



*Streamlining the Conversion  
from Paper to Digital*

- > Divide Tasks & Manage Workload
- > Centralized Project Management
- > Ensure Quality & Accuracy
- > Automated Data Capture
- > Process Load Balancing
- > Understand Your ROI

**GET UNLIMITED  
SCANNING WITH  
NO PER CLICK  
CHARGES**

Offering unlimited scanning, automated data capture options, and un-matched reporting and auditing tools, Dokmee Capture is the ideal software for scanning service bureaus, centralized scanning departments within large corporations, or companies looking to convert a large backlog of files. This is a state of the art solution for streamlining the conversion from paper to searchable electronic files in a manner that saves both time and money.



## Divide Tasks & Manage Workload

Separate the scanning, quality control, indexing, and exporting processes into independent tasks that can be performed simultaneously by different users. Effectively transforms the scanning process into an assembly line that can be tailored to specific needs and carefully managed to maximize efficiency and minimize costs through the paper elimination journey.



## Ensure Quality & Accuracy

Image enhancement options are available as well as integration with image enhancement software from scanners with TWAIN and ISIS drivers. Editing tools and practical time saving shortcut options such as hot keys that are intuitive to use make the scanning and quality control process faster and more accurate than ever.



## Understand Your ROI

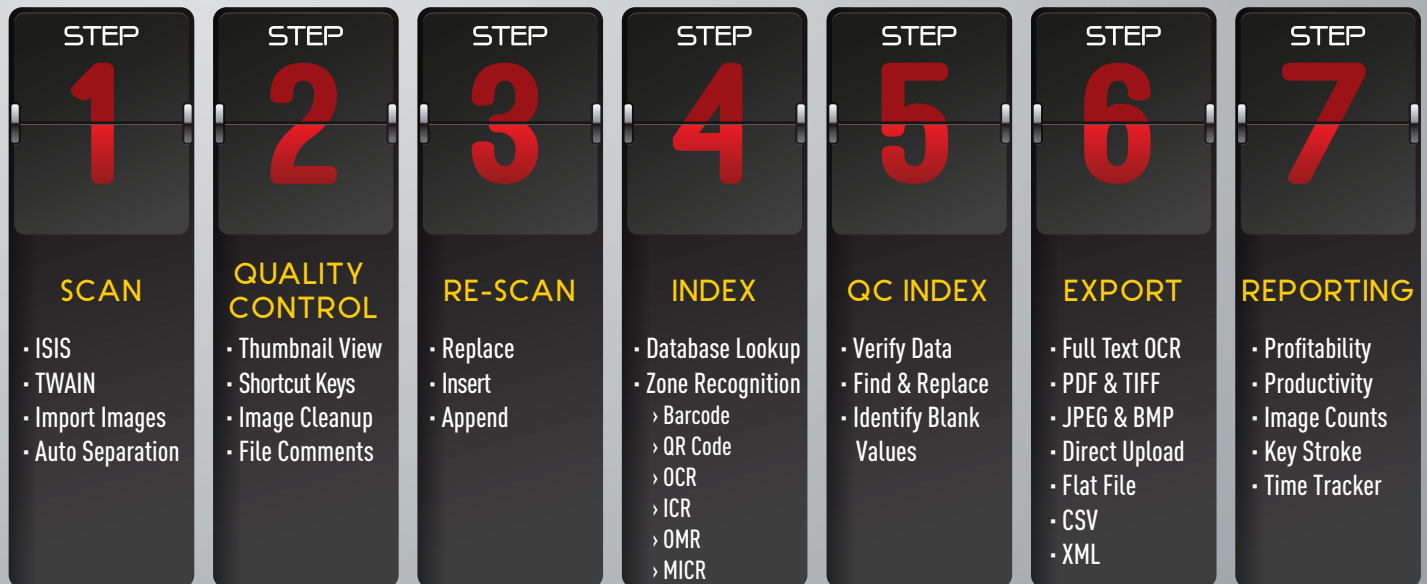
Track the productivity and efficiency of users and processes. The built in reporting tool allows administrators to track and audit productivity and profitability automatically versus an alternative manual logging process. Input costs and revenue so that profitability reports are automatically generated. Reports can be generated by profile, batch, module, or user for specific periods of time and then saved and sent out to managers in Word, Excel, PDF, and SAP Crystal Reports format.



## Automated Data Capture

With the ability to setup recognition templates for typed text, barcodes, handwriting, checkboxes and more, Dokmee Capture provides the tools for efficient and accurate automated data extraction, which in turn leads to easy to find and retrieve electronic files. Dokmee Capture is able to push images and data into any document management or file sharing system, along with automatic file naming and folder creation and organization.

# THE DOKMEE CAPTURE PROCESS



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