



A Simple Introduction to

Document Management

How to improve your document management and get the results you really want

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Table of Contents

Introduction

Chapter 1

Chapter 2

Chapter 3

Chapter 4

Chapter 5

Conclusion

Contact Us



Introduction

To Document Management

All over the world organizations are making changes to long-standing paper-bound functions. With technology continuing to evolve and integrate more and more into our lives the need to adapt in business is becoming more pressing.

The purpose of this E Book is to educate companies and individuals on what it means to adapt and adopt these new technologies, what are best practices, and what it will mean for you and your organization.

This E Book is going to talk about the 5 different levels of document management systems to give you a better understanding of what you may need and what is possible.



CHAPTER ONE

Scanning and Storing



Level 1

Scanning and Storing

Scanning and storing, also known as imaging is the first level of document management. This involves scanning hardware and simple software that allows a user to enter basic information about the scanned document.

Typing keywords into data fields allows the user to store a document with a title, a date, and a brief description. The imaged document is stored on a computer or file server for later access in a JPEG, TIFF, or PDF format.

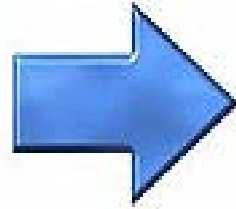


Level 1

Scanning and Storing part 2

This scan and store process begins the process of eliminating paper from business operations. In the competitive business environment we live in today, companies that continue to conduct business on paper will struggle to control cost and inefficiencies will put them at a disadvantage.

Scan and store reduces the reliance on paper and provides more immediate access to documents, however, labor is required to separate and presort document types, physically scan, and manually index keywords.



Accounts



Legal



Finance



Others

“An organization’s ability to learn, and translate that learning into action rapidly, is the ultimate competitive advantage.”

- Jack Welch



CHAPTER TWO

Basic Recognition



Level 2

Basic Recognition

Basic recognition technology plays a vital role in reading data from document images that allows you to leverage information in new ways. What is known as Optical Character Recognition (OCR) reads and captures the key information and automatically populates the index fields.

Standard data like a PO number, amount, date, and claim numbers are common examples of captured data in basic recognition. Often pre-set templates drive the process on structured documents such as invoices, claim forms, bills of lading.



Level 2

Basic Recognition Part 2

Specific data fields are automatically captured that would otherwise need to be keyed in manually. In addition to eliminating paper, reclaiming storage space, improving cycle time, lowering error rates and overhead costs are the additional hard dollar savings that applying basic recognition to the scan and store process provides.

Simple procedure rules will help drive the verification and validation of the data collected and also make searching for information easier and faster all by using OCR to create searchable PDF files. Plus many capture systems offer zone based OCR templates to help with the process.



“The digital revolution is far more significant than the invention of writing or even printing.”

- Douglas Englebart



CHAPTER THREE

Intelligent Data Extraction



Level 3

Intelligent Data Extraction

Intelligent Data Extraction also known as forms processing is when systems go beyond capturing basic index information to extracting multiple fields with line item detail. Instead of just simply gathering data for indexing, these systems pull more detailed data from documents where data locations may not be known ahead of time.

From there the systems deliver information to multiple back end systems, databases, and applications. Allowing for data extraction to go beyond structured documents to handle multiple document types, and formats the system can now read handwriting and other advanced data types.

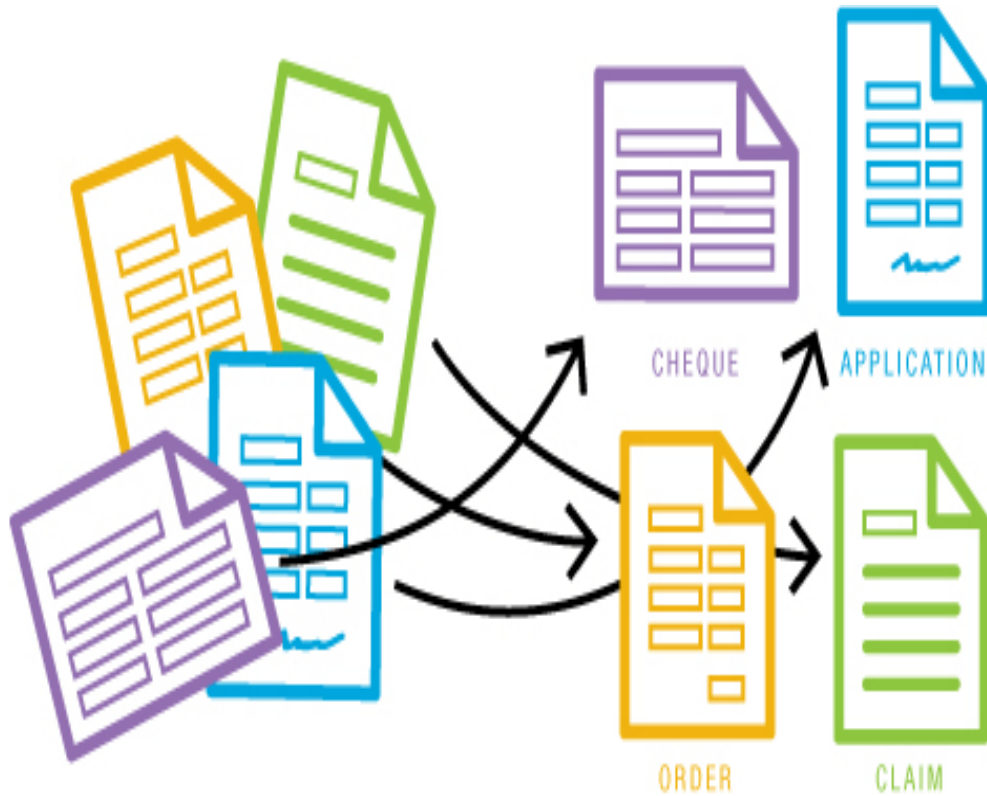


Level 3

Intelligent Data Extraction Part 2

Multiple methods of delivery also make up this level too. Scanned images and captured index data are passed to storage systems, and line item information is passed to any number of ERP or business application systems. This dual delivery capability with more complex business rules is applied and complex automated decisions are now made. For example, processed invoice data will be captured and stored for retrieval and be linked to your business's applications like SAP or Oracle.

The benefits of Intelligent Data Extraction are that you get the added dimension of feeding vital information into an enterprise content management system and applications. This is incredibly important to a document management strategy because it opens the door for huge business advantages and process improvement.



“I am not in the business of changing policies. I hope to inform, not form, decisions. ”

- Dalia Mogahed



CHAPTER FOUR

Distributed Capture



Level 4

Distributed Capture

Distributed Capture provides additional advantages by scanning documents at the point of origin versus shipping documents to a central scanning center. An important distinction because typically converting documents into a digital form has been a centralized function. Distributed Capture is a strategy where entering documents into the business process in decentralized locations, where the document originates.

For organizations with paper documents being generated at multiple locations, it makes sense moving the scanning and indexing function to the point of origin because it saves money, speeds data input, and expedites the processing of critical business documents.



Level 4

Distributed Capture Part 2

These solutions are being used by a wide variety of industries which both large and small document volumes, and this approach gives the ability to establish efficient document management systems across any office in any location across the world.

The verification of data accuracy is also distributed to line of business experts that are familiar with the document and work requirements providing a much more responsive quality control. The benefit of adding Distributed Capture cuts costs, shortens transaction processing time, and opens up new opportunities for increased productivity.



“Location is all about the efficiency of work to me .”

- Michelle Grabner



CHAPTER FIVE

Enterprise Capture



Level 5

Enterprise Capture

Enterprise Capture allows organizations to apply what we've talked about up to this point across the entire enterprise. This requires a strategic vision of how capture throughout the enterprise makes everything work together. Centralized capture supports large processes like accounts payable departments and decentralized capture expands the capabilities of regional offices.

The vision is that all documents are captured, digitalized and stored with the least amount of money and manual labor. A system so sophisticated that it will accept any document in any format with essentially no limitations on complex business rules that will interface with any content management and data storage system.



Level 5

Enterprise Capture Part 2

Documents are intelligently identified and all relevant data is captured, validated and automatically sent to the correct repositories. The result is only a handful of people are needed to manage the process. This is the world of document management today; a mix of paper and digital documents being managed through a universal capture portal to give your organization a competitive advantage.



“Every part of your business will change based on what I consider predictive analytics of the future”

- Ginni Rometty



Conclusion

What is next?

A document strategy that leverages the concepts of document and data capture is an undeveloped opportunity to gain business advantage, reduce operating costs and bolster the success of the organization.

Use this E Book to guide your evaluation of your capabilities to enable a document strategy that makes sense for your organization. Engage respected partners and look for solutions that will help you grow and prosper in the new age of document management.

Want a demo? Want to talk to an expert?

Give us a call today 800.731.6334 or email us at sales@medimicro.com

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