

**Document Management and Workflow Systems**

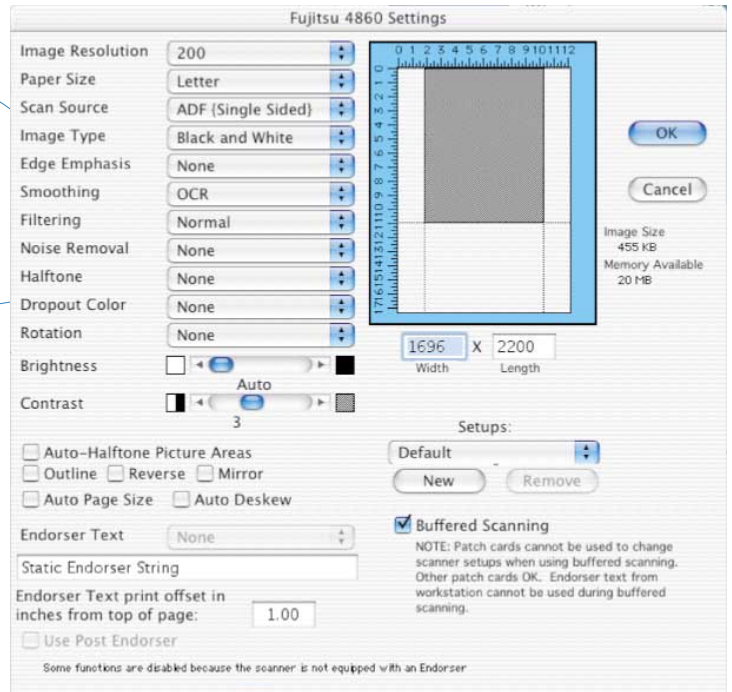
Paper. Its everywhere isn't it? If you look around your office, you quickly realize just how far from reality the "paperless office" has become. Paper is such a convenient, inexpensive, and long-term medium that we are unlikely ever to replace it.

So what do you do if your job requires processing hundreds of thousands or even millions of paper pages? Imagine you are in charge of a university admissions office. You receive 10 or 20 large bags of paper mail containing applications, transcripts, and other documentation from thousands of applicants - and you must organize and evaluate that vast volume in under two months. What can you do?

Since 1988, Optix has helped thousands of people solve their paper handling nightmares, enabling users to search millions of pages and view exactly the right document in just seconds. No longer will you go to a filing cabinet only to find the folder missing. Each member of your organization can find, view, and act on information immediately without waiting for it to appear in their inbaskets.

You may have tried scanning before, but those were probably low-end desktop models that sometimes took minutes just to scan a single page. In Optix, we support super-fast scanners engineered specifically with document capture in mind. Large autofeeders, auto deskew, auto cropping, and high resolution double-sided scanning that can effortlessly deliver paper into your system at rates of *pages per second* instead of *minutes per page*. Optix can literally capture your documents faster than you can print them.

And we'll capture them your way.

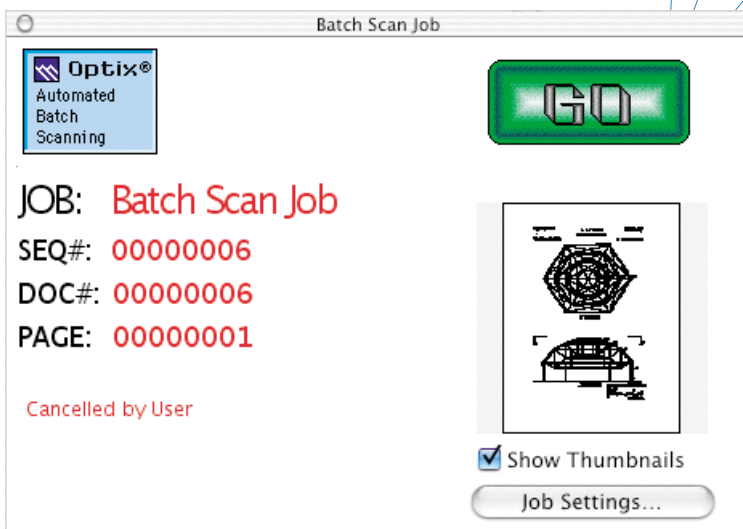


**"Using Optix we decreased the turnaround time for processing an application from four weeks to 72 hours."**

**Dave Alderson,  
Project Manager,  
University of Maryland**

Design and deploy your custom document applications in minutes using our Screen Generator, automatically creating the required tables in Oracle™, Informix™, Sybase™, and SQL Server™. Scan and index interactively or batch scan to our Optix Server queues or Optix Workflow for later processing by your team. Create and print barcoded Patch Cards in Optix and insert them in your paper batch to streamline your processing, providing scan-time instructions for indexing and image enhancement. You can even scan documents and marry them to your existing database records. Input to our OCR and Text Search queues to index and search on the contents of all those pages. And if you need to publish to the internet, Optix Web allows browser users the ability to securely search and view documents from anywhere - as soon as they are input.

We may all be stuck with our mountains of paper, but with Optix, you can watch those mountains become molehills.



# Document Scanning - Technotes

## Overview

- Featured support for entire Fujitsu scanner line - see [www.fcpa.com](http://www.fcpa.com).
- Support for selected Kodak, Vidar, and Canon scanners.
- Support for specialty scanners for microfilm, large format, and aperture cards.
- Native SCSI and USB scanner drivers for Mac OS X.
- No per-scan charges or dongle protection as commonly found with high-end PC drivers.
- Full double-sided page scanning, depending on scanner model.
- Interactive and batch scanning, scan to Index Later/OCR/Text Search and user defined custom processing queues, and scan to workflow.
- Forms scanning and autoindexing from user-defined OCR and barcode fields (ReadIRIS, or other Mac OS X OCR program required).
- Post scan image processing available in Optix 6 for cropping, deskew, resolution and depth change, despeckle, and others.
- Black and white, grayscale, and full color scanning depending on model.
- Ultra-fast CCITT G4 and other document-centric compression methods built-in to Optix 6.

## Details

- Scanner drivers employ no middleware, and communicate directly with SCSI and USB drivers in the Mac OS X kernel for optimum performance.
- User interfaces tailored to each scanner to maximize support for all features such as resolution, simplex-duplex, brightness, contrast, auto-cropping, and auto-deskew, when available.
- Users can create barcoded Patch Cards in Optix 6 to insert in batch stacks that provide scan-time instructions to select scanner settings, document separators, marry documents with existing database records, rotate image, and much more.
- Barcode reading built-in to Optix, OCR available using any scriptable Mac OS X OCR program. AppleScripts provided with Optix 6 for Textbridge and ReadIRIS.
- Batch jobs allow offsite scanning to local disk with subsequent upload to a central server at a later time. Multiple batch jobs supported.
- Support for third party service bureau scanning and indexing, with subsequent upload to Optix Server using Optix 6 workstation.
- Forms may be defined in Optix 6 with zones specified for OCR and barcode reading, tied to target fields in any selected database tables. Scanning and autoindexing may be performed interactively and in batch mode from any supported scanner.
- Scanning to Optix collection files (separate TIFF files for each page) and mutipage TIFF files supported.
- JPEG, BMP, and other graphic file types supported.

