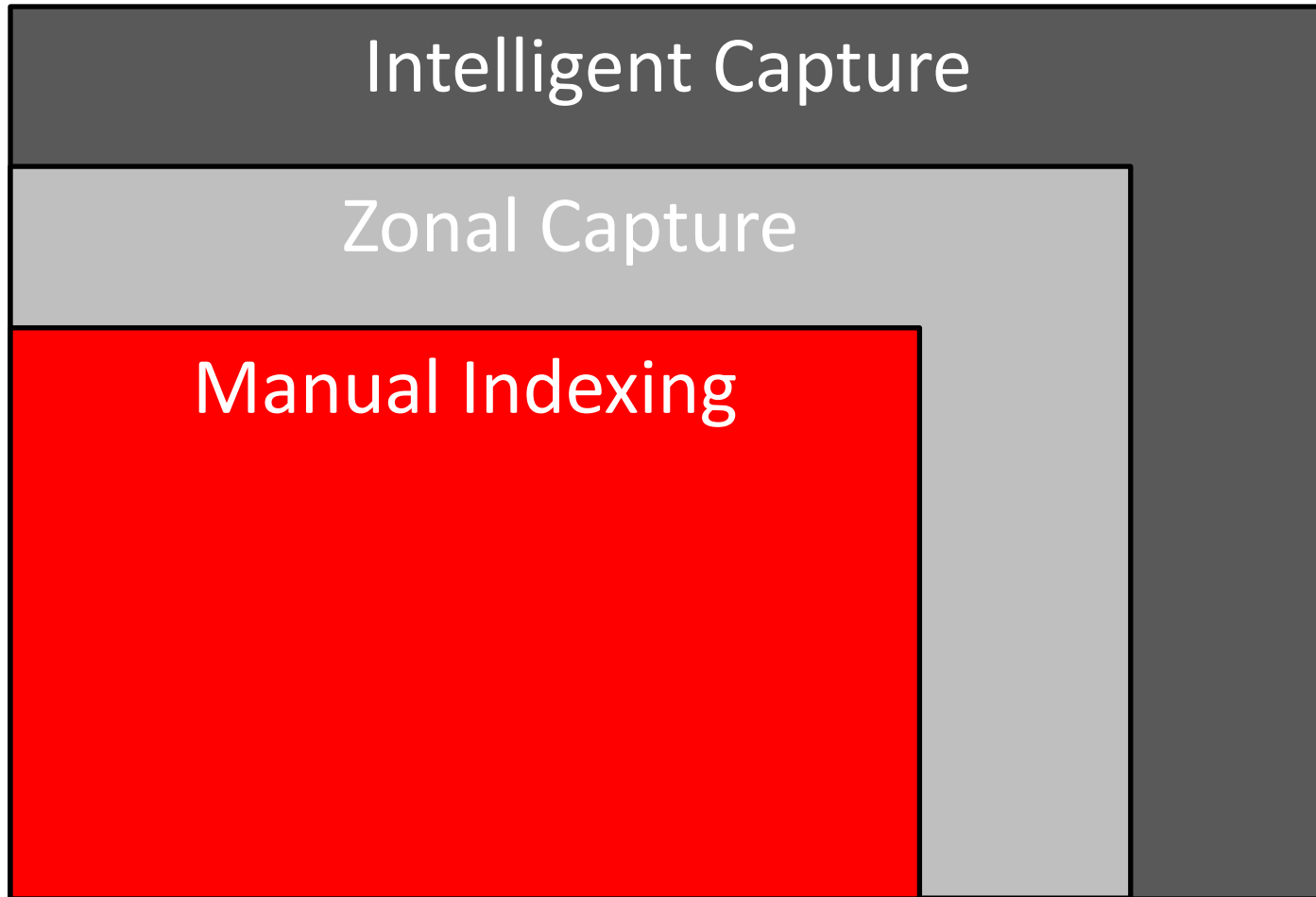
- Any paper intensive business process
  - Accounts Payable & Receivable
  - HR on-boarding



# Scoping your business Problem

- How large is your organization?
- How many documents do you process?
- What are your resources?
  - Personnel
  - Finances

# Levels of Capture



# Desktop Capture

- Low Volume Capture Solution
  1. Simplicity
  2. Speed
  3. Support



# Desktop Capture

- File Acquisition
  - Scan
  - Drag 'n Drop
  - Browse for files
- Previewing
- Data Base lookup
- Validation
- Automatic document separation



# Questions?

Join us for upcoming Webinars:

[Feb 12<sup>th</sup> AP Automation](#)

[Feb 19<sup>th</sup> Production Based Capture](#)

[March 5<sup>th</sup> Intelligent Capture](#)



**Contact your presenters**

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