

# Preliminary Specification Sheet Version 7.5



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## Scan

- 500+ Scanner Models Supported
- Support for image processing algorithms including black border removal, deshade, deskew, despeckle, horizontal line removal, streak removal, and vertical line removal
- Front/Back Picking Rectangle
- Automatic and Manual Rotation
- Automatic Blank Page Deletion
- Configurable Endorsing and Annotation
- Save/Restore Scanner Profiles
- Batch, Single Document, or Single Page scanning
- Thumbnail viewing – Resizable based on preferences
- Automatic Batch Separation – Create multiple batches from one stack of paper based on batch separator sheets
- Route through workflow as batches or route each document individually
- Automatic Document Separation – Create documents automatically based on fixed pages, patch codes, and bar codes
- Automatic Indexing – Based on bar codes and patch codes
- Automatic Folder Creation – Based on bar codes and patch codes
- On-Screen Batch Editing – Move/Delete/Insert/Replace Pages; Move/Delete/Create Documents; Move/Delete/Create Folders; Drag&Drop
- Option to tune JPEG compression for color/gray images, as well as option to store uncompressed.
- Extensive API allows addition of customized logic and/or UI elements
- VRS QC-Later – Bad image scans don't stop the scanner. Rejected images are sent to Quality Control module for review and repair at optimum time
- Separator Sheet Utility to build ready-made separator sheets

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## Quality Control

- All the features of Scan
- Review/Correct exceptions
- Automatic navigation to exceptions
- Review Image Quality
- Verify Document Types
- VRS QC-Later to repair images

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## Electronic Import

- SOA Compliant (Service Oriented Architecture) – Web service interface for driving capture from other Enterprise applications<sup>1</sup>
- XML Auto-Import - Bulk import images or other documents using standard XML format
- Email Import Server – Automatically import body, attachments and metadata (from, to, subject, etc)
- eDocument Support - Ability to import, view, and release any kind of electronic document (such as MS Office, etc)
- Ability to retain original file name as metadata

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## Recognition / Full Text OCR / PDF

- Bar Codes: Code 39, Interleaved 2 of 5, Code 128, EAN 8 and 13, UPC-A, UPC-E, Codabar, Code 93, Postnet, Linear 2 of 5, Aztec Code, QR-Code, Maxi-Code, Data Matrix, and PDF-417.<sup>2</sup>
- Patch Codes T, I, II, III, IV, VI
- Zonal OCR:
  - Rotation, Spell Check
  - 175 languages
  - Character Type, Trigrams, Pitch Control, Dictionary Lookup
- Full Text OCR
  - Rotation, Spell Check
  - 175 languages
  - Output Formats:
    - Text, RTF, MS Word, Excel, CSV, HTML
    - PDF Image Only
    - PDF Image + Text (Text over Image, Text under Image, Image+Text)<sup>3</sup>
    - Many others
- ICR (handprint) Recognition
- OMR (Mark) Recognition
- Shape (line) Registration
- Page (Image) Recognition
- Automatic Document Separation
- Automatic Document Identification / Classification
- Automatic Page Registration
- Automatic, Template-based, index field (metadata) recognition
- Zonal Specific Image Processing Options –Support for black border removal, deshade, deskew, despeckle, horizontal line removal, streak removal, and vertical line removal
- Use multiple recognition engines to process same zone
- Automatically concatenate results from multiple zones
- Permanent, Post OCR, Image Processing Option – Support for black border removal, deshade, deskew, despeckle, horizontal line removal, streak removal, and vertical line removal
- Recognition Scripting Capability – Add customized preprocessing or post processing for all zones
- Multiple Instance Support – Run multiple instances of recognition services on the same machine to consolidate servers.<sup>4</sup>
- Runs as an interactive application or a service

## Validation

- Key from Image
- Folder Level and Document Level Indexing
- Unlimited Folder Levels
- View/Verify/Modify Recognition Results (including confidence)
- Automatic Folder Creation – Based on bar codes and patch codes
- Table and Multi-Value Indexing
- Automatic Zone magnification and viewing
- Built-In Validation rules for type and length
- Database Lookups (no coding needed)
- VB-like scripting language for more complex validation
- Thumbnail viewing – Resizable based on preferences
- On-Screen Batch Editing – Move/Delete/Insert/Replace Pages; Move/Delete/Create Documents; Move/Delete/Create Folders; Drag&Drop
- Ability to view electronic documents (Word, Excel, etc).
- Extensive API allows addition of customized logic and/or UI elements
- Citrix and Terminal Services Support<sup>4</sup>

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## Verification

- All the features of Validation
- Option to enable double-blind entry of specific fields
- Option to force a different Verification user as opposed to the Validation user.

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## Custom Modules

- Ability to add custom modules (applications) to the Ascent Capture workflow
- No additional licensing or certification required beyond that needed to run normal Ascent Capture modules.
- Extensive API with full access to all Ascent Capture data.
- Ability to read/write custom storage data in Ascent Capture database
- Option to start from scratch, or to reuse standard Ascent Capture UI libraries.
- Option to add setup component with custom UI and logic

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## Custom Workflow

- Ability to create Workflow Agents to customize workflow
- Workflow Agents have read/write access to all Ascent Capture data
- Workflow Agents can route to any module, at any site (see Distributed Capture)
- Option to add setup component with custom UI and logic

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## Release

- Release connectors supported directly by Kofax
  - IBM
  - Oracle
  - Filenet
  - Microsoft Sharepoint
  - OpenText
  - Text
  - EMC/Documentum
  - XML
  - Hummingbird
  - Database
- 100+ Other Release Connectors Available<sup>6</sup>
- Typical Functionality:<sup>7</sup>
  - Folder Searching/Creation
  - Set Records Management Fields
  - Set Folder/Document Fields
  - Set Permissions
  - Multi-Value/Table Support
  - Image Rendition
  - Versioning
  - Full text output (to drive full text searching)
  - Launch workflow(s)
- Source code available for customization needs
- Setup UI allows for tight integration with back-end
- Extensive API to build custom scripts
- Runs as an interactive application or a service

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## Administration

- Restrict privileges based on user and group membership
- Use Ascent Capture users & groups, or synchronize with Active Directory
- Statistics Collection and Auditing
- Turnkey Reports
  - System Status
  - User Productivity
  - Customizable with Crystal Reports
  - Batch Summary
  - Module Productivity
- Administration (Setup) Utility
  - Create and modify Batch Classes, Document Classes, Form Types, Folder Classes
  - Backup and Restore Setup Information
  - Tight integration with back-end ECM systems
  - Xtrata capability automatically finds and creates recognition zones
  - Extensive API allows addition of customized logic and/or UI elements
- Batch Manager Utility
  - View all batches in the system
  - Modify batch parameters
  - Sort by name, date, status, etc

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## Deployment

- Simple, wizard based installation
- Option to suppress UI (automatic installation)
- All options can be driven via an external application
- Ascent Deployment Utility
  - Facilitates duplication of systems with backup/restore tools
- Includes built-in MSDE database
  - Option to use SQL Server

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## High Availability<sup>4</sup>

- Cluster capability ensures business continuity if a machine fails.
- Leverages Industry Standards:
  - Certified with Microsoft Cluster Server
  - Certified with Microsoft Network Load Balancing (NLB)<sup>8</sup>
  - Certified with SQL Server Enterprise
- Transparency
  - Ascent retries on all cluster errors so that users need not log back into system after failure
- Data Integrity
  - Integration with cluster server and SQL Server Enterprise ensure that all data is retained when a server fails.
- Includes a Backup License

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## Distributed Capture (Ascent Capture Internet Server)<sup>8</sup>

- Scan Remotely, Process Centrally
- Any step of the workflow can be executed at any location
- Asynchronous Architecture
  - Facilitates slow and/or unreliable networks
- Business Continuity
  - Remote systems can run for up to 5 days with no connectivity
- Centralized Administration
  - All setup information configured in one location
- Support IIS or WebSphere<sup>9</sup>

### FOOTNOTES

- <sup>1</sup> Requires Ascent Collection Server
- <sup>2</sup> Aztec Code, QR-Code, Maxi-Code, Data Matrix, and PDF-417 require Enhanced Bar Code component.
- <sup>3</sup> Requires PDF I+T license
- <sup>4</sup> Requires Ascent Capture Enterprise Edition
- <sup>5</sup> Supported through the Technology Alliance Program
- <sup>6</sup> Actual functionality varies depending on chosen back-end
- <sup>7</sup> Applies to Ascent Capture Internet Server
- <sup>8</sup> Requires Ascent Capture Internet Server
- <sup>9</sup> WebSphere support requires Ascent Capture Enterprise Edition