



Document Indexing Solutions

Maximize document indexing productivity to quickly, accurately identify incoming documents and accelerate process cycle times

Indexing Solution Highlights

- High speed data entry and indexing interface
- Supports both key entry and automated indexing
- Configurable data indexing fields and validation checks
- Automated lookup and association of existing system data
- Multi-threaded design optimizes data entry productivity

When implementing an end-to-end document workflow solution, scanning or capturing business documents is only the beginning. Those incoming documents need to be properly indexed so they can be delivered into the workflow, routed and processed as required, then stored in a document repository for later search and retrieval.

InSite Document Indexing Solutions are designed to optimize indexing operations so documents can be quickly identified and entered into digital document systems. Indexing can be performed via key entry by one or more users or fully automated using barcode recognition technology. Solutions are designed to be independent of the back-end platform, allowing them to support InSite or other leading document imaging and workflow vendors.

High throughput, multi-location document indexing

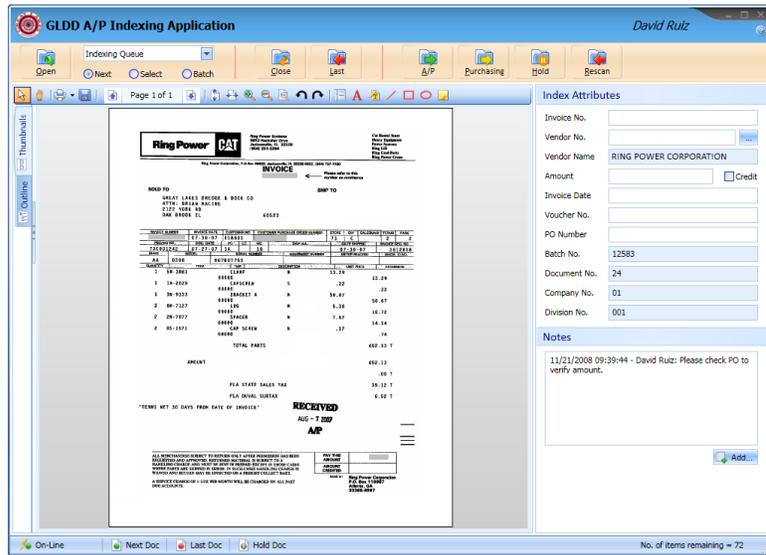
InSite document indexing solutions allow companies to setup indexing operations in corporate offices and mailrooms or distributed to satellite offices where indexed documents can then flow into either an onsite or hosted system. These solutions can also be configured for use by service providers, allowing indexing to be performed on a fully outsourced basis. Based upon years of production experience, InSite indexing solutions are engineered to support very large document volumes and high throughput indexing by teams of data entry operators. This enables maximum user productivity and increased data accuracy for indexed documents.

Fully configurable, customer branded indexing applications

All indexing solutions are enabled by a specialized InSite application framework that enables rapid configuration and delivery of custom indexing applications with minimal programming. Implemented with a modern Microsoft Office look and feel, these applications can also be branded to reflect the customer's color scheme and logo. Indexing attributes, data lookups, validation checks and workflow actions are also fully configurable so customers have flexibility to adjust the application as process needs change. Other features include an integrated document viewer with a complete set of markup and annotation tools.

InSite document indexing solutions help overcome these business challenges:

- The cost of misfiling documents that are incorrectly identified
- Process delays associated with paper handling
- Time spent looking for important documents
- Improving efficiency and accuracy of data entry personnel
- Multi-threaded design optimizes data entry productivity



Customer-branded document indexing interface

Key document indexing capabilities

- Supports both key data entry and automated indexing via barcode recognition
- Multi-threaded design enables concurrent opening, indexing and forwarding operations by indexing users
- Enables auto-fetching of next document or selective opening by item or batch
- Fully customizable index attribute fields with support for input masks, auto-completion and field-level validation
- Can acquire, validate and enter lookup data from existing information systems to improve data accuracy
- Configurable workflow actions enables automated document routing to appropriate business process
- Recall last indexed document to correct errors as soon as they occur
- Integrated document viewing as well as markup and note entry to enhance user communications
- Can be configured to integrate with InSite or other leading document repository/workflow back-end platforms

Take the next step with InSite

To learn more about on-demand document workflow solutions from InSite, visit www.insitedatasystems.com or email us at info@insite-mail.com.



Corporate Headquarters

6825 Crofton Farms Court
 Alpharetta, GA 30005
 (770) 889 2299

UK/European Office

Pantiles Chambers
 85 High Street
 Tunbridge Wells, KENT
 TN1 1YG UK
 +44 (0) 1892 888073