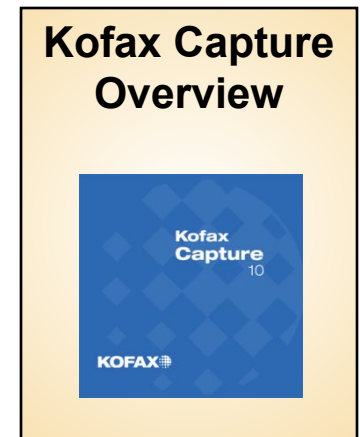


Module 2

Kofax Capture Overview

Kofax Capture Overview

- Kofax Inc.
- Information capture, BPM, dynamic case management
- The Solution: Kofax Capture
- Image cleanup, recognition, & extraction
- The production capture process
- Setup and processing with Kofax Capture
- Customizing Kofax Capture
- How Kofax Capture fits into the Solution
- New Features in Kofax Capture 10
- Licensing



- Kofax Inc, is the leading provider of ***document driven business process automation solutions***.
- Streamlines the flow of information throughout an organization by managing the capture, transformation and exchange of business critical information arising in paper, fax and electronic formats in a more accurate, timely and cost effective manner.
- Solutions provide a rapid return on investment to thousands of customers in financial services, government, business process outsourcing, healthcare, supply chain and other markets.

Successful and Growing

Headquarters: **Irvine, CA**

Founded: **1985**

Employees: **1,200+** in **37** countries

Channel partners: **800+**



FY11 Results

- Total revenues: **\$243.9m**
- Adjusted EBITA: **\$40.2m**
- Adjusted EBITA margin: **16%**
- Cash at June 30, 2011: **\$98.3m**

Successful

Customers: **20,000+**

Software seats: **150,000+**

Integrations with ERP, CRM, workflow
LOB, etc: **Tens of thousands**

Focused on Innovation

- **13%** of software revenue goes into R&D

Capture Enabled BPM – A Differentiated Offering

**Information
Capture**

KOFAX 

**Capture
Enabled
BPM**

**Business
Process
Management
Dynamic Case
Management**

What is Information Capture?

Information Capture enables organizations to overcome the challenges of labor intensive processes by capturing all types of content for automatic classification, separation, extraction, validation and delivery into enterprise applications, business processes, repositories and dynamic case management.



Paper documents can be captured using scanners, digital copiers and MFPs, and the resulting image “perfected” to improve subsequent processing and usability. Electronic documents can be captured from fax, email, mobile devices, web applications and social collaboration venues.

What is BPM?

Business Process Management (BPM) is a way of looking at and then controlling the processes that are present in an organization.*



BPM combines technical tools and management discipline to improve how you get work done, resulting in highly automated processes that help people provide better products and service and deliver better business results. In addition to automating and accelerating mission critical, revenue bearing business processes, BPM solutions enable organizations to remain fluid, responsive and efficient even when a variety of unknown circumstances arise or changes occur.

* What is Business Process Management, AIIM
www.aiim.org/what-is-bpm-business-process-management

What is Dynamic Case Management?

A highly structured, but also collaborative, dynamic, and information-intensive process that is driven by outside events and requires incremental and progressive responses from the business domain handling the case.



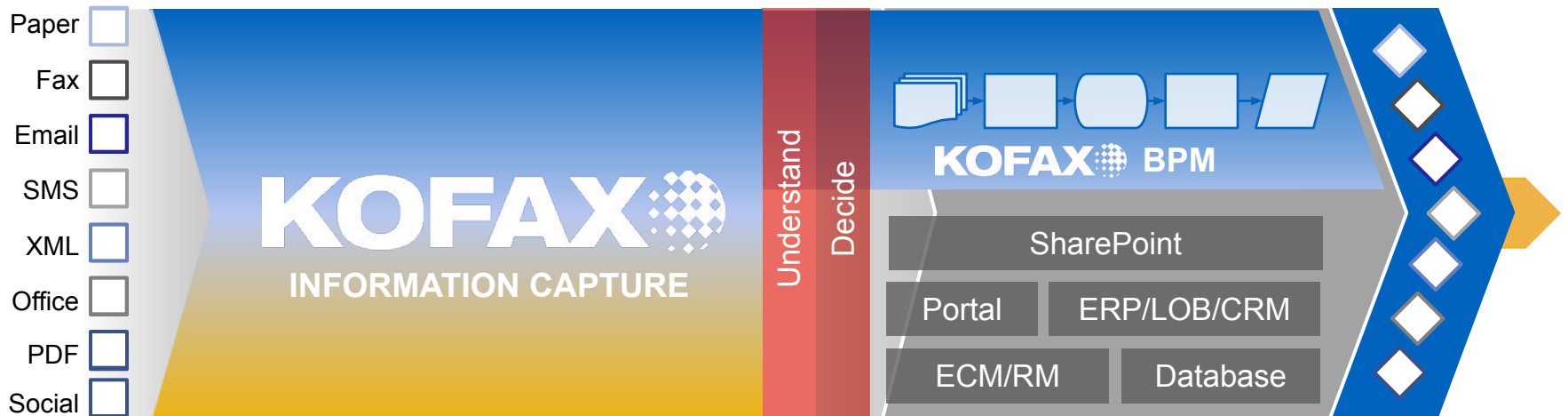
Dynamic Case Management



FORRESTER®

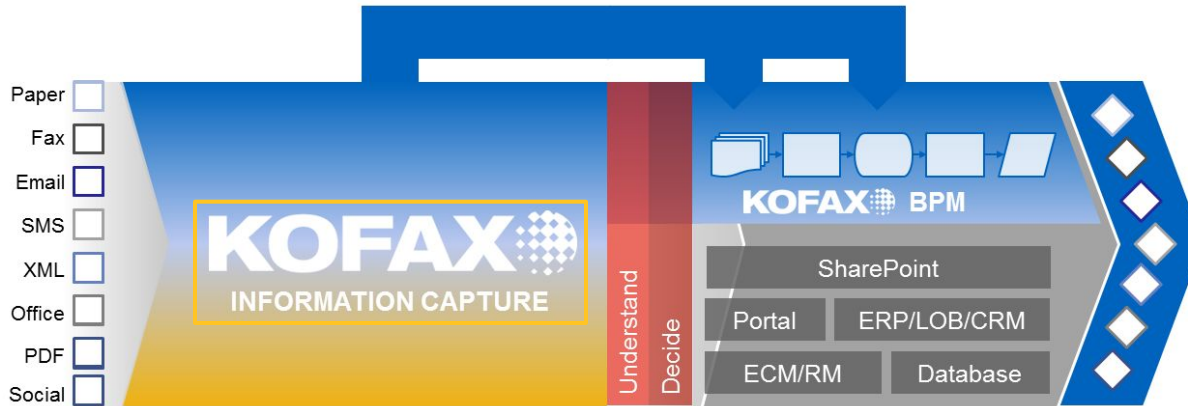
Examples include a patient record, a lawsuit, an insurance claim, or a contract... includes all the documents, data, collaboration artifacts, policies, rules, analytics, and other information needed to process and manage the case.

Kofax Value Proposition



- ◆ Lower operating costs
- ◆ Better customer service
- ◆ Increased efficiency
- ◆ More agile processes
- ◆ Faster processing
- ◆ Better information quality
- ◆ Greater regulatory compliance
- ◆ Enhanced productivity
- ◆ 12 - 18 month ROI

Capture Information at Point of Origination



**Kofax
Capture**

**Kofax
Mobile Capture**

**Kofax
Express**

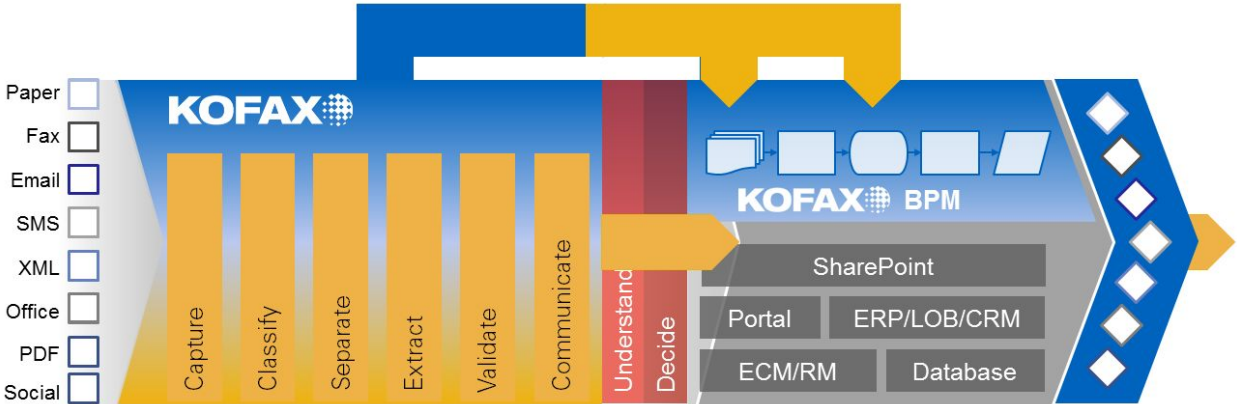
**Kofax
Front Office
Server**

**Kofax
VRS
ELITE**

**Kofax
Web Capture**

Enable Touch-less Processing

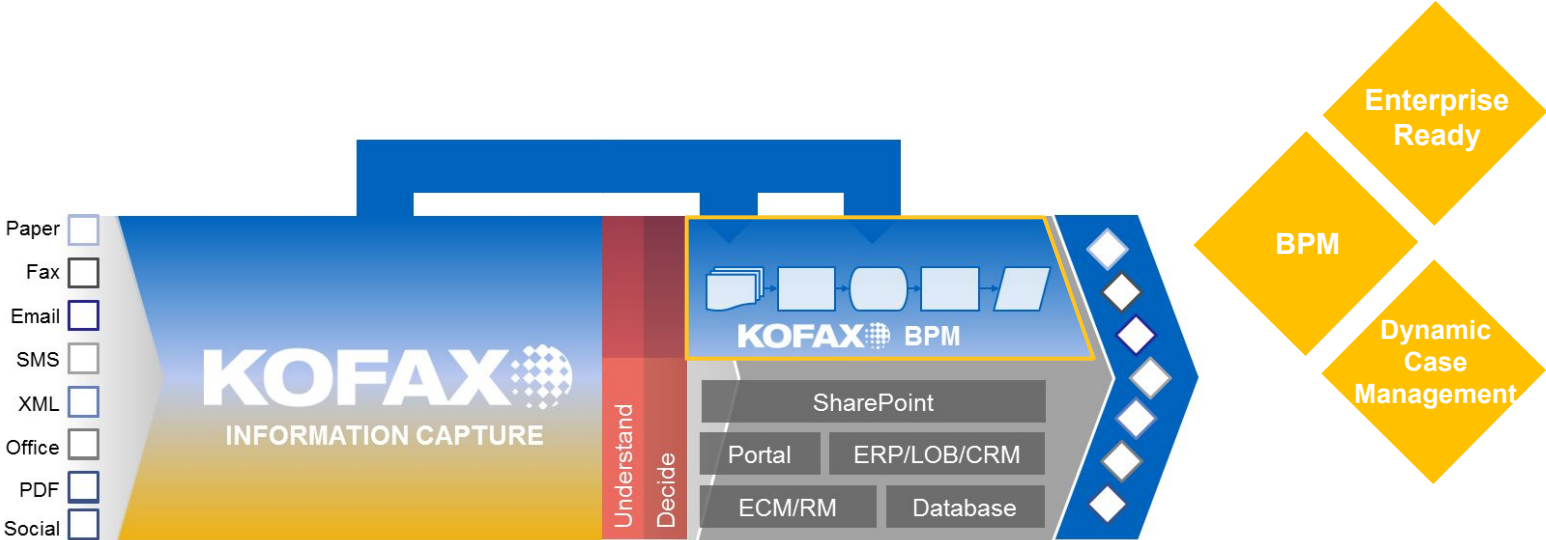
Touch-less Processing



**Kofax
Transformation
Modules**

**Kofax
e-Transactions**

Enterprise Ready Platform



**Kofax
TotalAgility**

**Kofax
MarkView**

**Kofax
Monitor**

**Kofax
Communication
Server**

The Solution: Kofax Capture

•Kofax Capture

A batch-oriented document capture application designed to accelerate business processes by collecting documents and forms, transforming them into accurate, retrievable information, and delivering it to business applications and databases on a local or wide area network or the Internet.

- Capturing documents from different sources (scan, import, e-mail...) and locations (LAN, WAN, the Internet...).
- Processing all document types associated with a business process.
- Processing workflow is established inside Kofax Capture based on a repeatable, auditable process.
- Kofax Capture ***enhances business process automation*** by increasing accuracy and throughput and reducing manual processing.

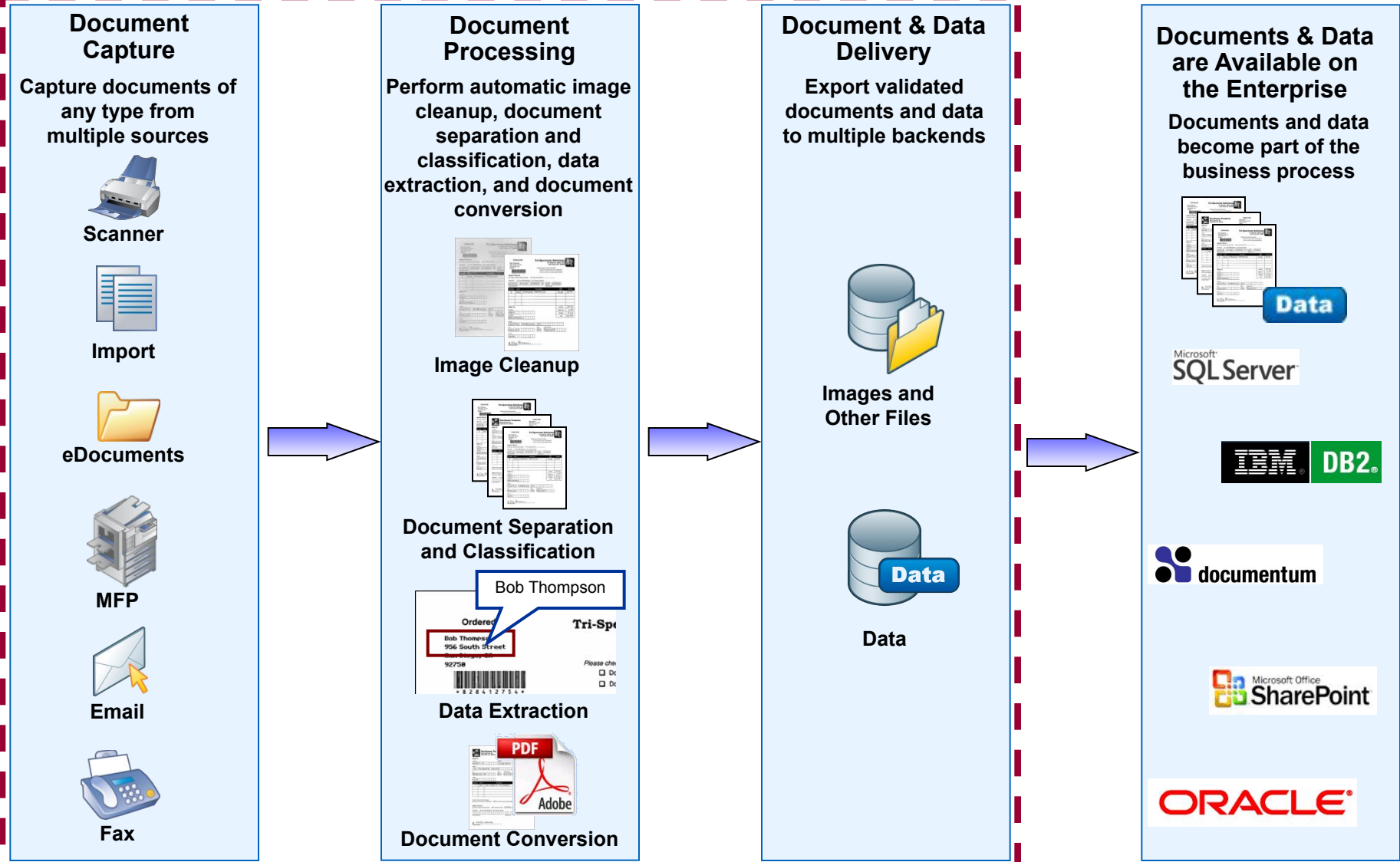
**Kofax
Capture**

KOFAX 

Kofax Capture Foundation

- Scanning
 - ImageControls 5
- Image Processing
 - ImageControls 5
- Databases
 - Default: SQL Server Express
 - Optional: SQL Server, Oracle, IBM DB2
- Encryption
 - Microsoft Secure Sockets Layer compatible for Internet or Intranet-based applications
- Native 32-bit Application
 - Windows XP
 - Windows Server 2003
 - Windows Server 2008
 - Microsoft Windows 7
 - Microsoft Windows Vista
- File Compression
 - Microsoft Cabinet (Cab)
- PDF Generation – ABBYY
- Recognition
 - Barcode, Patch Code and Form ID – ImageControls 5
 - Optional Enhanced Bar Code engine (reads various 2D bar codes)
 - OCR – ABBYY
 - ICR – ABBYY
 - OMR - Kofax
- VirtualReScan (VRS) 5.0
- Customization and Scripting
 - SBL (Softbridge Basic Language)
 - XML (for import scripts, custom modules, custom notes)
 - .NET technology & Visual Basic (for export connectors, workflow agents, and COM objects)
- Exports to an endless variety of databases and content resource and document management applications

Document Capture Feeding Your Enterprise



Document Capture



The Production Capture Process



Document Preparation ***

- Prepare pages

- Create Batches

- Organize Files for Import

- Set up email

Scan (Import) ***

- Digitize Pages

- Import Files

- Review Images

Recognition ***

- Image Cleanup

- Form ID

- OCR/ICR/OMR

- Read Bar Codes

Validation (Indexing) ***

- Validate data

- Manual data entry

- Optical Recognition

- Database Validation

- Scripting

Verification ***

- Verify data

- Optional step for improving data accuracy

- Correct data

PDF Generator ***

- Create Image only or Image + Text PDFs

- OCR Full Text

- Create active document from image

Export (Release) ***

- Convert file format

- Archive images

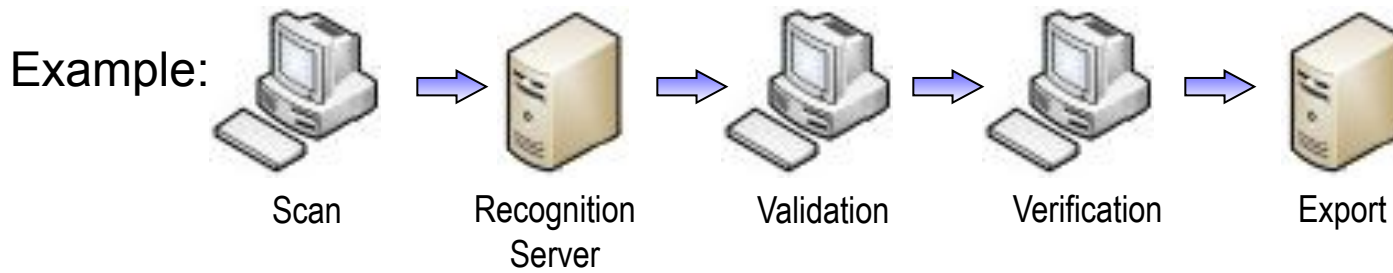
- Output data

- Output PDF and OCR Full Text files



Defined and Repeatable Capture Process

- “Workflow” within Kofax Capture defined by **batch classes**.
- Batch classes define workflow via **queues** (queues = modules).
- Examples of queues (modules): Scan, Recognition Server, Validation, Verification, and Export



- Scan operator creates batches based on batch classes.
- Batches are processed in production through the queues.
- Structure and flow is auditable and repeatable.

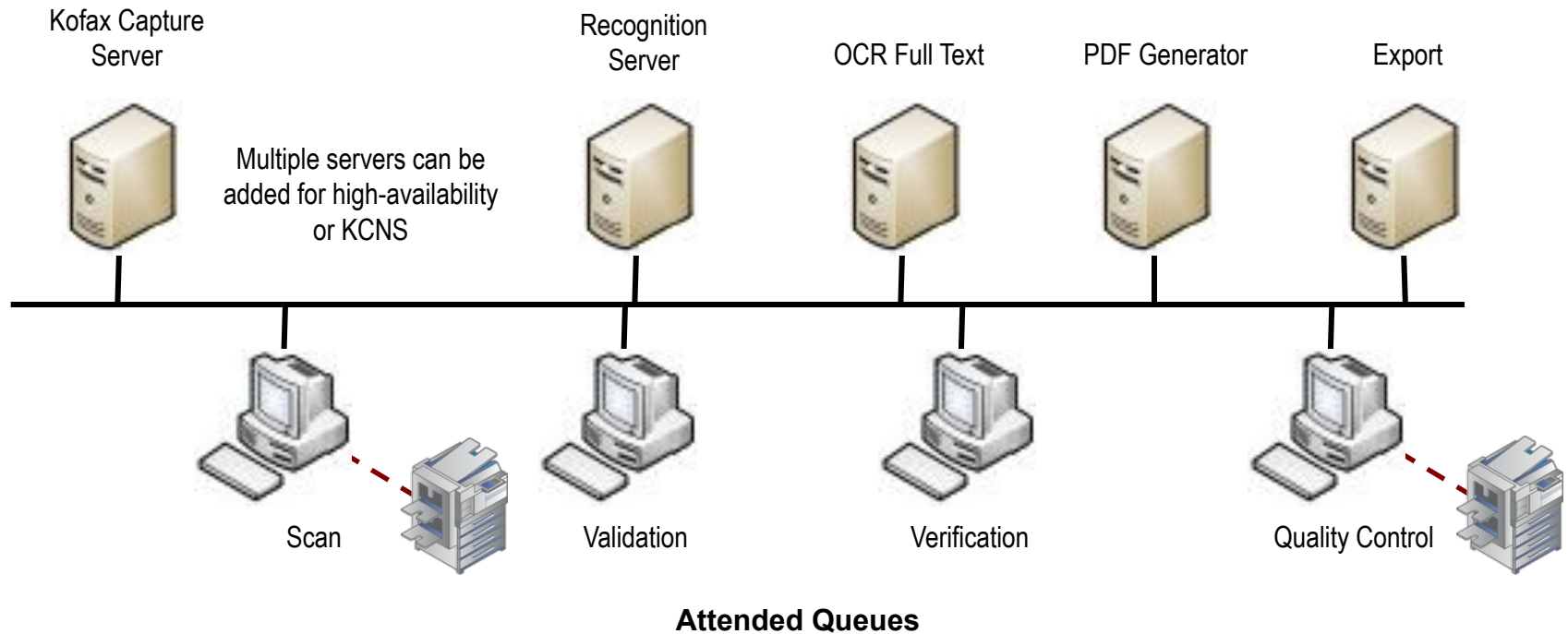
Kofax Capture Workflow

- Every workflow begins with the Scan function and concludes with the Export module.
- Workflow is configurable.
- Workflow can include standard Kofax Capture queues, custom modules, or Kofax add-ins such as Kofax Transformation Modules (KTM).
- Reach and functionality of Kofax Capture can be expanded through the addition of “extensions” (Kofax Capture Network Server, Kofax Front Office Server, and Kofax Capture Import Connectors).
- Documents can be captured and processed globally through a variety of input capture modes.

Kofax Capture on the Network

Unattended Queues

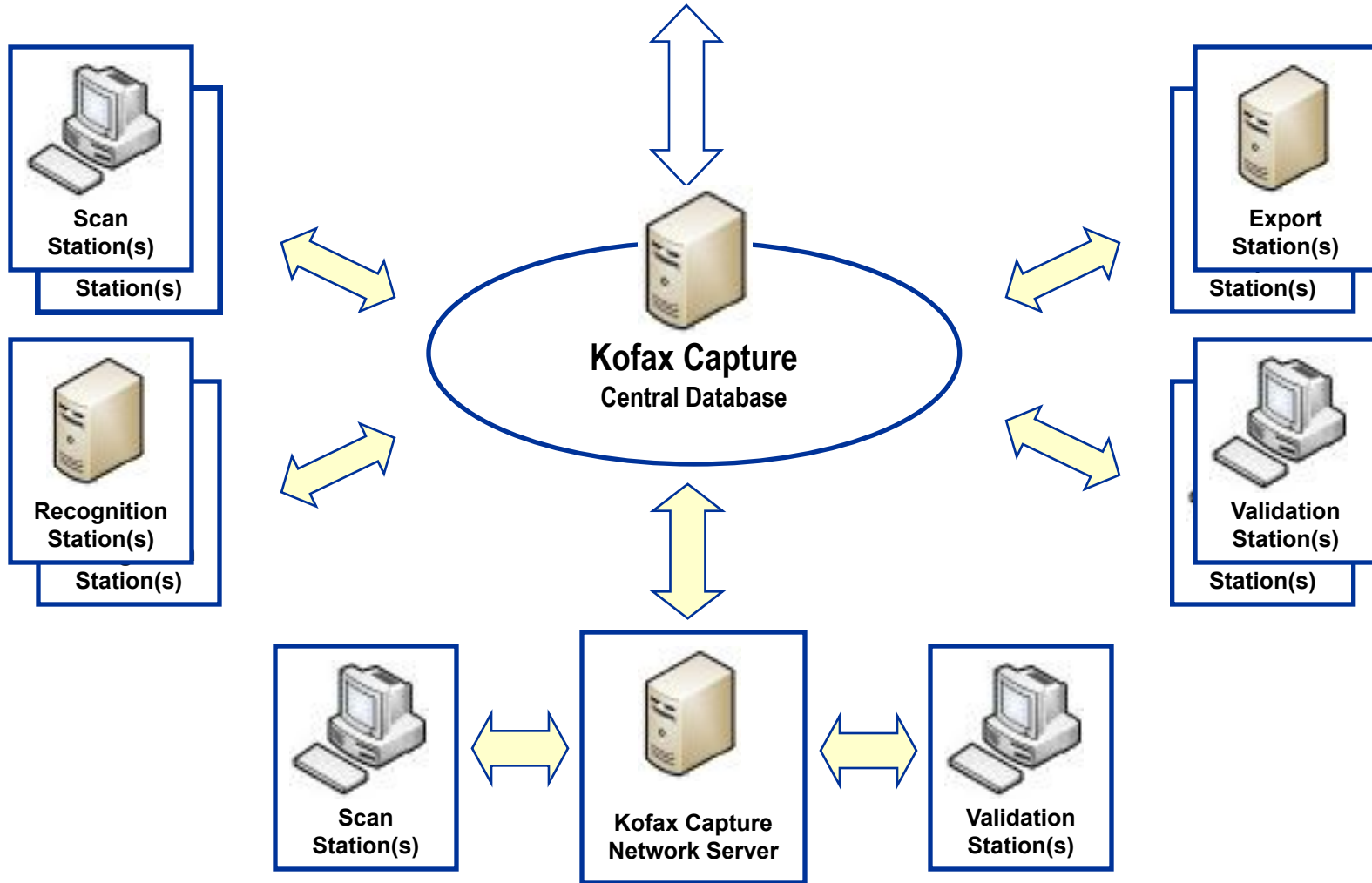
Unattended queues can be run as applications or Windows services



A "typical" client/server deployment of Kofax Capture

Kofax Capture is Scalable

Administration Station (Administration and Batch Manager modules)

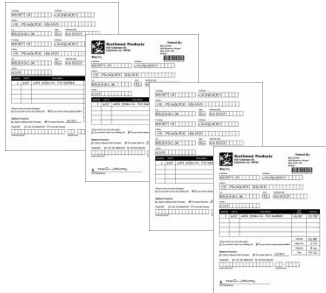


Document Capture Concepts

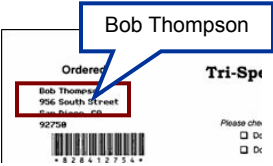
- **Classification (Form ID)** – Distinguishing between different Document Types and Form Types.



- **Separation** – Creating boundaries between individual documents in a batch. Documents may be single-page or multi-page.



- **Extraction** – The process of automatically lifting data from a document using rules or zones along with the output from a recognition engine (OCR, OMR, barcode, etc). This data usually is output to a database or document management application for later retrieval.



High Quality Image Capture

- Kofax Capture provides superior image capture and cleanup.
- VirtualRescan (VRS) is installed with Kofax Capture, and provides high-quality image capture at scan-time.

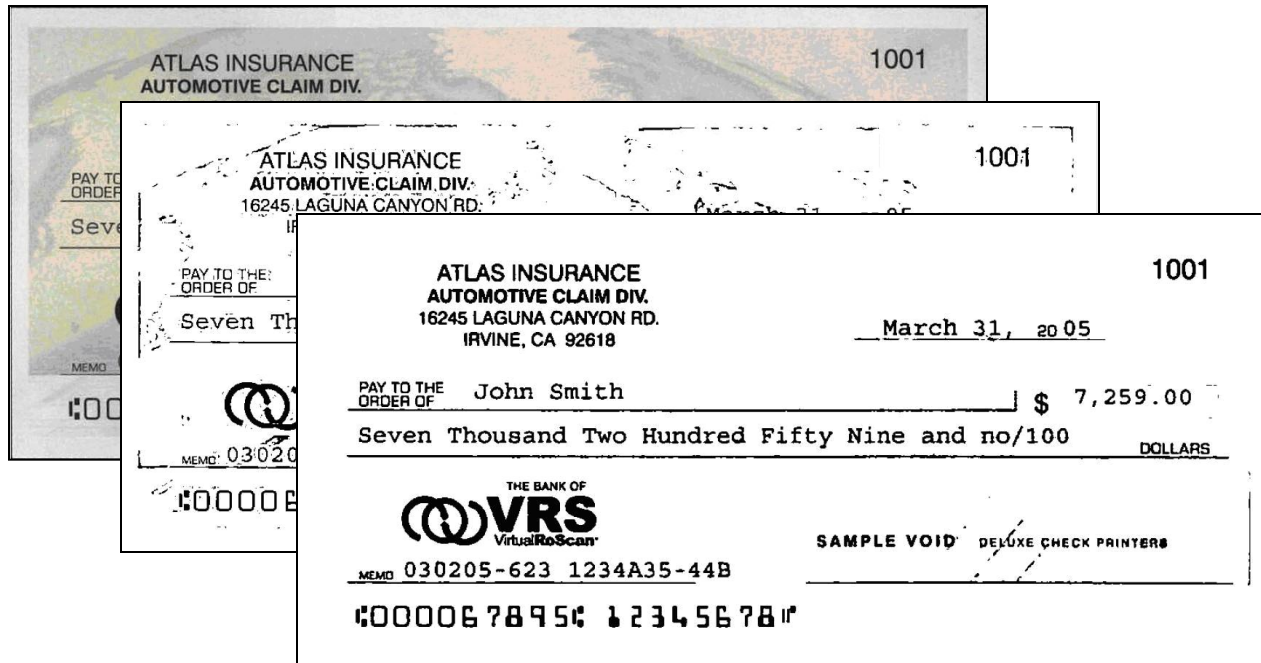


Image with VRS Advanced Clarity at Scan-time



Image Clean-up, Recognition, and Extraction

- Images can be enhanced through image clean-up inside Kofax Capture.
- High-quality images provide better image display, more efficient transport and storage of images, and enhanced accuracy of data extraction.
- Optical recognition transforms machine printed or hand-printed text into electronic data.
- Multiple recognition engines and settings provide greater options, multiple languages are supported.
- Extracted data is available for insertion into backend databases and applications.
- Scripting can be added to enhance extraction accuracy.

Image Clean-up Technology

- Zonal or full page based
 - Image Cleanup
 - Black border removal
 - Deskew
 - Deshade
 - Despeckle
 - Destreak
 - Horizontal and Vertical Line removal
 - Character reconstruction
 - Edge Enhancement Filters
 - Smooth, thicken, thin, fill in lines, etc.

**A
Zone**

Northwest Products
525 Corporate Dr.
Lakeview, CA 90435

Ordered By:
Bill Slater
365 Planter Street
New York, NY
07326

Ship To:

First Name: MARTIN Last Name: JANEWAY

Address: 19 POWERS ROAD

City: MANHEIM State: IL Zip/Postal Code: 60420

Country: USA

Quantity	Item #	Description	Unit Price	Amount
1	638	LANG STERLING PIE SERVER	34.95	34.95

Subtotal: 34.95
Sales Tax: 2.70
Shipping: 5.00
Total: 42.65

Please check any items that apply:
 Do you wish to be on our mailing list? Do you wish to receive special offers?

Method of Payment:
 Check or Money Order Enclosed Purchase Order No. 42367

Please Bill: Visa MasterCard American Express

Credit Card Number: _____ Expiration Date: _____

Authorized

Image cleanup on a page level is permanent; when performed on a zonal level, image cleanup is temporary

Recognition and Extraction Capabilities

- **Form ID** – Distinguishing between different document types and form types
- **Page registration** – Aligning pages for enhanced extraction accuracy
- **Patch code detection** – Detecting patch codes
- **Bar code recognition** – Detecting and reading bar codes
- **Optical Character Recognition (OCR)** – Reading machine printed characters
- **Intelligent Character Recognition (ICR)** – Reading hand printed characters
- **Optical Mark Recognition (OMR)** – Determining the status of checkboxes

The image shows a sample order form with several fields highlighted by red boxes to illustrate OCR capabilities:

- A box at the top center contains a barcode.
- A box on the left contains the logo and address for Northwest Products: 525 Corporate Dr., Lakeview, CA 90435.
- A box on the right contains the 'Ordered By' information: Bill Slater, 365 Planter Street, New York, NY 10022.
- A box below the 'Ordered By' information contains a barcode with the number 673421895.
- A box below the barcode contains the 'Ship To' information: MARTIN JANEWAY, 19 POWERS ROAD, MANHEIM, IL 60420, USA.
- A box below the 'Ship To' information contains the 'Method of Payment' section, which includes a checked box for 'Purchase Order No. 41367' and a red cross mark in the 'Credit Card Number' field.
- A box at the bottom left contains the 'Authorized Signature' field, which has a handwritten signature: Martin Janeway.

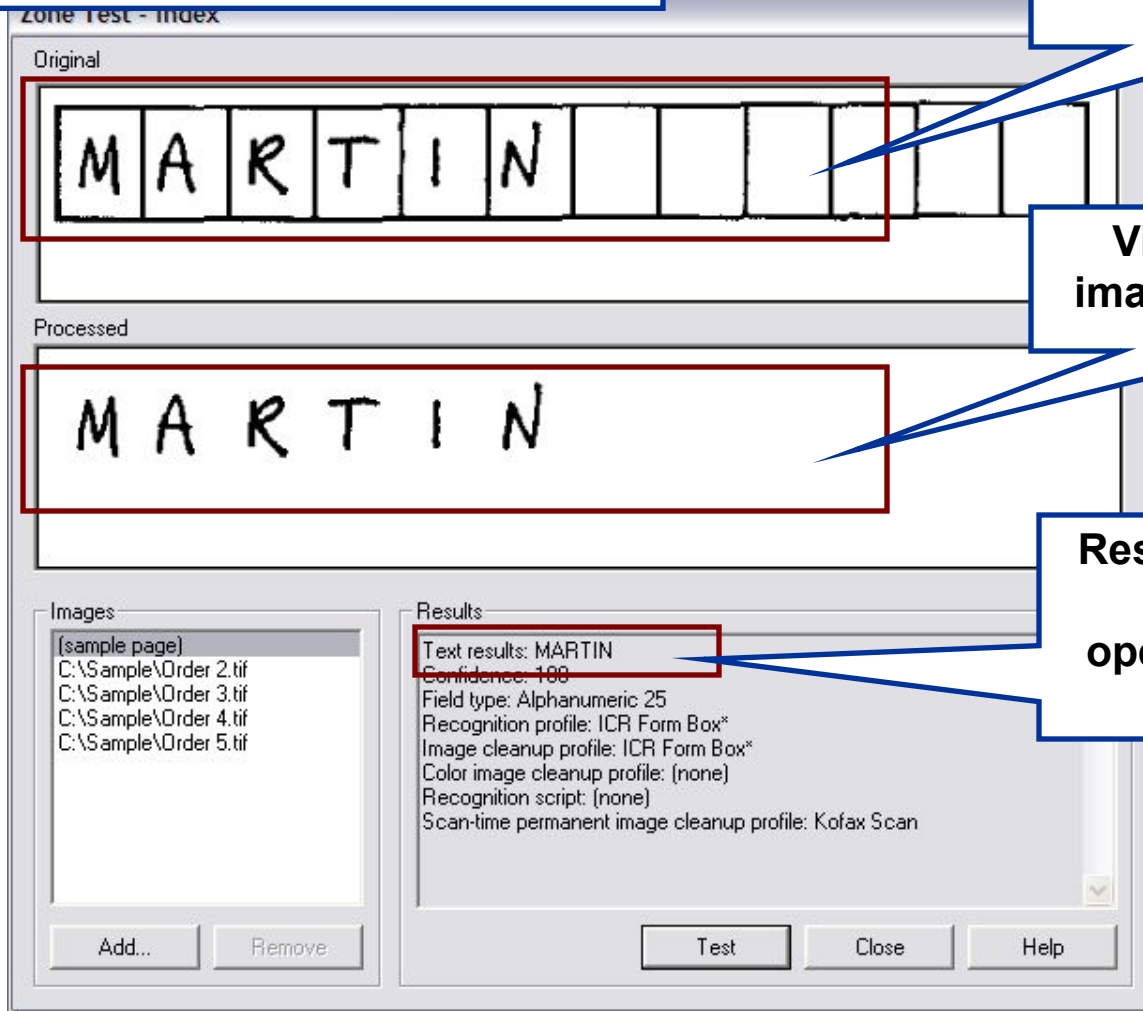
Accurate Extraction Results

Image cleanup removes unwanted pixels – either permanently or temporarily

View of image without image cleanup

View of image with image cleanup applied

Results of recognition and extraction operation after image cleanup



Document Types

- Kofax Capture is well suited to process **structured** documents
- With Kofax Capture add-on components such as KTM, we can now more efficiently address semi-structured and unstructured document types

Northwest Products Customer Information Sheet

First Name: JAMES M.I. Last Name: S LEWIS Dallas - 03983

Company Name: LAWSOHN TECHNOLOGIES

Address 1: 1456 TEMPLE ST

Address 2: SUITE 114E

City: RICHMOND State: TX Zip or Postal Code: 72405-16723

Phone: 214-555-1234

Date	Item Number	Sales Person
4-15-2001	673	SMITH
1-12-2004	439	SMITH
2-14-2005	439	JENSEN

Interest Level: Low Med High
 Decision Making:
 Open to Call:

Structured

Packing List

FROM: BRYANBEE CO. 137N SIOUXFALL LN. TERRELL, OK 73566

SHIP TO: CHGO MEDICAL CENTER 137N S. CHGO RD. TERRELL, OK 73566

INVOICE #	P.O. #	QUANTITY	DESCRIPTION
9172	NO9500624	250	LEUDY P. 186A
		200	OSR LONG
		500	LEBBY T. LEUER
			CATON BEAP
9173	NO9500243	3000	SRB CARLSON
		500	BRIDES MOORE
9174	NO9500247	1500	SIOMME LENOZ
9104	NO9500297	2500	NANCY FOLLI
		420	JENNIFER CARLOS
		500	KIM M. FOLLI
9103	NO9500959	500	TERRI CORNELL
9902	NO9500899	1000	LAUREN
		500	LAUREN HEALTH CARE
		500	ETP CARETILLS
		500	TODD KENNEDY
		500	JOY HOLLEY
9176	NO9500259	500	VICTORIA MARTIN
9199	NO9501309	2500	S. SCOTT SMITH
		500	BRADLEY ANDRONG
		1500	JEFF OLSON
		500	ROBERT S. STUBBY
		500	JACE CLEFF
9171	NO9501245	2000	HOMER CARE PUGH
9174	NO9500992	1000	HEALTHTECH

RECEIVED BY: DATE:

Semi-structured

Brocke Anderson
 48 San Gabriel
 RSM, CA 92088

Phone: (714) 918-4030
 E-mail: BrockeAnderson@yahoo.com

April 27, 2005

Re: DB Marketing Specialist

Dear Hiring Manager:

Attached, please find my resume of qualifications for the DB Marketing Specialist position at Kofax. I believe that with over 3 years of experience in business, sales, training and marketing that I would be a valued addition to Kofax. I have the ability to work well under pressure while maintaining attention to detail in my work and upholding the highest standard of professionalism in all forms of communication.

I would like the opportunity to meet with you to discuss how my qualifications will positively contribute to the team. I look forward to hearing from you.

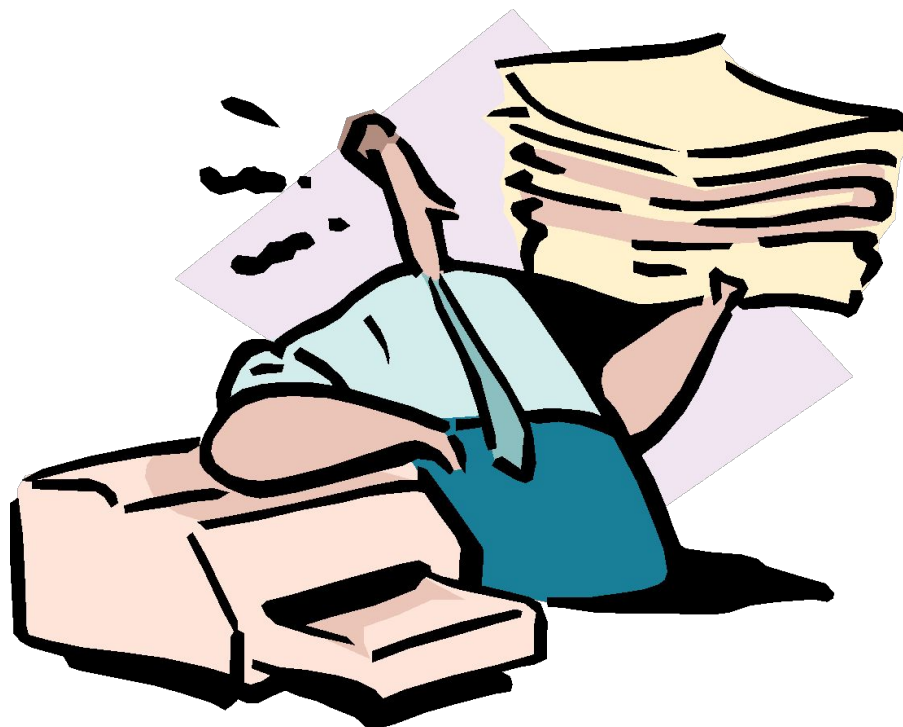
Sincerely,
 Brocke Anderson

Unstructured



Introduction to the “Batch” Concept

- So, what is a “batch”...
- A “Batch” is simply a stack of paper or a group of electronic documents (or both) that has been organized to be collected, processed and delivered to your back-end database or application.



Levels of Definition in Kofax Capture

- **Batch Class**

- Properties for processing a Batch

- **Document Class**

- Properties for types of documents

- **Form Type**

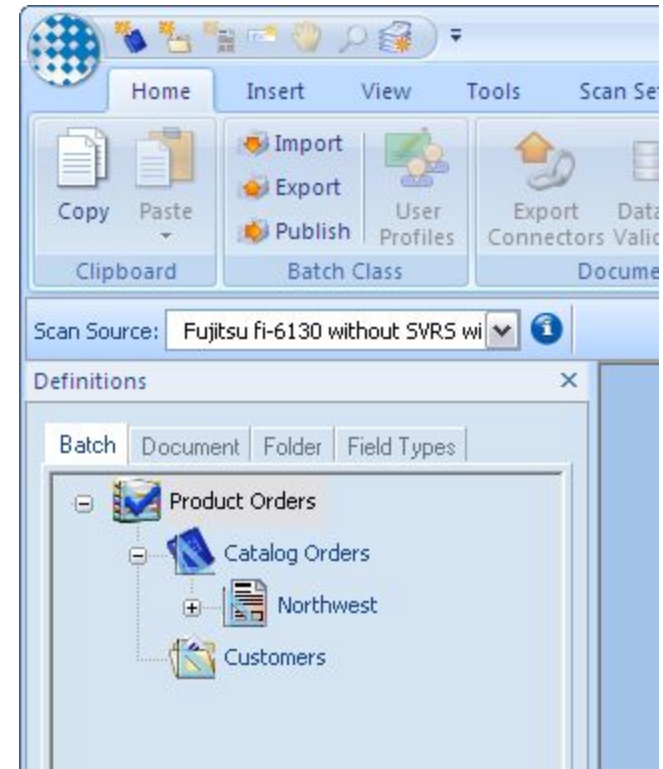
- Properties for a specific form or document

- **Folder Class**

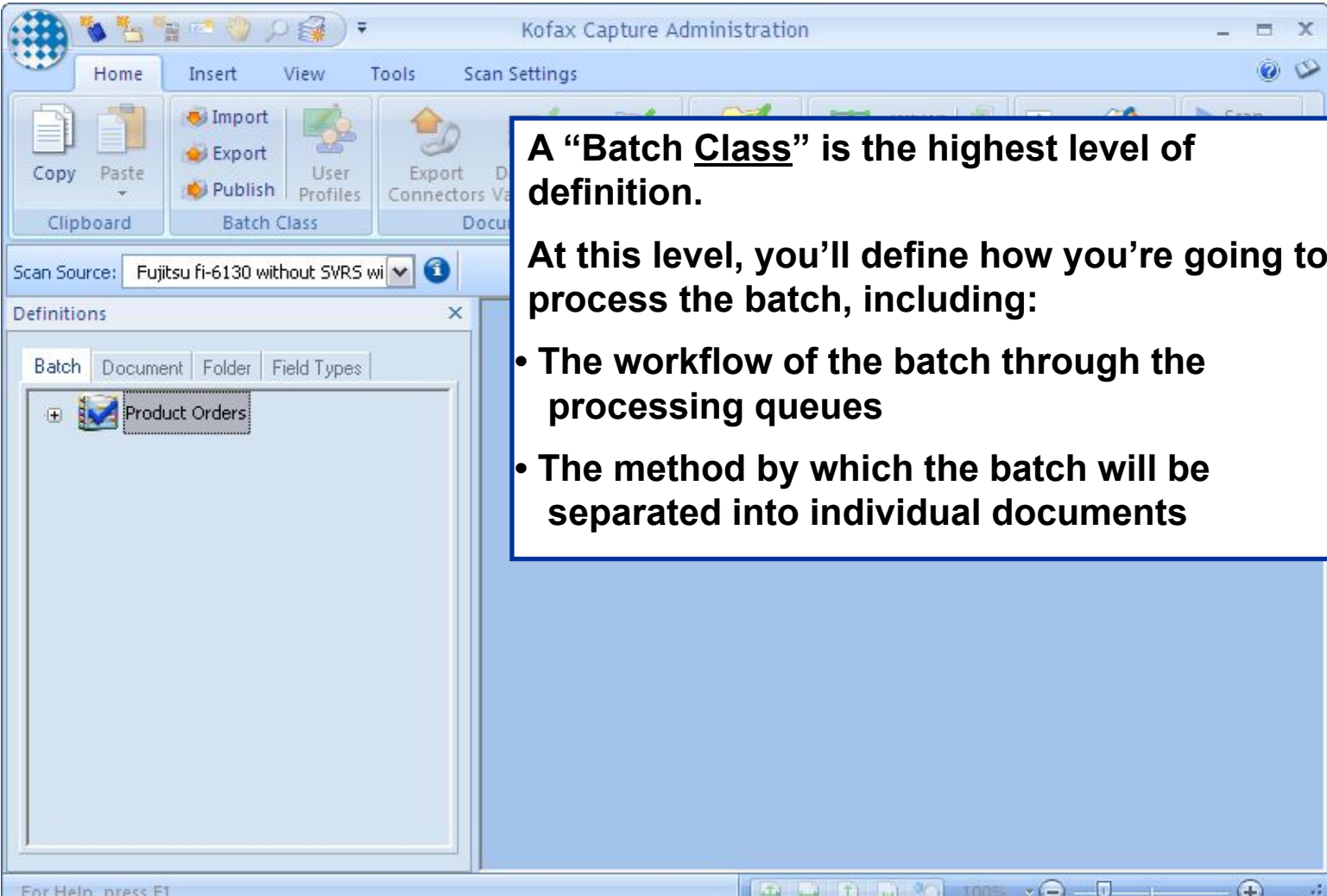
- Structure to match back-end applications

- **Field Type**

- Types and sizes of data to be captured



Batch Class



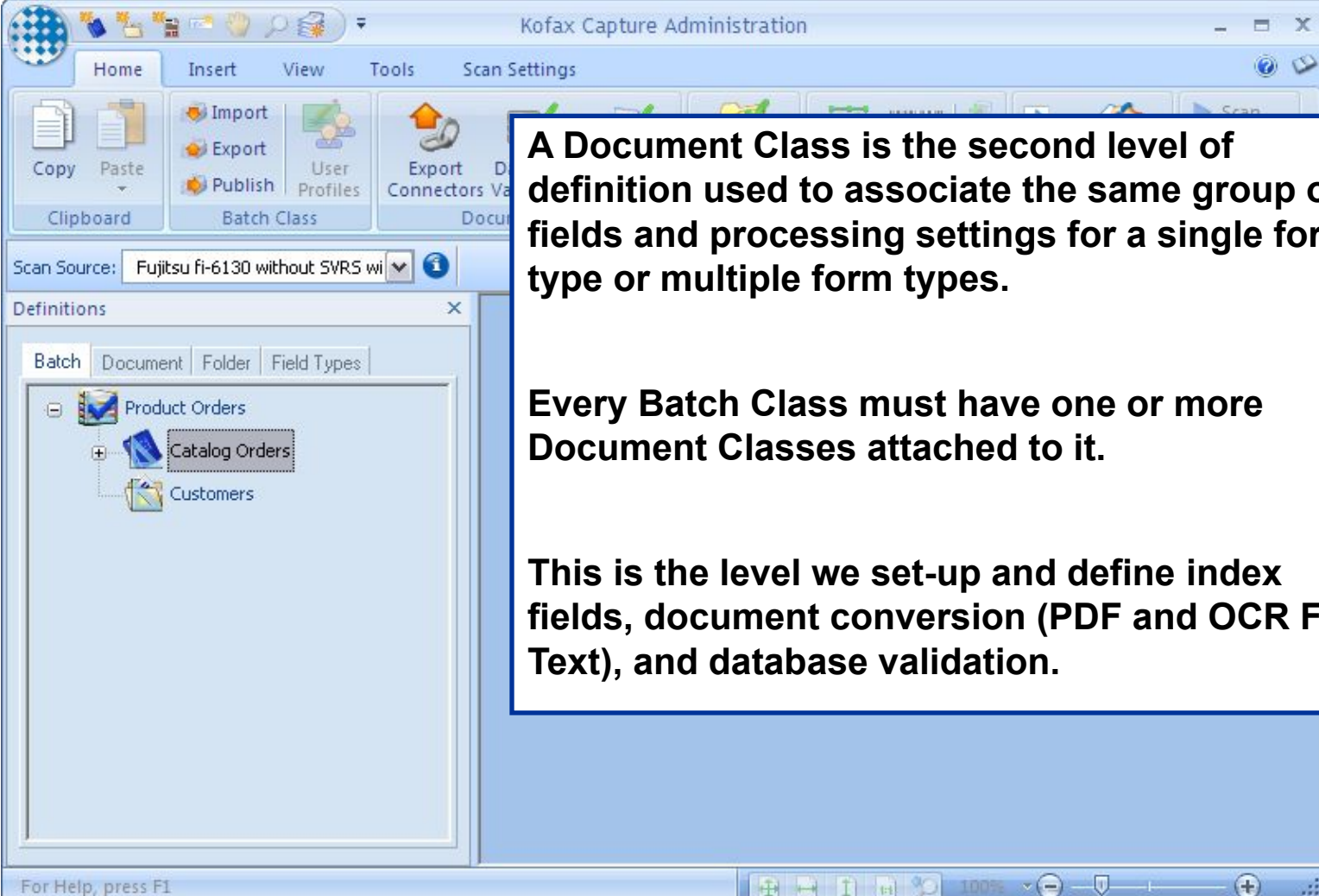
The screenshot shows the Kofax Capture Administration application window. The title bar reads "Kofax Capture Administration". The menu bar includes "Home", "Insert", "View", "Tools", and "Scan Settings". The ribbon contains several groups: "Clipboard" with "Copy" and "Paste"; "Batch Class" with "Import", "Export", and "Publish"; "User Profiles"; and "Export Connectors". The "Scan Source" dropdown is set to "Fujitsu fi-6130 without SVRS wi". The "Definitions" pane is open, showing a list of definitions under the "Batch" tab. One definition, "Product Orders", is selected and highlighted. The status bar at the bottom indicates "For Help, press F1" and shows a zoom level of 100%.

A “Batch Class” is the highest level of definition.

At this level, you’ll define how you’re going to process the batch, including:

- **The workflow of the batch through the processing queues**
- **The method by which the batch will be separated into individual documents**

Document Class

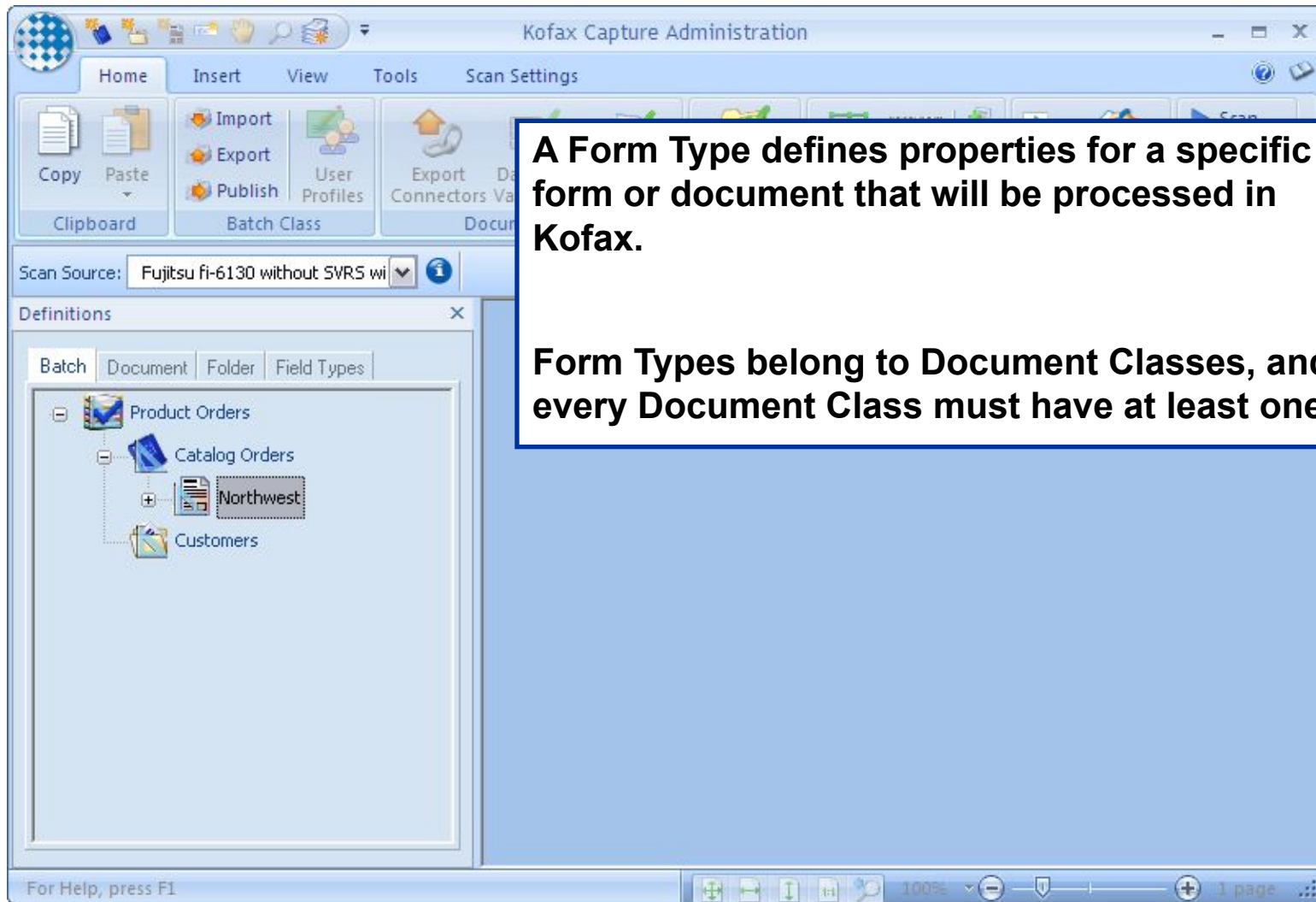


A Document Class is the second level of definition used to associate the same group of fields and processing settings for a single form type or multiple form types.

Every Batch Class must have one or more Document Classes attached to it.

This is the level we set-up and define index fields, document conversion (PDF and OCR Full Text), and database validation.

Form Type

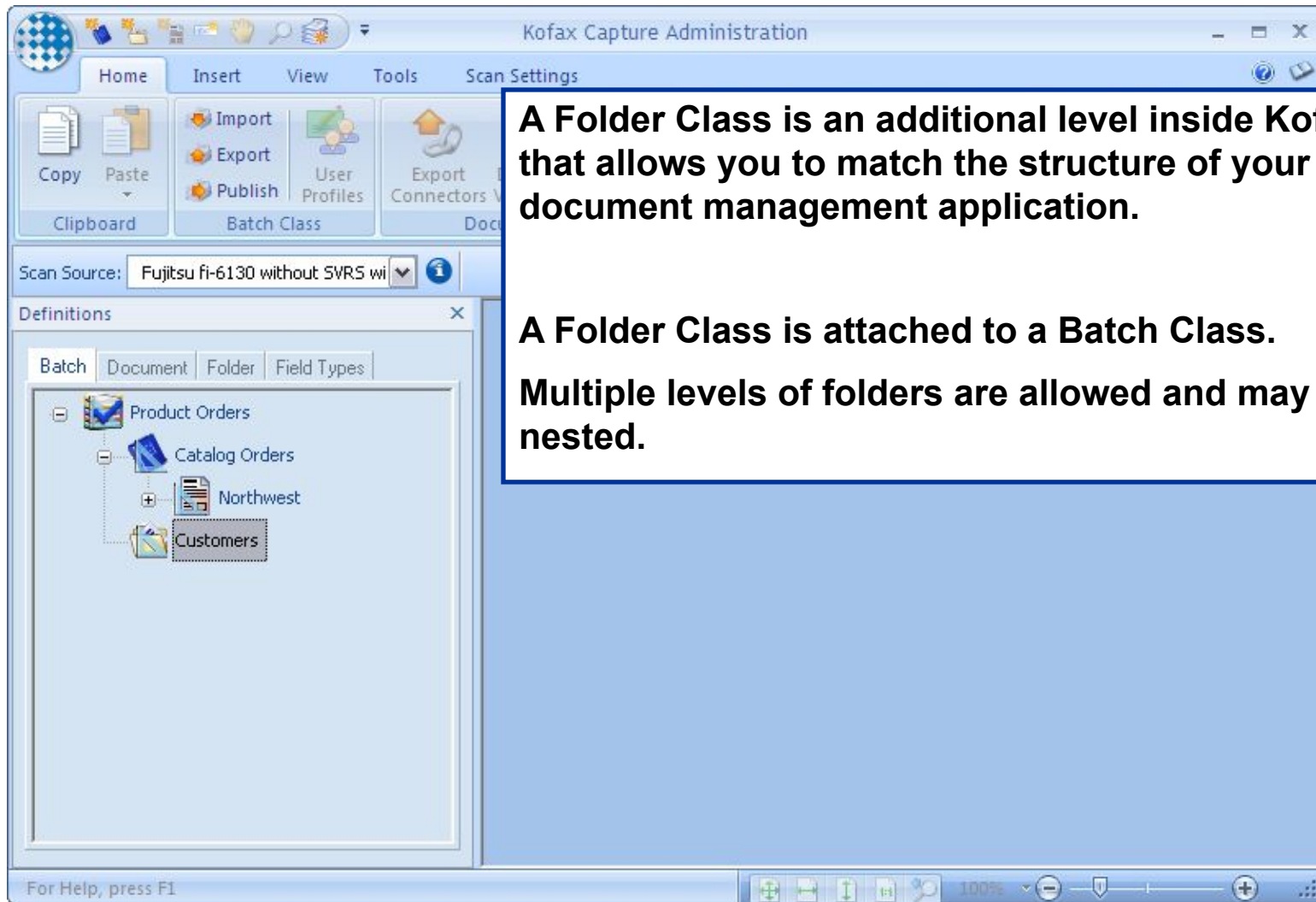


The screenshot shows the Kofax Capture Administration application window. The title bar reads "Kofax Capture Administration". The menu bar includes "Home", "Insert", "View", "Tools", and "Scan Settings". The ribbon contains several groups: "Clipboard" with "Copy" and "Paste"; "Batch Class" with "Import", "Export", and "Publish"; "User Profiles"; "Export Connectors Val"; and "Docur". The "Scan Source" dropdown is set to "Fujitsu fi-6130 without SVR5 wi". The "Definitions" pane is open, showing a tree view with tabs for "Batch", "Document", "Folder", and "Field Types". Under "Document", there are four items: "Product Orders" (checked), "Catalog Orders", "Northwest" (highlighted with a dashed border), and "Customers". The status bar at the bottom says "For Help, press F1" and shows a page indicator "1 page".

A Form Type defines properties for a specific form or document that will be processed in Kofax.

Form Types belong to Document Classes, and every Document Class must have at least one.

Folder Class

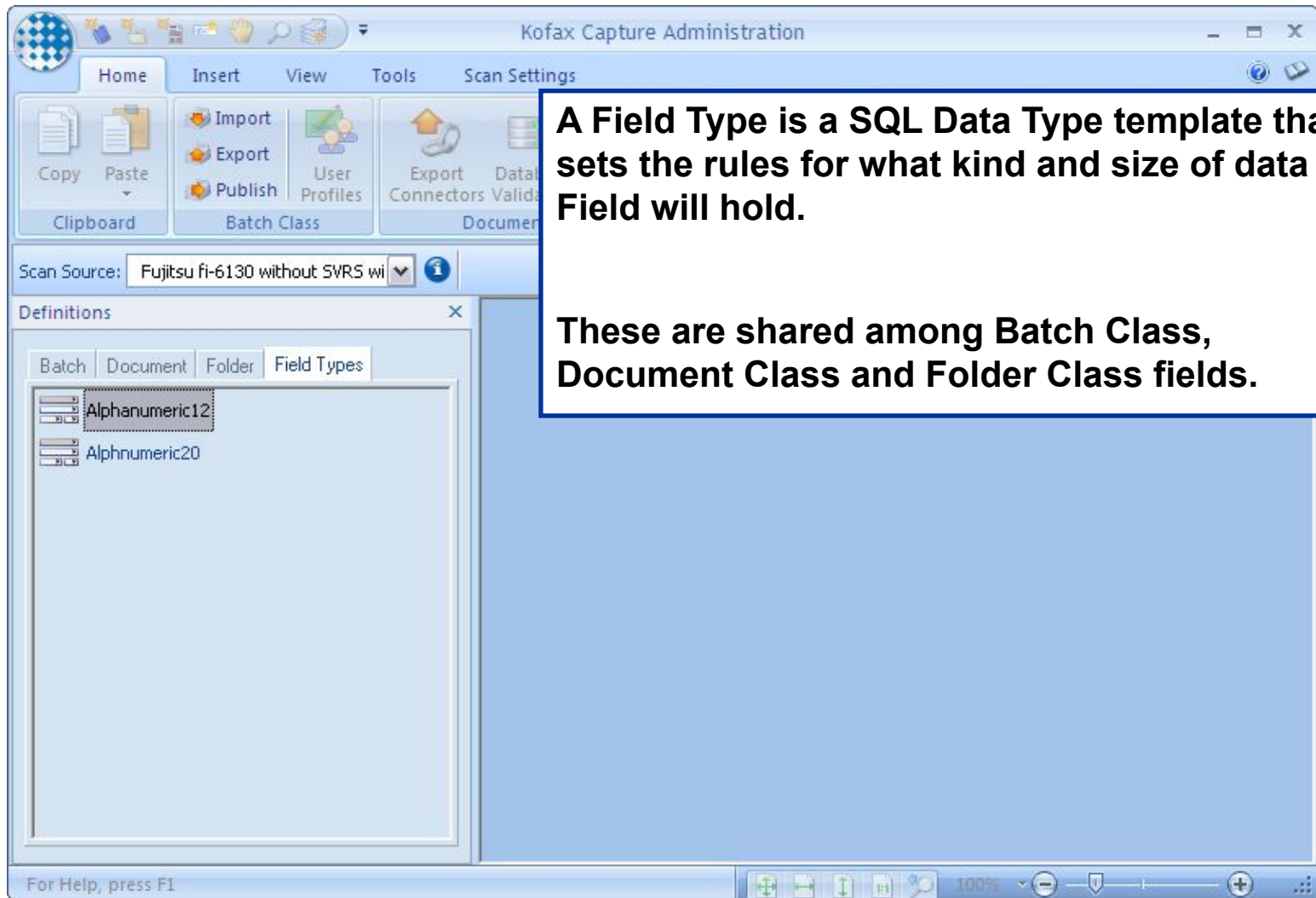


A Folder Class is an additional level inside Kofax that allows you to match the structure of your document management application.

A Folder Class is attached to a Batch Class.

Multiple levels of folders are allowed and may be nested.

Field Type

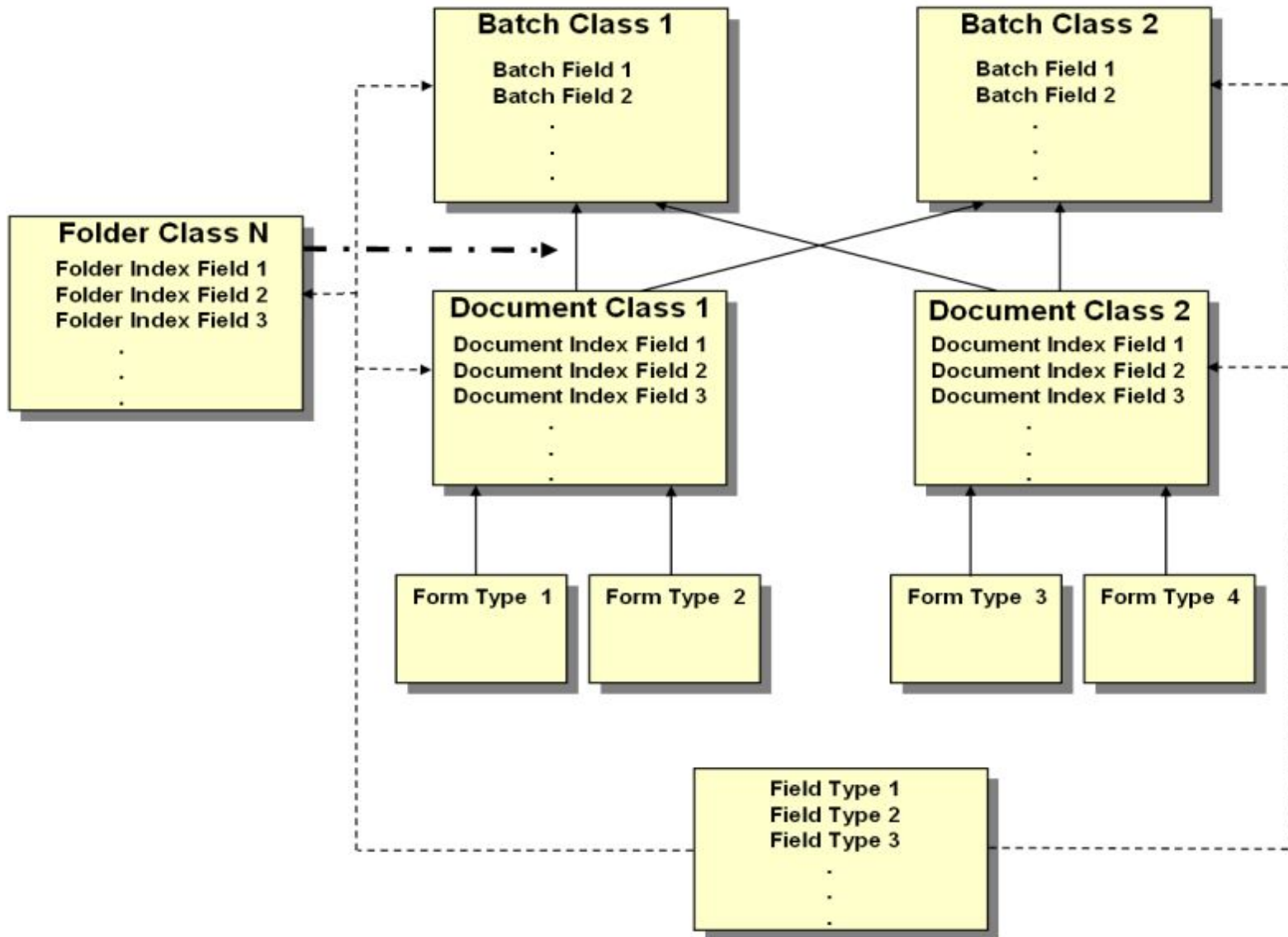


The screenshot shows the Kofax Capture Administration interface. The main window has a menu bar with 'Home', 'Insert', 'View', 'Tools', and 'Scan Settings'. Below the menu is a ribbon with various icons for 'Clipboard', 'Batch Class', and 'Document'. The 'Scan Source' is set to 'Fujitsu fi-6130 without SVRS wi'. The 'Definitions' pane is open, showing a list of field types under the 'Field Types' tab. The list includes 'Alphanumeric12' and 'Alphanumeric20'. A text box on the right explains that these are shared among Batch Class, Document Class, and Folder Class fields.

A Field Type is a SQL Data Type template that sets the rules for what kind and size of data a Field will hold.

These are shared among Batch Class, Document Class and Folder Class fields.

Kofax Capture Hierarchy




Batch Hierarchy Example

Our Example: A Mortgage Refinance Application

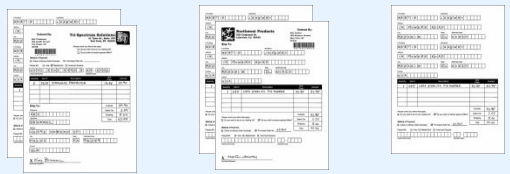
Appraisal Forms

All Appraisal Forms require the same index fields:

- Name
- Address
- City
- State
- Zip
- Parcel #



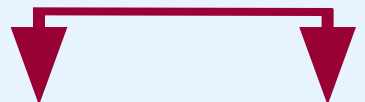
Appraisal Company #1 Appraisal Company #2 Appraisal Company #3




Buydown Agreements

All Buydown Agreements require the same index fields:

- Name
- Account
- Buydown Amount




Buydown Agreement #1 Buydown Agreement #2



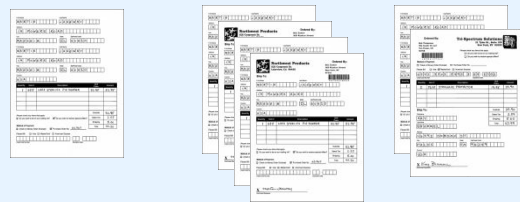
Escrow Options

All Escrow Options require the same index fields:

- Account
- Name
- Escrow Company



Escrow Company #1 Escrow Company #2 Escrow Company #3



In all cases, the documents can be one or more pages.

Kofax Capture Hierarchy Example

Batch Class: Mortgage Refinance Application

Document Class 1: Appraisal Forms

Form Type 1: Appraisal Company #1

Form Type 2: Appraisal Company #2

Form Type 3: Appraisal Company #3



All Appraisal Forms require the same index fields setup at the Document Class:

- Name
- Address
- City
- State
- Zip
- Parcel #

Document Class 2: Buydown Agreements

Form Type 4: Buydown Agreement #1

Form Type 5: Buydown Agreement #2



All Buydown Agreements require the same index fields setup at the Document Class:

- Name
- Account
- Buydown Amount

Document Class 3: Escrow Options

Form Type 6: Escrow Options #1

Form Type 7: Escrow Options #2

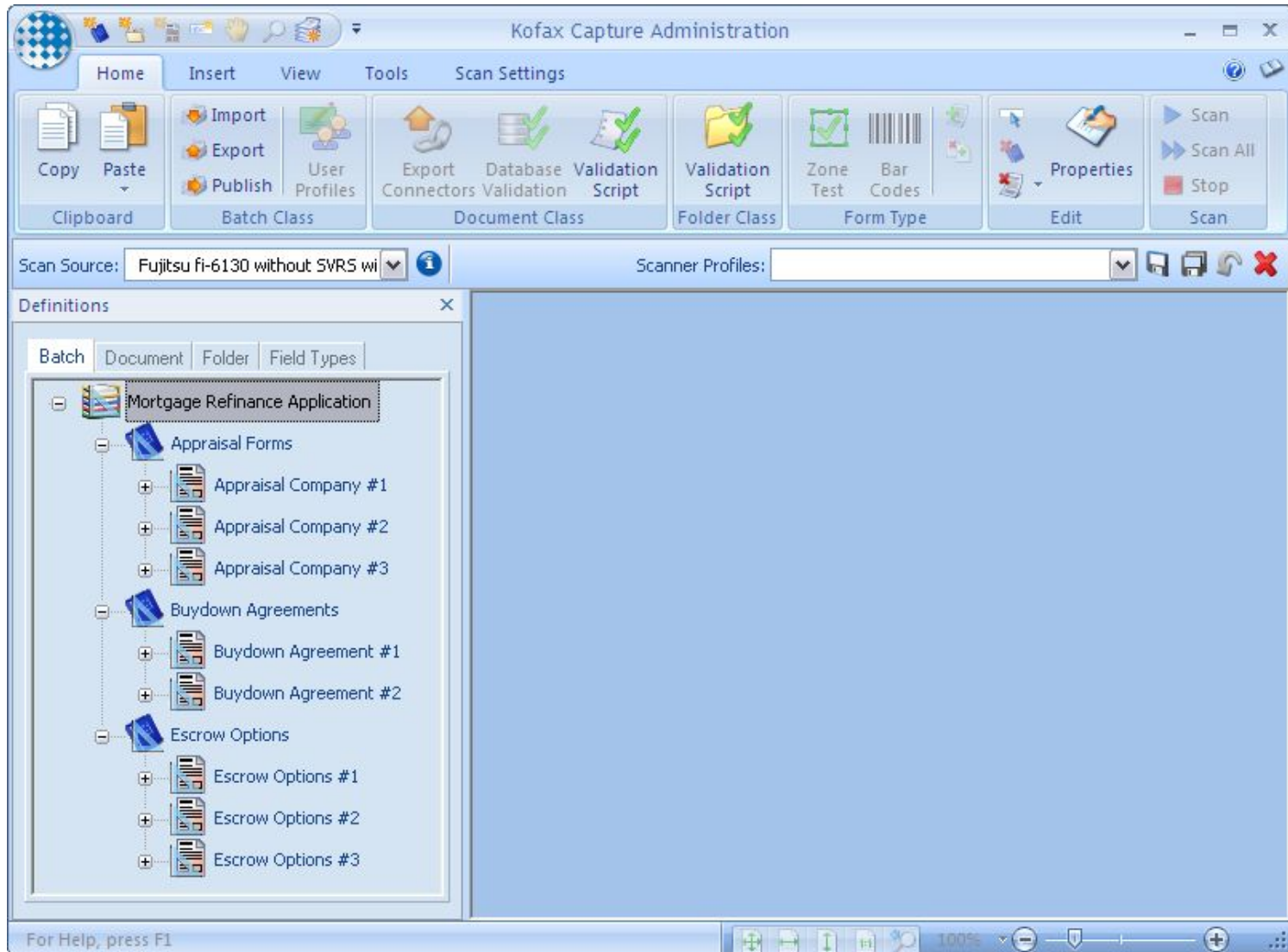
Form Type 8: Escrow Options #3



All Escrow Options require the same index fields setup at the Document Class:

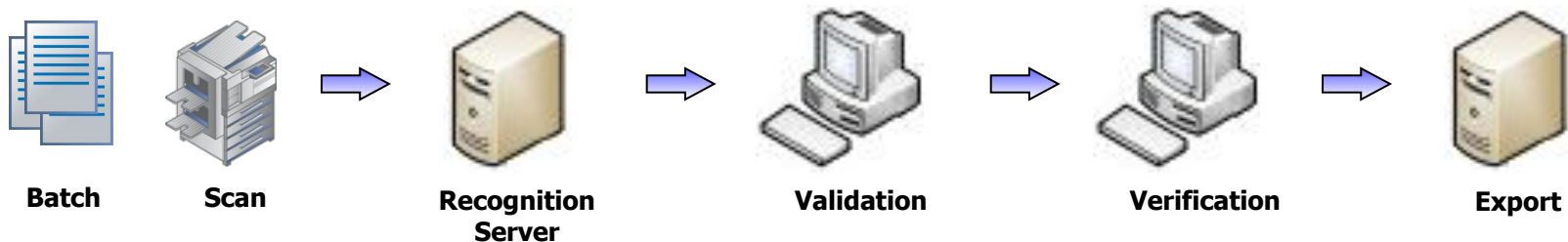
- Account
- Name
- Escrow Company

Levels of Administration in Kofax Capture



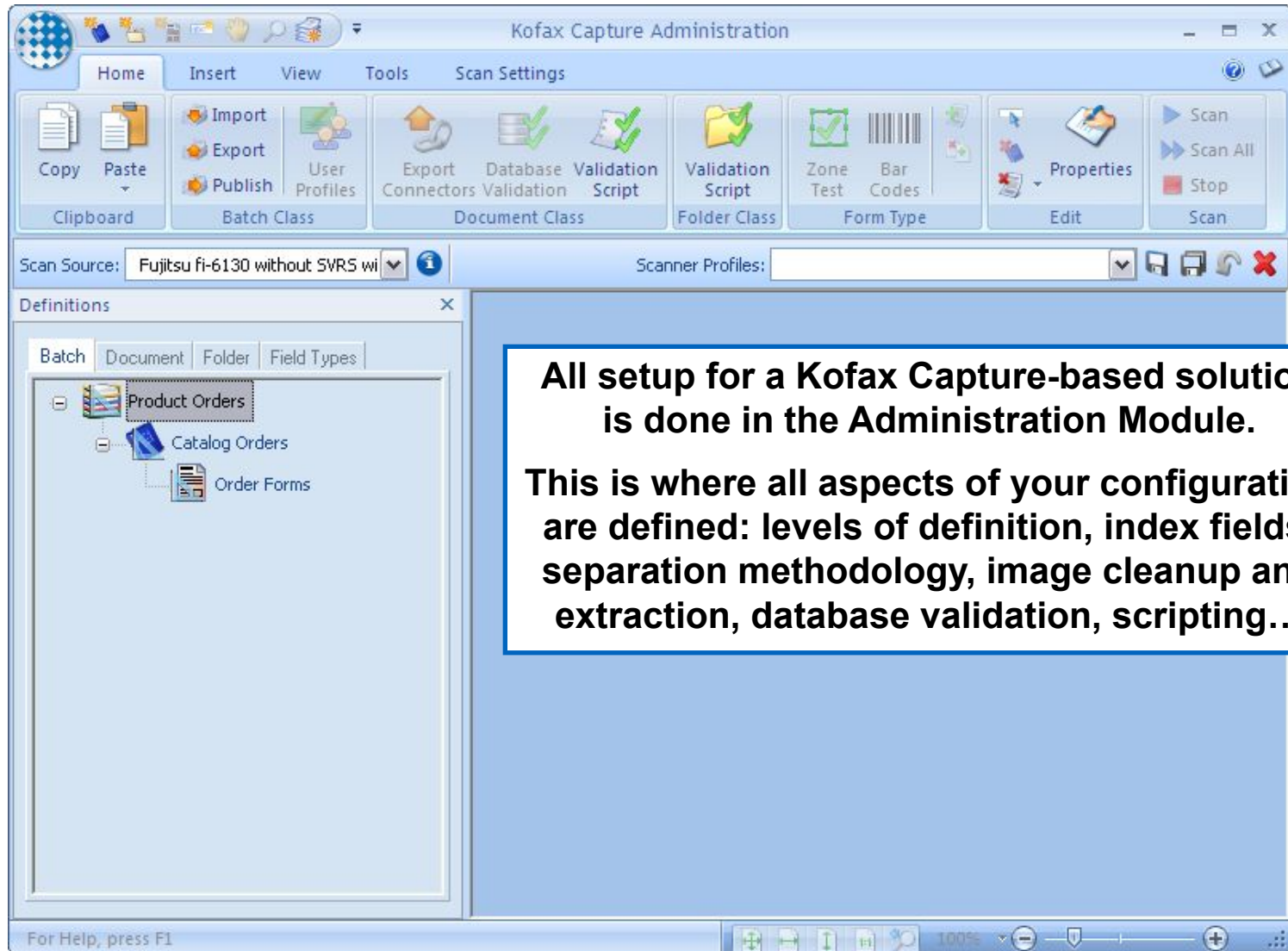
Processing with Kofax Capture

- A batch class is defined and published by the administrator in the Administration Module.
- The first step in the process is always Scan.
- When a batch is created, it enters into the workflow and progresses in a sequential manner until all processing is complete.
- The final step is always Export.
- Following Export, all documents and data are delivered to their intended locations and applications.



A “typical” workflow based on Kofax Capture

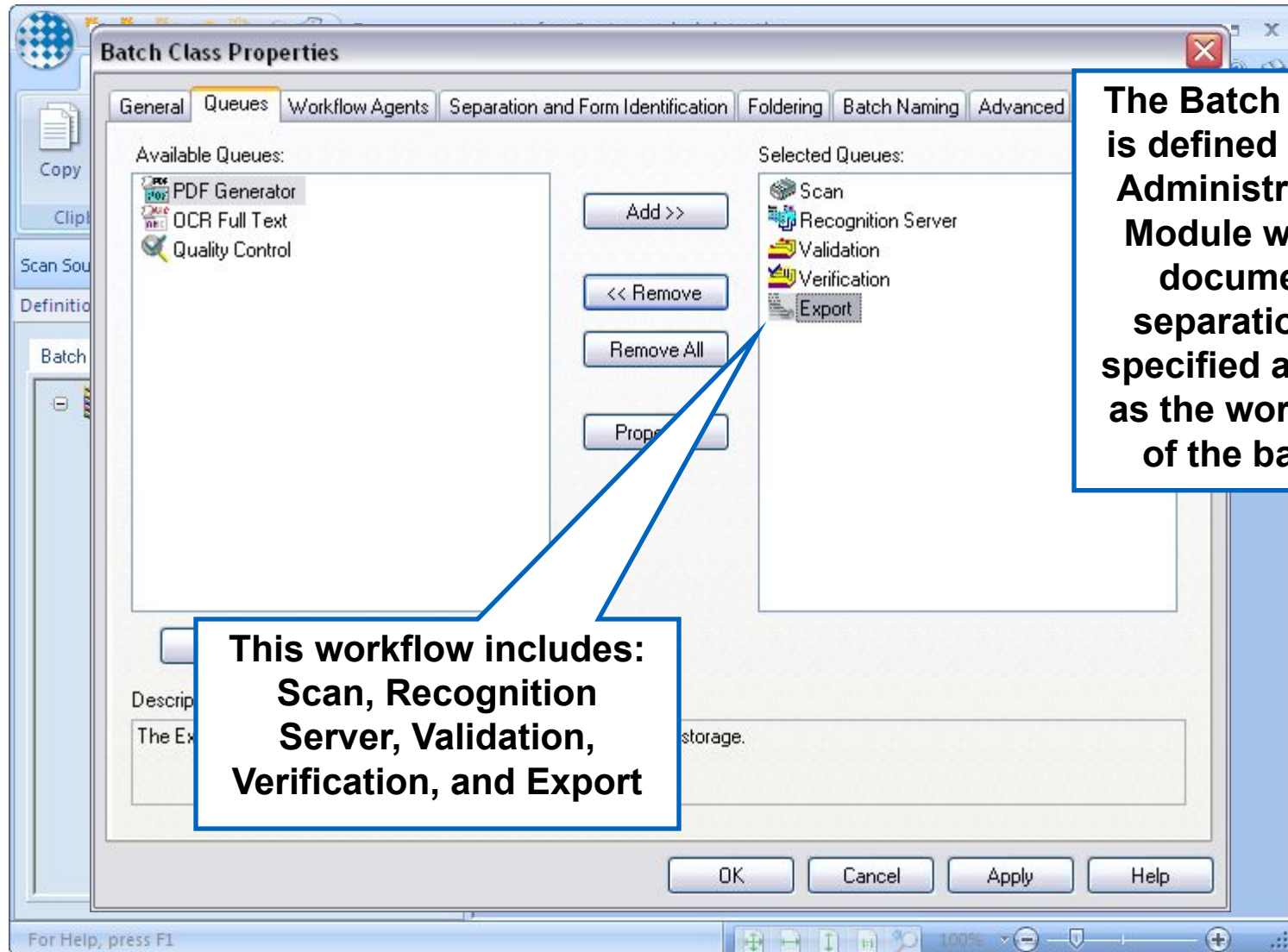
Batch Class is Defined in the Administration Module



All setup for a Kofax Capture-based solution is done in the Administration Module.

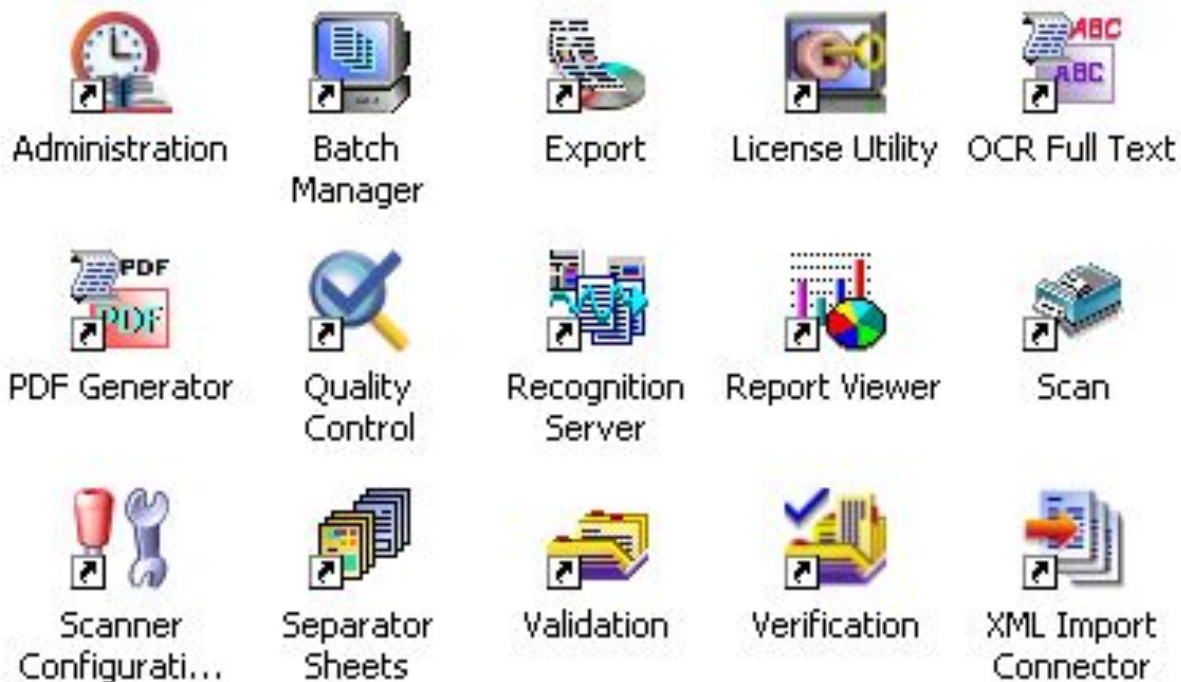
This is where all aspects of your configuration are defined: levels of definition, index fields, separation methodology, image cleanup and extraction, database validation, scripting...

Batch Class is Defined and Published



The Production Workflow Process

All processing is done inside Kofax Capture through a series of out-of-the-box modules (queues), custom modules, or add-on Kofax products (such as KTM)



Creating a Batch

When the Scan module is open, the operator will be prompted to create a batch. Optionally, the operator can create a new batch from the Home tab.

A Batch Class is selected from the dropdown list of published Batch Classes and a batch is created. By default, each new batch is identified by system date and time which may be replaced with a unique batch name by the operator or is configurable by the Administrator.

The Batch is Closed and Moved On

The screenshot displays the Kofax Capture Scan application window. The title bar shows the date and time as 6/16/2011 2:50:12 PM. The interface includes a menu bar (Home, Insert, View, Scan Settings) and a toolbar with various icons for document management. A red box highlights the 'Open' and 'Close' icons in the 'Batch' section of the toolbar. A blue callout box points to the 'Close' icon with the text: "Once created, the batch is closed and then moves to the next workflow step." Below the toolbar, the 'Batch Contents' pane shows a list of six items, each labeled '1: Order Forms' through '6: Order Forms'. The main window displays a scanned document, which is an order form for 'STAINLESS HERB MILL'. The document includes fields for name (LARS O N), address (D O L T O N), city (I L), and state (6 0 4 1 9). A table lists the items ordered:

Quantity	Item #	Description	Unit Price	Amount
1	1963	STAINLESS HERB MILL	19.95	19.95
Subtotal				19.95
Sales Tax				1.55
Shipping				5.00
Total				26.50

Below the table, there are checkboxes for 'Please check any items that apply', 'Do you want to be on our mailing list?', and 'Do you want to receive special offers?'. The 'Method of Payment' section includes options for 'Check or Money Order Enclosed', 'Purchase Order No.', 'Visa', 'MasterCard', and 'American Express'. The document also shows a 'Card Number' field and a 'Expiration Date' field.

A second blue callout box at the bottom of the screenshot states: "After the batch has been created, it progresses through the workflow steps in a sequential order." The status bar at the bottom right shows a zoom level of 100%.

Recognition Server Runs

The screenshot displays the Kofax Capture Recognition Server interface. It features a menu bar with 'Batch', 'Tools', and 'Help'. The main area is divided into several sections:

- Current Batch Information:** Fields for 'Batch Name:' and 'Batch Class:'.
- Current Batch Progress:** A progress bar for 'Page' and a label for 'Document'.
- Current Document Information:** Fields for 'Document Class:' and 'Form Type:'.
- Current Document Confidence:** Progress bars for 'Document Separation:', 'Form Identification:', 'Page Registration:', and 'Indexing:'.
- Event Log:** A scrollable list of system events with timestamps and descriptions, such as 'Indexed document (59% average confidence)' and 'Separated document #2, (100% confidence, 100% difference)'.

At the bottom left, it says 'For Help, press F1'.

The Recognition Server runs in an unattended manner and can perform additional image cleanup, registration, form identification, document separation, and extraction.

Validation of Data

The screenshot shows the Kofax Capture Validation software interface. The window title is "6/16/2011 3:02:49 PM - Kofax Capture Validation". The interface includes a menu bar (Home, Insert, View), a ribbon with various tools (Open, Close, Suspend, Data Entry, Batch Editing, Delete, Reject, Unreject, Properties, Rotate, Pan, Zoom, Rubber Band OCR, Save, Split, Merge, Change Type, Change Class, Auto Forldering), and a main workspace. On the left, there is an "Index Fields" panel with the following data:

Customer Number:	673421895
Name:	Bill Slater
Address:	365 Planter Street
State:	AL
Zip:	07326
Ship to:	MARTIN JANEWAY

The main workspace displays a document with the following text:

Ordered By:

Bill Slater

365 Planter Street

New York, NY

07326

A green box highlights the name "Bill Slater" and the address "365 Planter Street". A callout box points to the "Zip" field in the Index Fields panel, which contains "07326".

During Validation, data is made available in one of four methods: optical recognition extraction, database validation, scripting, or manual data entry.

Verification Can Be Added Providing Additional Accuracy

6/16/2011 3:02:49 PM - Kofax Capture Verification

Home Insert View

Open Close Suspend Batch Editing Data Entry Delete Reject Unreject Properties 90 Left 90 Right Pan Zoom Rubber Band OCR Save Split Merge Change Type Change Class Auto Folders

Batch Edit Rotate Mode Document Folder

Index Fields x 08 Product Orders | 08-Product Orders | 08-Northwest Products | Folder: N/A | Doc: 1 | Page: 1 | Total Pages: 4 | Total Docs: 4 | Total Folders: 0

Name: Bill Slater

Optional Verification offers second-level verification of data on selected fields.

Ordered By:

Bill Slater

365 Planter Street

ark, NY

67326

I THESE ARE THE ONLY DATA THAT ARE AVAILABLE FOR THIS DOCUMENT

For Help, press F1

229%

Other modules create PDF files, or electronic files.

Export Module Completes the Process

And finally in the Export module, the documents and data are sent to their respective backend locations.

Export Connectors run at export time in the Export module and determine *What* will be exported, *Where* it will be exported, and in *What Format*.

Current Batch Information
Batch Name:
Batch Class:

Current Document Information
Document Class:
Form Type:

Event Log
3:07:52 PM Opened batch "6/16/2011 3:02:49 PM", class "08 Product Orders"
3:07:52 PM Opened document #1, class "08-Product Orders", form "08-Northwest Products"
3:07:52 PM Exported document #1, Script #1 (Text Export Connector)
3:07:52 PM Opened document #2, class "08-Product Orders", form "08-Northwest Products"
3:07:52 PM Exported document #2, Script #1 (Text Export Connector)
3:07:52 PM Opened document #3, class "08-Product Orders", form "08-Northwest Products"
3:07:52 PM Exported document #3, Script #1 (Text Export Connector)
3:07:52 PM Opened document #4, class "08-Product Orders", form "08-Northwest Products"
3:07:52 PM Exported document #4, Script #1 (Text Export Connector)
3:07:52 PM Closed batch "6/16/2011 3:02:49 PM"

Page
Document

For Help, press F1

Customizing Kofax Capture

- In addition to the standard “out of the box” features, Kofax Capture can be customized to better suit your capture requirements.
- Customization tools provide for changes to the look and feel of Kofax Capture, add functionality, provide field level and document level validation scripting to ensure higher quality data, introduce additional workflow steps into the capture process, even expedite a batch in the production process when critical settings have been met.
- Customization is enhanced through a variety of Kofax-supplied tools and code samples (many of these in the form of source code).

New Features in Kofax Capture 10

10 New Features

- Updated look and feel

Comfortable user interface. Easy access to common operations. Fluent UI compliant. Change language on the fly.

- Globalization and localization enhancements

Multiple languages on a single system through language packs. Simplifies deployment and accelerates availability of languages for cross-departmental and cross-geography deployments. Also, detect installed language and change field labels.

New Features in Kofax Capture 10 (continued)

10 New Features

- **Batch filtering**

Filter Batches in Batch Manager and attended queues for quickly locating batches and taking action.

- **Segregated User Profile management**

Ability to separate User Profile management from the rest of administrative functions.

- **Runtime API Enhancements**

Change the possible values of index field labels and values in Validation or Verification dynamically. Added access to database lookup from custom panel, workflow agent, or custom module. Enhancements to Batch Workflow.

New Features in Kofax Capture 10 (continued)

10 New Features

- **Administration API – User Profiles and KCNS**

A workflow agent can query for a list of Kofax Capture user IDs, Group Names, and KCNS remote site names and GUIDs.

- **Improved bar code separation**

Ability to separate on a barcode based on a pattern.

- **Improved fixed page separation**

Deleting blank pages does not impact fixed page separation.

New Features in Kofax Capture 10 (continued)

10 New Features

- **Kofax License Utility**

An independent license module that no longer depends on Kofax Capture to function, yet continues to provide all the license-related processing for Kofax products that require it.

- **Import field type value list**

When creating a new field type, the value list can be imported from an external file.

New Features in Kofax Capture 10 (continued)

10 New Features

- **Browser-based deployment**

Deploy and update Kofax Capture components through a web browser, simplifying deployment and updating of components. Allows Kofax Capture modules to be invoked from a web application.

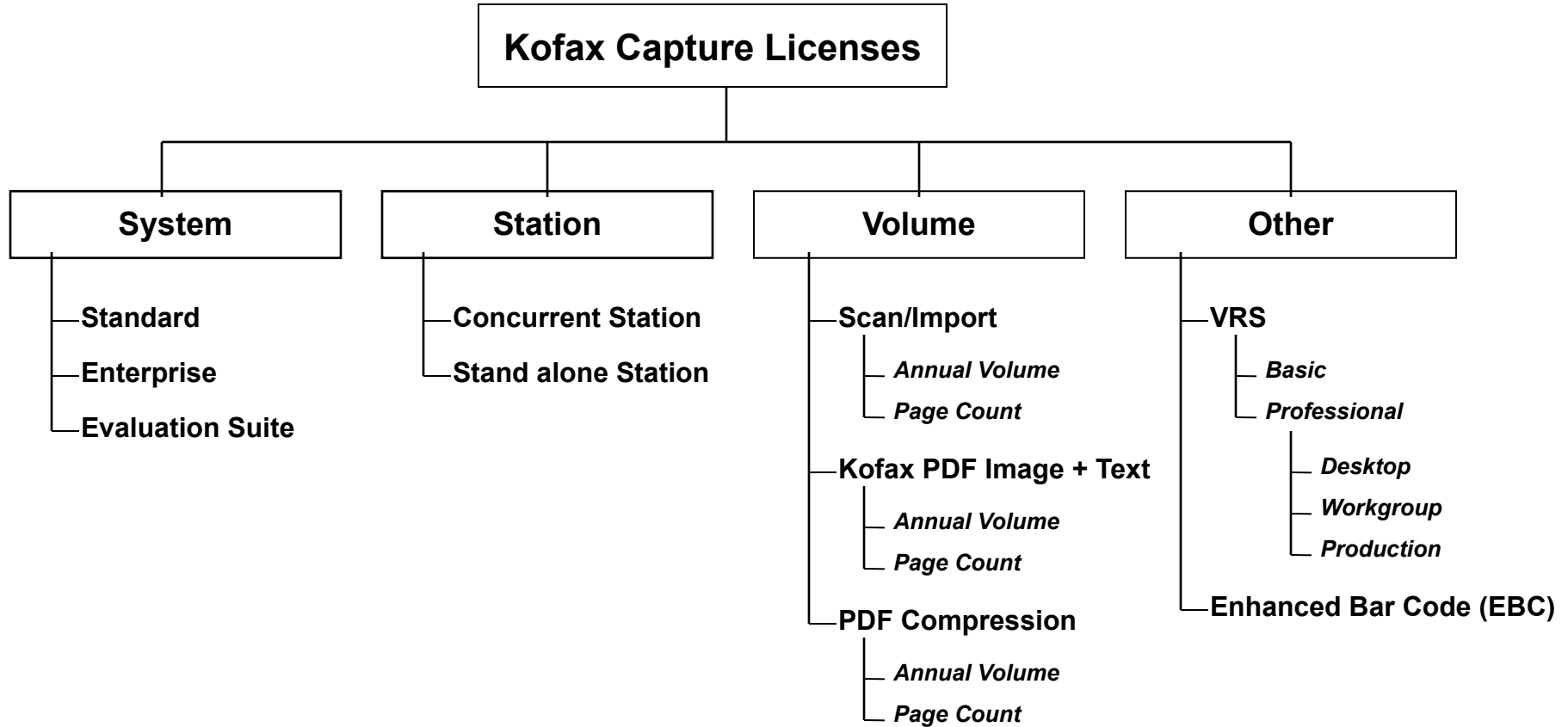
New Features in Kofax Capture 10 (continued)

10 New Features

- **KC 10 Update (Advanced Forms Classification and Data Extraction)**

Save time pre-sorting forms with graphical layout-based automatic classification, extract data more efficiently, and perform thin-client validation. License add-on provides access to a “try before you buy” full Kofax Transformation Modules (KTM) development/processing environment.

Kofax Capture Licensing



System Licenses

- A system license enables features or sets limitations shared by the entire Kofax Capture system

- **Standard**

- Applies to a server and all connected workstations
- Specific to the Kofax major release version (10.X)

- **Enterprise**

- Supports the following features:
 - Backup license server
 - High Availability Support
 - Disaster Recovery Support
 - SQL Server Enterprise, Oracle, and IBM DB2 Support
 - Multiple Instance Support
 - Terminal Services and Citrix Support
 - WebSphere Support and remote site export (KCNS)
 - SNMP Monitoring

Station Licenses

- **Concurrent Station**

- Equivalent to the previous Full Station functions
- Required for any station capturing or manipulating images

- **Stand alone Station**

- For stand alone systems only – not for use in a client-server environment
- Stand alone Stations include 60k annual volume

Concurrent and Stand Alone Station Licenses

- Allows processing using these queues (modules):
 - Scan (Note – Scan also requires a Scan/Import Volume license):
 - Scanning
 - Software import
 - Import scripts
 - Import connectors
 - Import of eDocuments
 - OCR Full Text
 - PDF Generator
 - Quality Control
 - Recognition Server
 - Export
 - Validation
 - Verification
 - Custom modules (based on the Custom Standard Module only)

Scan/Import Volume

- **Scan/Import Annual**

- Decremented by a count of 1 for each image scanned or imported
- Annual Only -- determines annual throughput or usage
- Refreshes at the beginning of the year

- **Scan/Import Page Count**

- Decremented by a count of 1 for each image scanned or imported
- Based on a fixed volume -- can be used as reserve
- When the count is exhausted, the license is done

Unused Annual volume at the conclusion of a license period is not carried forward.

At least one Annual volume license must be present before a Page Count license can be exercised.

Licensing for PDF Options

- **Kofax PDF Image + Text Annual**

- Decremented by a count of 1 for each page (image) converted
- Annual Only -- determines annual throughput or usage
- Refreshes at the beginning of the year

- **Kofax PDF Image + Text Page Count**

- Decremented by a count of 1 for each page (image) converted
- Based on a fixed volume -- can be used as reserve
- When the count is exhausted, the license is done

- **PDF Compression Annual**

- Decremented by a count of 1 for each page (image) compressed
- Annual Only -- determines annual throughput or usage
- Refreshes at the beginning of the year

- **PDF Compression Page Count**

- Decremented by a count of 1 for each page (image) compressed

Virtual ReScan Licensing

- A **Basic** (minimum) license is required to enable Virtual ReScan (VRS)
- A VRS **Professional** license allows you to run:
 - Automatic color detection
 - Background smoothing
 - Content-based rotation
 - White background cropping and deskew
 - VRS QC Later
- Three types of VRS Professional licenses:
 - **Desktop** – DOES NOT SUPPORT VRS QC LATER
 - **Workgroup** – supports all Professional features
 - **Production** – supports all Professional features

VRS Professional Licenses

- The VRS Professional licenses are categorized based on support of feature sets and scanner throughput (pages per minute or *ppm*) as follows:
 - **Desktop** – Supports VRS Professional features for certified scanners with throughput up to approximately 35 ppm
 - **Workgroup** – Supports VRS Professional features for certified scanners with throughput from approximately 35 to 90 ppm
 - **Production** – Same as VRS Workgroup with additional support for scanner throughput that typically exceeds 90 ppm
- Refer to the Scanner Configurator on the Kofax Web site (www.kofax.com/support/configurator) for more information relating to specific makes and models of scanners.)

Enhanced Bar Code (EBC) License

- **Enhanced Bar Code (EBC)**
 - Allows reading bar codes directly from color images
 - Color bar code processing at scan resolutions as low as 100 dots per inch (DPI)
 - Support for one- and two-dimensional (2-D) bar code types from color, grayscale, or bitonal images
 - Not required when using VRS with a Professional license *if performing the operation at scan time*

No License Required

- A license is not required to run these modules:
 - Kofax Administration
 - Batch Manager
 - Database Utility
 - Separator Sheet Utility
 - License Utility
 - Remote Synchronization Agent
 - Help
 - Report Viewer
 - Scanner Configuration Utility
 - API Reference Guide

Demonstration

Basic batch class setup and batch processing using Kofax Capture

