

ONBASE

FRONT OFFICE SCANNING

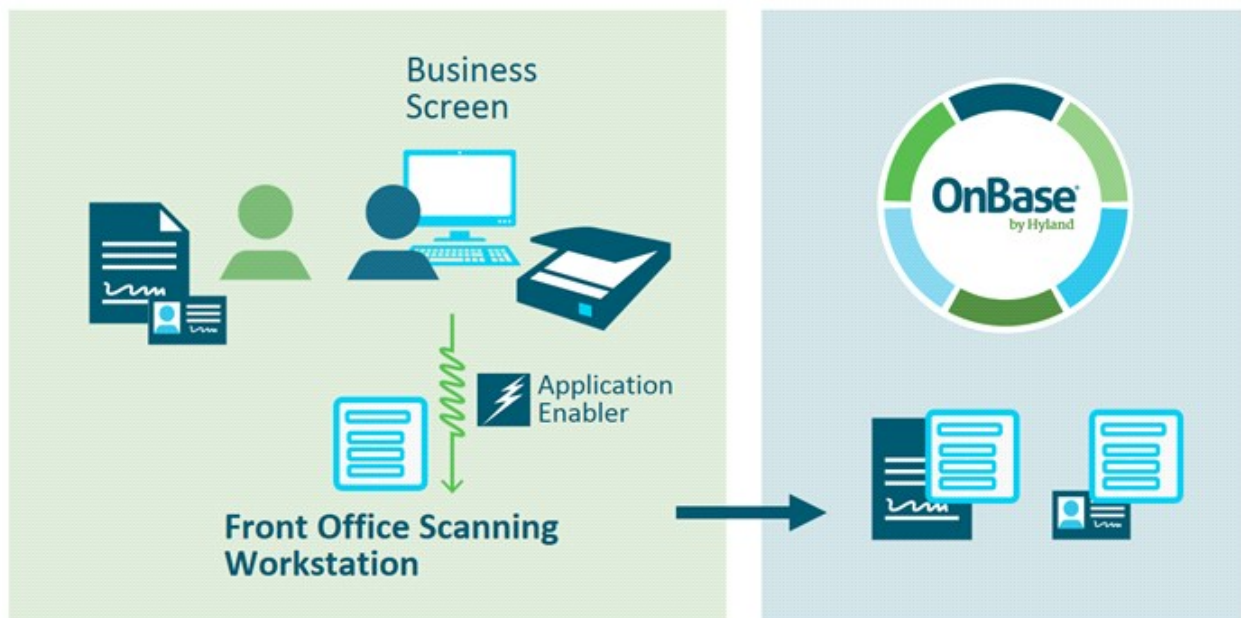
SUMMARY

Front Office Scanning (FOS) is an easy to use and configurable solution for capturing customer documents at a point of registration or front office service area. It simplifies the capture process by using information from a business system to index the matching documents when they are scanned. Front Office Scanning can be launched from a business application screen with a single click. It provides simple scanning, imaged form mark-up, and E-Form entry, all from a simple user interface. FOS replaces the office copy machine and uploads the indexed documents directly to an OnBase system.

BENEFITS

- Provides simple and intuitive document scanning, requiring little user training.
- Prevents duplicating documents by showing users when current documents are already in OnBase.
- Automates indexing via Application Enabler or HL7 feeds (manual indexing is also available).
- Scan-enables business applications, where users spend most of their time.
- Enables remote capture from multiple locations.
- Captures high quality images and makes them available more quickly than traditional copy and scan processes.

DESIGN



Front Office Scanning utilizes a connection to an OnBase Application Server to upload documents. Indexing can be automated with Application Enabler, pulling keyword values directly from the enabled business application screen.

APPLICATIONS

- **Scanning** – Operators scan ID cards, insurance verification cards, and other documents without needing expert scanning skills. Capturing these images electronically at the time of registration improves and ensures resulting image quality. The interface launches directly from their business application; requiring no knowledge of OnBase.

- **Image Mark-up** – Paper forms can be scanned and used immediately, with no programming. Operators then click on a button to fill out new forms using a mouse-compatible stylus or tablet. Completed form images are saved in real time. Imaged forms can be zoomed as necessary for readability.

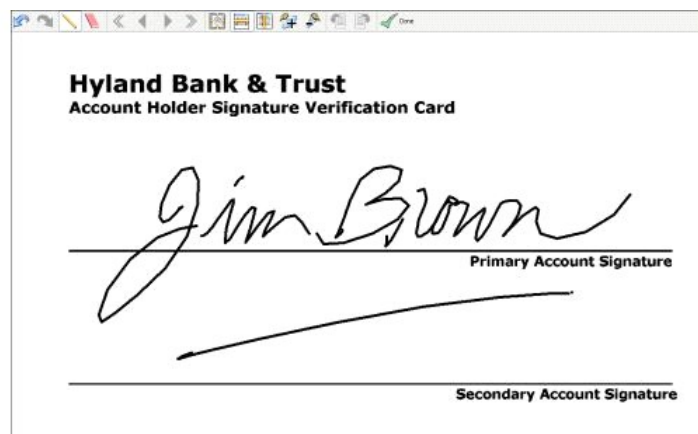
KEY FEATURES

- **Automatic or manual indexing** via Application Enabler, HL7 feeds, or direct entry.
- **Image form mark-up** replaces paper and clipboard processes.
- **E-form completion** from within the simple to use FOS interface.
- **Apply signatures** to documents with supported signature pads.
- **Stamp documents with metadata** to provide quick identification when items are later printed.

INTERFACE



Scanning ID Cards and Related Documents



Full Screen Form Image Mark-up

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