PRODUCT OVERVIEW

ONBASE

DISCONNECTED SCANNING

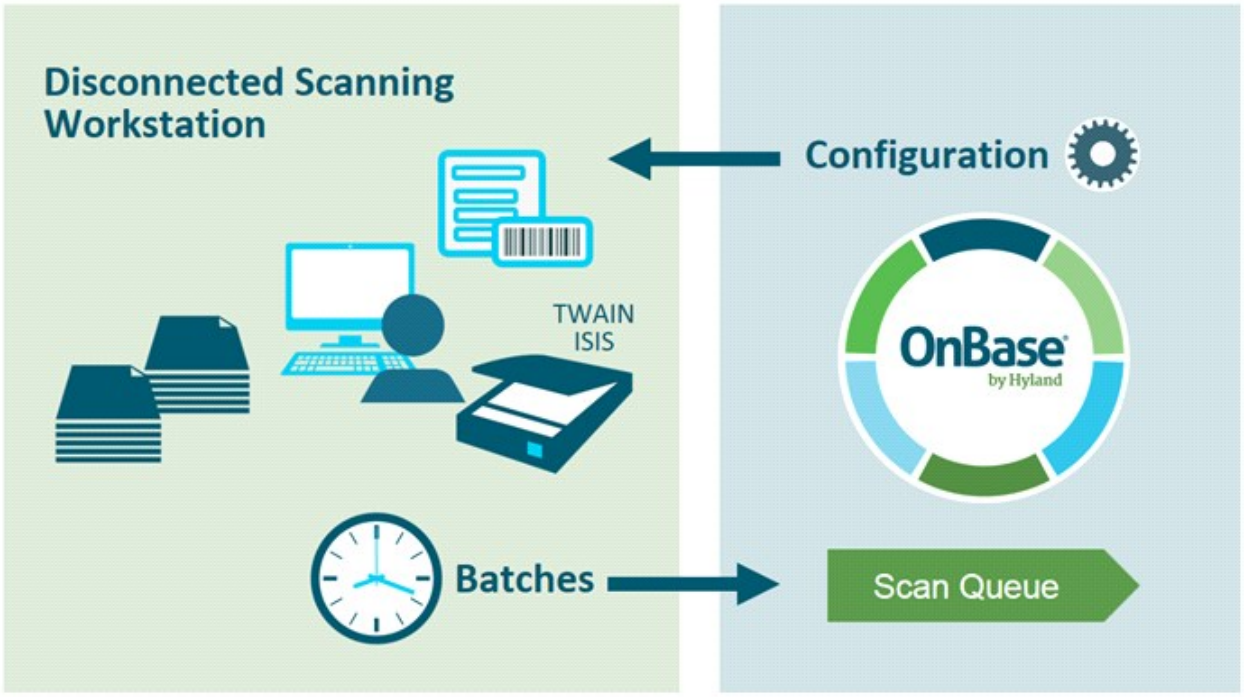
SUMMARY

Disconnected Scanning is a full-featured distributed capture application that enables batch scanning and indexing from geographically remote locations. Documents are imaged using any TWAIN, ISIS, or Kofax compatible scanner. It also provides capture of electronic images and other document file types via directory sweep functionality. When it's time to upload documents to OnBase, Disconnected Scanning securely manages the on-demand, automatic or scheduled batch uploads using a connection to an OnBase Application Server.

BENEFITS

- **Enables distributed capture and indexing** from any location having Internet access.
- **Provides faster capture of time-critical documents** from any geographical location.
- **Secures documents from time of capture,** eliminating paper-based single points of failure.
- **Provides ease of use and simplified administration** via the familiar OnBase scan queue structure.
- **Automates document classification and indexing** with options including bar code recognition and scripting.

DESIGN



Disconnected Scanning connects to an OnBase Application Server to download configuration data and upload documents. The application manages the upload completely. Batches remain on the scanning workstation until the entire batch upload is confirmed. Batches can be scheduled for upload, automatically uploaded in the background, or individual batches can be uploaded as needed.

APPLICATIONS

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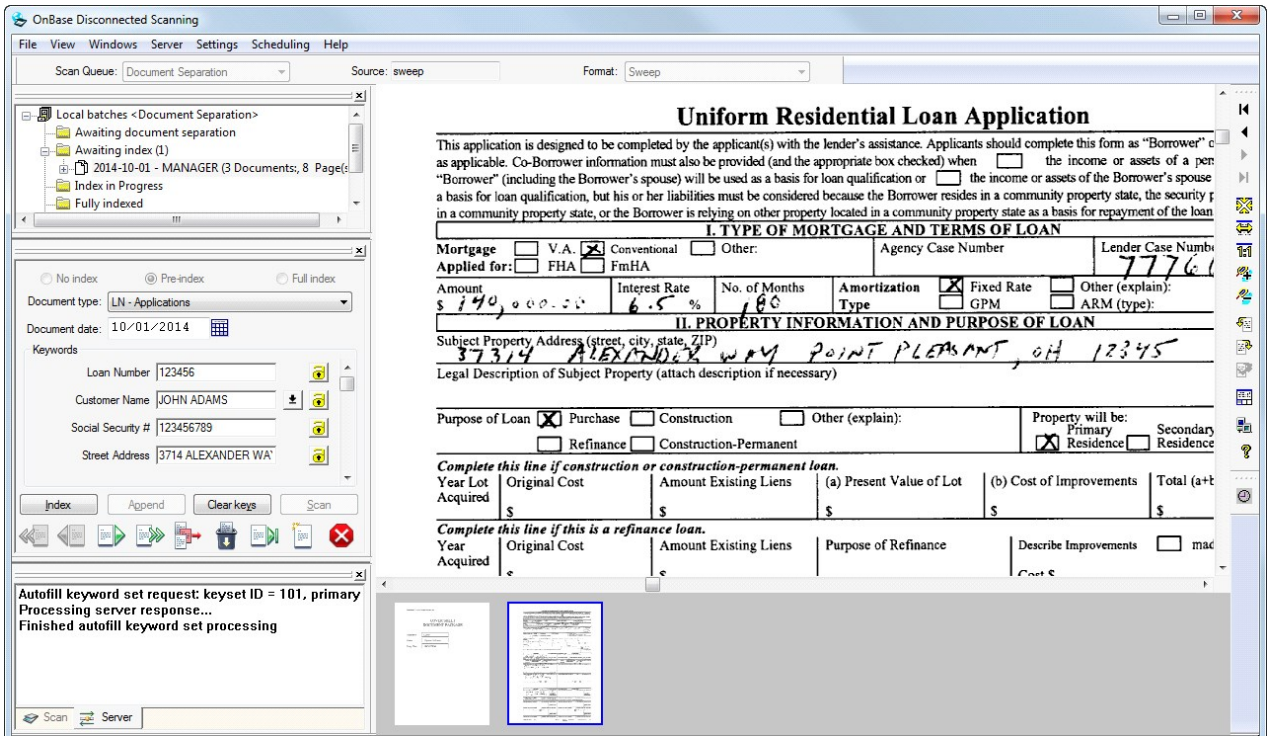
- **Mortgage** – Leases and contracts completed at remote locations are scanned using bar code indexing and uploaded to OnBase on a nightly basis.
- **Finance** – Branch locations scan loan applications throughout the day. As batches of documents are completed and indexed, the application automatically uploads them to OnBase for immediate processing through Workflow. Documents are available immediately across the organization.

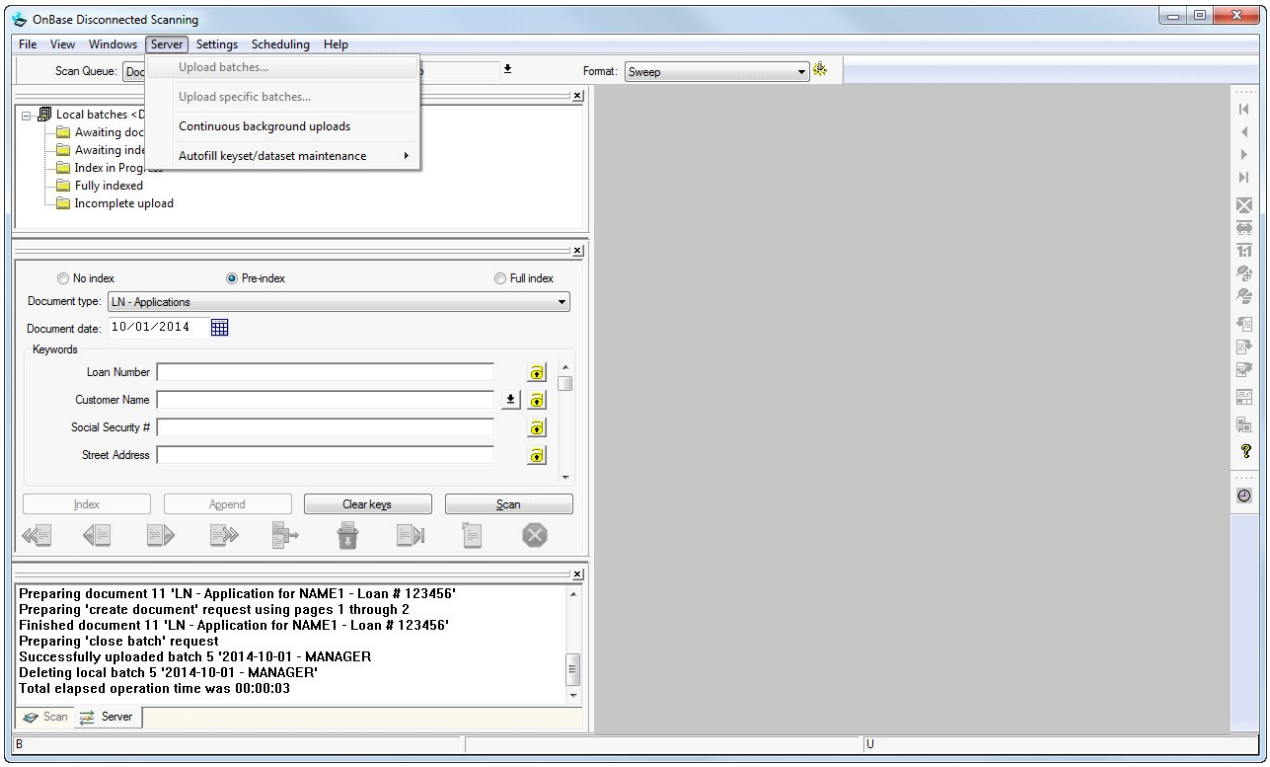
KEY FEATURES

- **Supports TWAIN, ISIS, PaperStream and Kofax** compatible scanners, providing choice in hardware selection.
- **Provides visual means of document separation** in the Document Separation Queue.
- **Automates indexing** by supporting AutoFill keyword sets, Application Enabler, and included bar code recognition.
- **Directory sweep supports electronic images and other file types,** for capture and indexing.
- **Supports VB scripting** for further customizing index validation and processing.
- **Provides local security** with optional disk group encryption.

INTERFACE



Batch Indexing



Batch Upload

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