



# InputAcce/ Express®

## Fast, Powerful, Flexible and Affordable Capture

### Document Capture for Small to Mid-Size Businesses

InputAcce/ Express is a document capture solution ideal for departmental and small to mid-size business needs. InputAcce/ Express is an affordable and effective alternative to EMC Captiva®'s enterprise-level capture solution, InputAcce/™, and provides all the necessary tools for quickly and easily transforming paper documents into streamlined digital content for enterprise applications and databases, including ECM, ERP, CRM and other systems.

InputAcce/ Express allows businesses to reduce operating costs by automating manual tasks associated with capturing paper documents, improve data quality by eliminating manual data entry errors and accelerate business processes by perfecting data before it enters enterprise applications.

### A Modular Solution for Data Capture

InputAcce/ Express is a modular solution made up of various building blocks, called modules, used to execute the task at hand. A typical InputAcce/ Express process flow might include the following modules:

**SCAN** – InputAcce/ Express supports 250+ scanners from makers such as Fujitsu, HP, Kodak and Canon, among others. Batches can automatically be split into individual documents using patch codes or barcode detection filters. 2D enhanced barcode technology is supported.

**RESCAN** – Documents that did not meet scan quality standards can be submitted to the rescan module without disrupting the rest of the documents in the batch.

**IMAGE ENHANCEMENT** – Documents undergo a rigorous image enhancement process which may include noise reduction, despeckling and deskewing along with numerous other image enhancement filters.

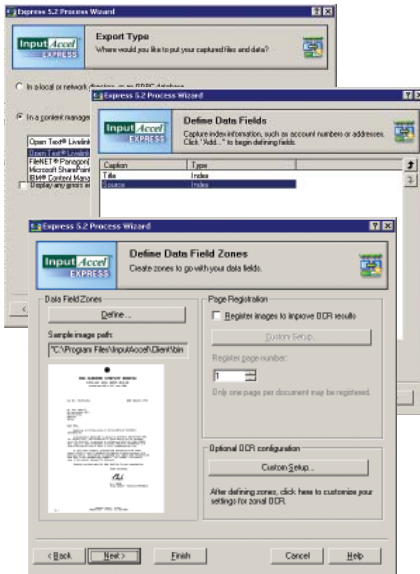
**OCR-ASSISTED INDEXING MODULE** – Users can manually “draw” zones on an image and automatically populate index fields with the data recognized within those zones.

**FULL-TEXT OCR** – The OCR engine is capable of reading the entire document, which can then be converted into a searchable PDF or other format.

### The Big Picture

Never before has a document capture solution this powerful and flexible been so easy to deploy and administer. It's the perfect solution for desktop or departmental use, and is also ideal for the small business or home office.





The Process Wizard enables you to select and fine-tune various modules to create a new CaptureFlow and delivers a summary of the newly created process.

**INDEX** – Users can automatically associate index information (metadata) with images through validation and completion so that images may be easily stored and retrieved.

**EXPORT** – Complete, validated content can be delivered in a variety of methods. Export modules include Image Export, Text Export, File System Export, Index Export, ODBC Export, XML Export and PDF Export. API-level exporting to enterprise content management back-ends such as Documentum ApplicationXtender, OpenText Livelink, IBM Content Manager and Microsoft SharePoint is also provided.

## Simple and Scalable

InputAcce/ Express is easy to set up, easy to deploy and easy to administer. Customizing workflows is a point-and-click process accomplished using an intuitive GUI wizard. The wizard provides the ability to seamlessly configure back-end exporting of images and index data to a host of enterprise content management systems. InputAcce/ Express also has support for Spanish, French and German interfaces, making it the logical choice for international business users.

Because it is based on InputAcce/, Captiva's enterprise-level document capture solution, InputAcce/ Express, will scale to accommodate large volumes and large numbers of distributed capture and indexing clients should processing requirements increase.

## InputAcce/ Express in Action

Many companies still utilize filing cabinets for the purpose of storing historical records and documents such as contracts. Many times these documents need to be accessed in a moment's notice. If the requester is not onsite to physically obtain the document or the document was not accurately filed and is missing, lengthy delays are likely to ensue. InputAcce/ Express is an ideal solution for capturing these historical records and documents electronically. End users can quickly set up their capture process through the wizard dialog and begin scanning and indexing and extracting data in minutes. Images and index information is then exported to the archival or content management system of choice for later retrieval. With InputAcce/ Express, locating documents is never a problem, because they are stored securely and made readily accessible for authorized individuals.



EMC Captiva  
 10145 Pacific Heights Boulevard  
 San Diego, CA 92121

858.320.1100  
[www.emc.com/captiva](http://www.emc.com/captiva)

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