Laserfiche®

Quick Fields™

Efficient Enterprise-Class Document Processing

- ‣ Streamline batch processing
- ‣ Automate document sorting and indexing
- ‣ Eliminate manual data entry errors
- ‣ Reduce manual indexing labor costs

Reduce Costs and Save Time When Processing Batches of Documents

Batch processing is the extraction of information from a large number of documents. In addition to being able to extract information, effective document processing solutions must make it possible to easily find this information. Laserfiche Quick Fields, backed by industry-standard Laserfiche searching capabilities, provides an out-of-the-box document processing solution, which reduces client costs, eliminates backlogs of data entry and significantly improves data quality across the enterprise.

Laserfiche Quick Fields Highlights

- ‣ Enhance and clean up images.

- ‣ Maximize operator key-from-image speed by automatically zooming to a location on a document when entering index field data.

- ‣ Retain the original name of documents after processing with Quick Fields.

- ‣ Review documents before sending them to the Laserfiche repository to remove or reorder pages in a multi-page document.

- ‣ Schedule when documents will be sent to the Laserfiche repository after processing to save time and network bandwidth.

- ‣ Automatically look up and verify field values in 3rd-party databases, including support for Oracle (8i and 9i) and FoxPro data sources.

Improve Image Quality

Laserfiche Quick Fields offers the capability to enhance poor scans or bad copies of documents before sending these documents to the Laserfiche repository. A benefit of this capability includes not having to rescan poor quality images. The image enhancements available through Laserfiche Quick Fields include, but are not limited to:

- ‣ Border Padding
- ‣ Color Smoothing
- ‣ Crop
- ‣ Deskew
- ‣ Despeckle
- ‣ Dynamic Thresholding
- ‣ Invert
- ‣ Isolated Despeckle
- ‣ Line Removal
- ‣ Resize
- ‣ Rotate
- ‣ Smooth

Eliminate Operator Data Entry Errors

Laserfiche Quick Fields also provides a staging ground for easily reviewing documents. This eliminates operator data entry errors. Laserfiche Quick Fields also rapidly batch processes multi-page documents and then breaks up these multi-page documents into smaller documents before sending them to the Laserfiche repository.

Increase Data Entry Speed

Time is saved with large batches of documents because of Laserfiche® Quick Fields' design. Laserfiche Quick Fields automatically zooms to a location on a document as an operator enters values into an index field. This increases operator key-from-image speed, providing rapid, high-quality indexing.

Maximize Staff and Hardware Productivity

Laserfiche Quick Fields helps you get the most out of existing resources with schedules. Schedules in Quick Fields allow for remote offices and branch locations to scan documents into local directories at the rated speed of your organization's scanners. Users then schedule a convenient time for transferring images to the Laserfiche server. At the appointed time, Quick Fields moves images over a WAN to the designated Laserfiche folder. You extract productivity from your WAN when it otherwise would be idle.

Laserfiche Quick Fields Modules

The modules that are available for Quick Fields provide forms processing, Bar Code Recognition, document annotation and foreign language OCR support. These optional modules provide for a customized document processing solution that answers a wide variety of business needs.

Add-on Modules Available for Laserfiche Quick Fields

Forms Processing

Form Recognition: Automatically identifies document types based on the overall structure of the form

Form Registration: A type of image enhancement that corrects misaligned forms to improve data extraction accuracy

Forms Dropout: An image enhancement that improves data extraction by removing the form structures, leaving only the information to be extracted and indexed

Optical Mark Recognition (OMR): Detects marks in form elements such as check boxes–results can be used to populate index fields, determine document names, where the document will be stored, etc.

Image Annotations

Bates Numbering: Uniquely identifies pages and documents

Permanent Stamp: Permanently marks a document image with a text or image annotation; also allows use of the Bates Number as the permanent stamp

Pattern Matching: Identifies information that recurs in similar formats, such as addresses, and allows extraction of specific data, like zip codes, within that pattern

Document Classification: Supports multiple document classes within a single Quick Fields session; eliminates the need for time-consuming document presorting by type

Real-time Lookup: Verify that data extracted from document images corresponds to values in an external database

Universal Capture: Support for specialized scanning devices

Zone OCR: Scan a zone on an image captured by Quick Fields for text

Bar Code Recognition: Read bar codes on images captured by Quick Fields

ScanConnect: Support for ISIS scanning