docSTAR™ Advanced Templates & OCR

Smart filing made easy.

Organizational genius.

Advanced Templates and OCR (Optical Character Recognition) from docSTAR is a powerful duo of capabilities that gives you a more flexible, structured method for ensuring your documents are filed consistently and intelligently. With Advanced Templates and OCR, you can easily create a series of as many keys or categories as you wish for filing documents. Reduce tedious, costly key stroking of data. Dramatically accelerate document filing and retrieval, ensuring that every document is filed consistently.

A consistently better way to file.

docSTAR Advanced Templates and OCR:

★ Guarantee filing consistency and accuracy, regardless of who performs it.

★ Ensure easy, fast retrieval.

★ Reduce time-consuming keystroking of data.

★ Allow you to custom design and maximize the functionality of your templates for efficiently filing documents.

★ Enable you to utilize more advanced docSTAR filing modules including Barcode and DataLink.

Making mountains into molehills.

The real benefit of Advanced Templates lies not in the fast, accurate, and consistent ways you can file a document, but in the fast, accurate, and consistent ways you can file 100's, 1000's, or 10's of thousands of documents every day. When manual user input is needed, templates can display drop-down lists, date selectors, and text or numeric prompts to collect the required data without a wasted click or keystroke. Templates can even be programmed to zoom in on each portion of a document that contains data, which must be entered. There is no faster way to file documents.

Optical Character Recognition (OCR) can be employed when clear, printed text is available to further reduce manual filing time. Individual zones may be read to file documents by specific keywords or numbers. Or, the complete text of a document can be read to allow full-text retrieval— a great research tool for documents like contracts, agreements, and minutes.

The Advanced Templates and OCR Module also includes these Automated Document Preparation features:

• *Blank page removal automatically eliminates blank pages in documents, making viewing and printing more efficient.*

• *Scheduled upload of remotely-scanned documents optimizes utilization of your network bandwidth.*

• *Barcode separator pages* indicate the beginning of documents and automatically select a template to reduce effort and errors when filing.*

* Requires Barcode Recognition module.

Specifications

• *Unlimited number of filing (indexing) keys*

• *Unlimited number of custom fields*

• *Available sources for filing keys: user prompts, user-defined list, and OCR – plus barcodes with optional module*

OCR specs:

• *Template-defined zones or full page OCR*

• *Modes: Dot Matrix, Fax, Newspaper, and Auto*

• *Deskew, despeckle, line/shading removal, auto orientation, and image enhancement functions built-in to optimize recognition*

Data Verification: pattern matching (numeric, digit, and punctuation patterns)

Data Transformation: white space removal, controlled formating of dates, numbers, and currency

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document imaging. **Easy. Fast. Smart.**

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