

## KEY FEATURES

- Thin Capture Client
- Visual Capture Process Designer
- Thumbnail Document Classification Module
- Bar Code Recognition
- Machine Printed Character Recognition (OCR)
- Hand Printed Character Recognition (ICR)
- Forms Recognition
- Database Lookup and Query Tools
- Standard and Searchable PDF Creation
- Field Input Masks and Validation
- Group Admin / Active Directory for User Integration

# Quillix™ Document Capture

**Empower users to easily capture at the desktop, down the hall, or around the world.**

## DESCRIPTION

Quillix™ Capture is a distributed capture process management system that streamlines the process of acquiring and creating documents. Its innovative Web Client provides scanning, importing and indexing of documents easily from anywhere around the world. With Quillix Capture, an organization can;

- Capture documents easily from anywhere around the world
- Capture and index large volumes of documents securely and efficiently
- Automate complex capture and indexing tasks
- Import and process email and faxes
- Ensure corporate compliance by managing and monitoring incoming documents
- Easily integrate with third-party and legacy systems

## DISTRIBUTED CAPTURE

Quillix Capture was designed from the very beginning to be distributed. This technology was pioneered in late 1999 with a vision of capturing documents from anywhere around the world with an easy to deploy web-based capture client, while other capture companies were focusing on thick capture clients and proprietary scanning hardware.

As browser technology matured and internet bandwidth increased, this thin client capture application became the main capture application, the product focus has been on building production capture features into the thin Quillix Capture Client.

## REMOTE OFFICE DEPLOYMENT

The Quillix Capture Client delivers production capture features into a thin browser-based application that is easily deployed to any desktop in the world with an internet connection and a browser. Documents can be scanned with any TWAIN scanner or imported from the desktop. Getting documents from their source into a repository is an easy and straightforward process where documents are securely transmitted from the Quillix Capture Client to the Quillix Server one at a time, or in bulk over an internet connection.

## COLLABORATE ACROSS LOCATIONS

Quillix Capture does more than just remote scanning and uploading of documents from distributed locations, it allows people in different locations around the world to work together to accomplish sophisticated capture tasks.

The product uses a unique business process engine complete with a visual workflow designer and flexible processing queues to allow people to work together across locations or across the world. Scanning, indexing, approving and storing can all occur in different locations, making Quillix the most flexible and adaptable capture application available.

## EXTENSIBLE OPEN ARCHITECTURE

Quillix Capture is completely extensible through its Quillix Server eXtension (QSX) architecture, allowing third-party developers and integrators to create fully plug-able processing modules for Quillix. The Quillix Development Team uses this architecture in-house to develop modules for Quillix including Barcode Recognition, OCR/ICR, PDF Conversion and many others.



### POWERFUL WORKFLOW ENGINE

The power behind the Quillix Capture system is its one-of-a-kind business process engine. Developed by business process automation experts with over 30 years combined workflow and business process automation experience, Quillix Capture addresses document capture automation like no other capture product on the market.

Quillix Capture includes an integrated Visual Process Designer for designing capture processes easily and efficiently. This capability allows analysts and administrators to create business processes visually by simply drawing a map. Powerful and flexible business processing rules are implemented through data-driven wizards and easy to use visual dialogs.

When it comes to automating document capture, Quillix stands alone in its ability to create flexible document capture processes on the fly and with ease. No programming is required. It also includes many Enterprise Class features for managing large sophisticated capture processes, such as process templates and the ability to import and export processes between test, development and production capture systems. In addition, Quillix Capture is integrated with Active Directory Services and LDAP for management of user accounts on a large scale.

### EMAIL AND FAX SUPPORT

Capturing and managing email communications has become a high priority for many organizations. Quillix Capture is a complete capture solution, providing options for capturing all organizational documents and information from a single platform. The Email Gateway for Quillix Capture is a specialized Input Source that monitors POP3 and IMAP email boxes for incoming mail, and imports email from monitored mailboxes into Quillix Capture for processing.

The Email Gateway and the Quillix Capture system provide a complete solution for automating Email capture, providing intermediate processing of email and attachments, and archival of email and attachments in a document repository.

#### Email Gateway Features Include;

- Works with POP3 or IMAP servers
- Handles an unlimited number of mailboxes simultaneously
- Captures messages with attachments and imports them to Quillix for processing
- Handles all email attachments and splits images apart into individual pages
- Rules for rejection of messages from unauthorized addresses
- Rules for rejection of messages with invalid attachments or image DPIs
- Automated reply capability for acknowledgement of processing
- Options for deleting processed messages or moving them to a folder
- Indexing of documents and batches using metadata from each email message
- Access to message metadata such as subject, body, from names and addresses
- Provides built-in advanced Visual Basic scripting

Faxed documents present a capture problem for two reasons. They often arrive in an organization as paper from fax machines. And with multiple fax lines, they arrive in very large volume. Because of these reasons, scanning and indexing paper faxes by traditional means can be costly and time consuming.

Quillix Capture works with leading fax server providers to make capturing faxes easy. The Quillix Fax input source (optional) provides a direct interface with leading fax server software from Captaris and Biscom. The Quillix Fax input source automatically monitors fax mail boxes and imports faxes for processing as soon as they are received by the fax server.

#### Fax Features and Benefits;

- Save time and money - stop scanning paper faxes
- Scales to handle any number of fax servers
- Batch-level indexes are created from fax information
- Direct fax server integration for high performance
- Simple and easy to manage

Using the Quillix Fax input source, faxes can be automatically directed to the appropriate people and processes before being stored in a document repository. Certain fax attributes such as ANI (Caller ID) and Receive Date can be used for indexes or database lookup key fields.

