

Transform™ Scan Center

Image Capture Technology for Transactional Document Archives

Organizations moving from paper-based to electronic processes are deploying solutions that eliminate the need to produce paper internally. Nevertheless, these same organizations cannot always control the behavior of their vendors, customers and partners. In order to have current and historical visibility across the entire transaction lifecycle, including all associated documents, organizations need the ability to capture paper documents from all sources and incorporate it into their electronic processes.

Document Imaging that Supports Paper-to-Electronic Business Migration

Transform Scan Center helps organizations process, index and store their documents more efficiently, reducing cycle times and increasing accuracy rates. Once scanned, the paper is no longer necessary and organizations can continue to follow their electronic document workflows and business processes.

Transform Scan Center drives document scanners at fully-rated speeds or accepts documents scanned via multi-function devices or stored in file systems. The latter options allow organizations to segment or decentralize the image capture portion of the process, while at the same time preserving centralization of document indexing and storage requirements. The solution provides a full spectrum of image processing features to optimize document images, such as de-speckle, de-skew and de-line to improve image clarity for recognition.

To reduce labor and the potential for error associated with identifying images, Transform Scan Center leverages both zonal and full-page Optical Character Recognition (OCR), Optical Mark Recognition (OMR) and barcode recognition technology to automatically process documents. In lieu of these options, an operator can take advantage of key-from-image verification to manually identify, separate and add index values to documents for efficient storage and retrieval.

To maximize the information associated with an image and eliminate redundant data look-ups downstream, Transform Scan Center can access existing databases to retrieve information which may not be included on the document itself, such as vendor number or internal ID. This information can then be incorporated into the indexing and storage process to further improve search and retrieval efficiency.

Integration to Transform Content Center for Digital Document Storage and Retrieval

Once processed by Transform Scan Center, images are routed to Transform™ Content Center for secure storage and retrieval. Working together, Transform Scan Center and Transform Content Center offer customers a way to fully automate the lifecycle of their documents.

Transform Content Center automates the labor-intensive, manual processes of sorting, filing and retrieving your business' most critical transactional documents, payments and related files. Leveraging Transform Content Center's self-service Web application, all archived files are indexed and made available for instant search and retrieval from a convenient Web browser, dramatically increasing the efficiency of your business processes, while reducing the costs and hassles of paper document handling and storage.

Flexible Scan and Input Options Drive Electronic Document Workflows

- ISIS and VRS support
- Works with many document scanners
- Supports multi-function devices
- Image processing
- Full-page or zonal OCR
- Optical Mark Recognition
- Barcode recognition
- Key-from-image indexing
- Retrieves information from external databases
- Direct image and index delivery to Transform Content Center

Transform Content Center Features:

- Browser-based access to all documents and related files stored in a secure Web application
- Scalable for both departmental and high-volume, enterprise-wide uses
- Role-based security integration with Microsoft® Active Directory for streamlined user access management
- Password encryption at the document and file level for additional safeguards against unauthorized viewing and printing
- Select single or multiple documents for distribution via fax, print or email
- Full text search on particular keywords, sentences or phrases
- User-specific views of document file types and status
- Email alerts regarding arrival of documents and document status changes
- Centralized archive also supports non-Bottomline produced documents and related files

Leveraging the subscription and routing capabilities of Transform Content Center, organizations can also notify users of new documents. In this manner, Transform Scan Center becomes a trigger for downstream process automation.

System Requirements

For complete details on the hardware and software platforms required and supported by Transform Scan Center, please call 800.472.1321 (option 2) or email info@bottomline.com to be connected to a representative in your region.



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