



# Document Imaging



## Digitally Capture all of your Paper Docs

Millennial Vision's Electronic Document Management System provides immediate access to all stored documents with a compliant, easy to use program that will store, retrieve and secure your information effortlessly.

How do we do it? We use a powerful search engine which means you spend less time looking for documents and that translates into improved productivity, reduced storage costs and superior service.

- Easily integrates with most core data processing systems
- DoD 5015.2 Compliant with Records Management Edition
- Captures Receipts, Signatures, Checks, Loan Docs and other desired documents
- Auto Indexing capability of all captured deposit documents
- Full text and Boolean logic search capabilities
- Windows active directory capable along with individual security parameters
- Instant access to stored documents account number, teller ID, etc.
- Significantly reduces paper expense and paper storage expenses
- Seamless integration with Microsoft Office

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# Product Specifications

## Scanning Options

- Scan paper documents with TWAIN, KOFAX or ISIS supported Scanners
- Auto-name documents while scanning
- Scan multiple pages into batches for later processing
- Scan additional pages into existing documents
- ScanFix image enhancements automatically clean up images

## OCR Capability

- Process immediately or in batches
- Supports multiple languages: Spanish, Portuguese, German, French, Italian Dutch, Swedish and Norwegian
- Process forms and populate index fields with the optional Zone OCR Plug-in

## Document Import/Export

- Archive Windows-based files including images, text, spread sheets, movies, AutoCAD and sound files
- Import computer files and directories with drag and drop ease
- Transfer documents and folders via briefcase files
- Transfer large numbers of documents via portable volumes

## Folder and Index Card Features

- Intuitive folder tree makes document organization searches easy and flexible
- Supports drag and drop - move, copy, rename and delete
- Place virtual documents in multiple folders without using more disk space
- Use index cards to assign database fields to documents
- Color coding distinguishes different document types
- Automatically index documents with optional Quick Fields Plug-in

## Search Capability

- Index field or full text searches cover the entire database
- Search with Boolean logic and wild cards including Fuzzy logic searches to find documents with misspelled words or OCR errors
- Proximity searches find words in relation to one another
- Name searches by document, batch or folder
- Combine and save searches for precision results
- Highlighted search words show precise hit location
- Lines of context display how the word or phrase is used without retrieving the entire document

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