



If your documents or workforce are not centrally located, converting your centralized capture base into a distributed capture environment can yield superior speed and productivity; a strategic decision for many organizations.

Many business applications can benefit from remote data capture and processing, including loan processing, shipping, human resources and healthcare.

### Distributed/Remote Capture is easy with ImageDirector Capture ST.

For businesses with dispersed branches or representatives, being able to scan and index documents at the point of origination can be a source of strategic advantage.

A unified solution operable from numerous sites has a number of benefits, including:

- Easily utilize distributed workforce
- Reduce shipping and processing costs
- Accelerate document to process time
- Elimination of lost documents/information

In order to have a successful remote capture solution, there must be a seamless integration between the front-end capture components and the back-end business applications. For this reason, IDCST easily integrates with most TWAIN scanners and multifunctional devices.

ImageDirector Capture ST provides all of the necessary components for an efficient and successful remote capture implementation. It can be easily assimilated into your existing environment, reducing expenses without disruption.

**IDCST is a general purpose stand alone document and data capture utility. ImageDirector Capture ST allows for remote capture of documents and their associated indexing information and for the automated transfer and distribution of this information to a document management system such as UNISearch or ImageDirector.**

IDCST considers all documents as unrelated single page images during the capture process, allowing documents to be captured with minimal manual document preparation prior to scanning or importing. When the capture process is complete, images are grouped into documents via an easy-to-use on screen interface.

The IDCST interface controls the workflow of the document and data capture process. Distinct capture processes are configured as jobs. Each job has a set of configuration parameters that control the job workflow including actions and output options. There are currently 3 actions that can be defined for each job:

#### Capture

Provides the interface for the capture of documents from a TWAIN scanner or multifunctional device or from existing disk based image files.

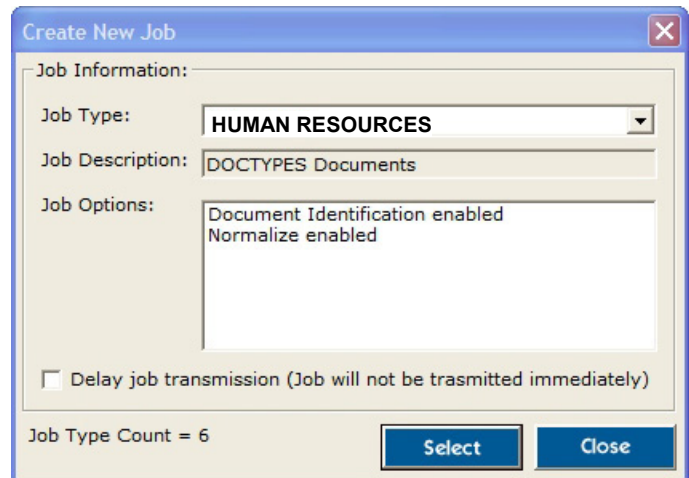
#### Data Entry

Provides the interface for document identification, separation, and indexing.

#### Document ID

Provides the interface for document identification and separation only.

The *capture* action is required and must be the first action in a job. The *data entry* and *document ID* actions are optional and mutually exclusive.



Job Creation Screen

### Usage Modes

- Capture with Data Entry
- Capture with Document ID
- Capture with export to file only (single or multi-page images)
- Capture with export to email only
- Capture with FTP of multi-page TIFF file

# Features

## Capture – Scanning & Importing

- Import documents from a scanner or MFP using a standard TWAIN interface
- Import documents from single or multi-page disk based TIFF files
- Multiple disk based imports are supported during the processing of a single job
- Image viewer with zoom, rotation, and pagination controls
- Insertion of separation sheets (Patch Codes) using right click menu on document list
- Insertion of custom documents using right click menu on document list
- Drag and drop for document reordering
- Delete individual pages
- Print individual pages
- Job export to multi-page disk file, file-per-page disk file, FTP, and email with option for immediate job deletion after export
- Option for immediate or delayed transmission upon job completion, bypassing subsequent actions

## Data Entry & Document Assembly

- Dynamic data entry fields based on job setup
- Configurable default values and required values based job set-up
- Value selection from user defined drop-down menus
- Carry fields: value remains in field even when creating a new document
- Document creation/separation controls including New Document, Append Page, Append All Pages, and Undo
- Image viewer with zoom, rotation, and pagination controls

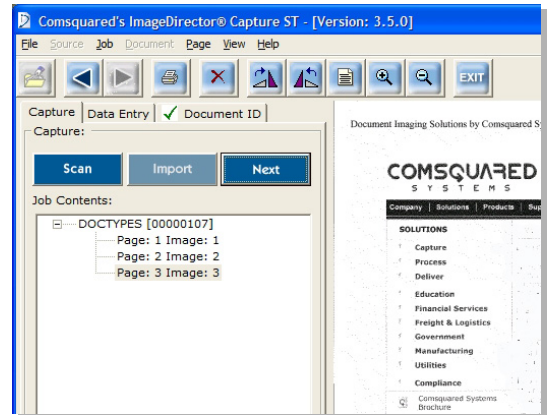
## Document ID

- Point and click interface for document assembly
- Dynamic document type buttons based on job setup
- Image viewer with zoom, rotation, and pagination controls

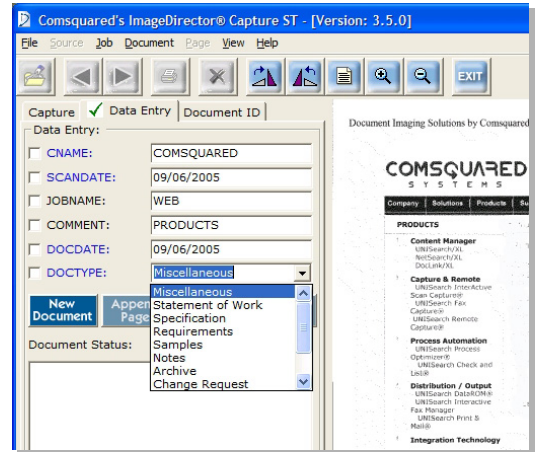
## General

- Configurable Site ID and Station ID per installation
- Job archive with automatic purge
- Secure FTP setup

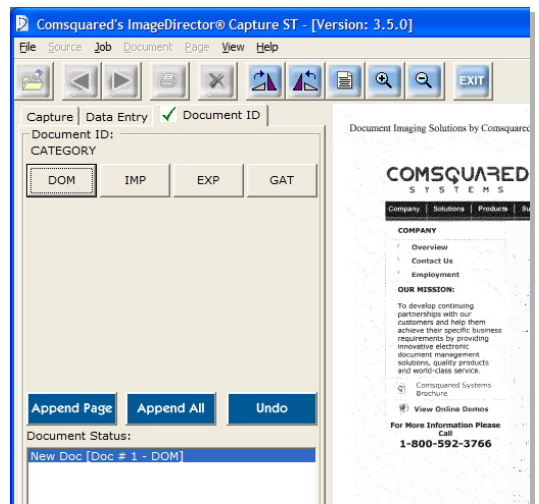
### Scan/Import Documents



### Data Entry & Document Assembly



### Document ID



Toll Free: 800.553.0020  
Website: www.rkdixon.com