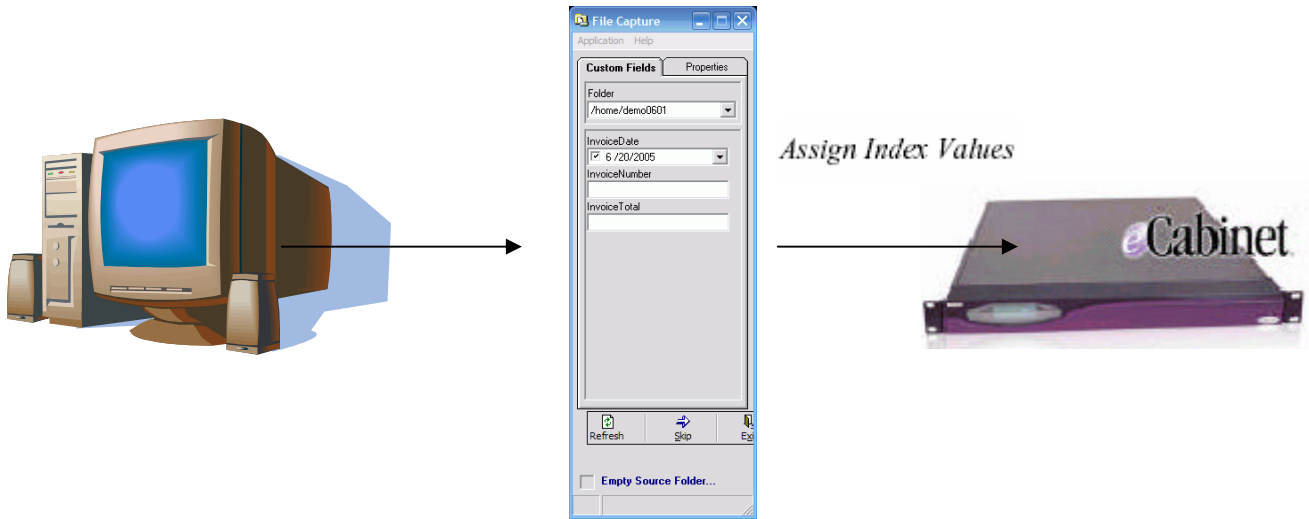


FILE CAPTURE: Enhancing your eCabinet Capture Capabilities

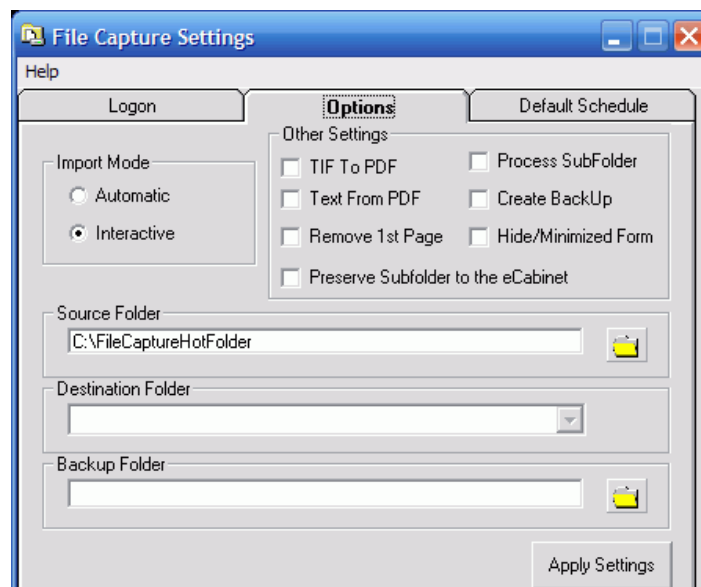


Introducing **FILE CAPTURE** for the eCabinet.

File Capture facilitates sending files to the eCabinet and provides the benefit of immediate, real-time indexing in its Interactive Mode. Batch Mode supports unattended bulk transfer of files to the eCabinet.

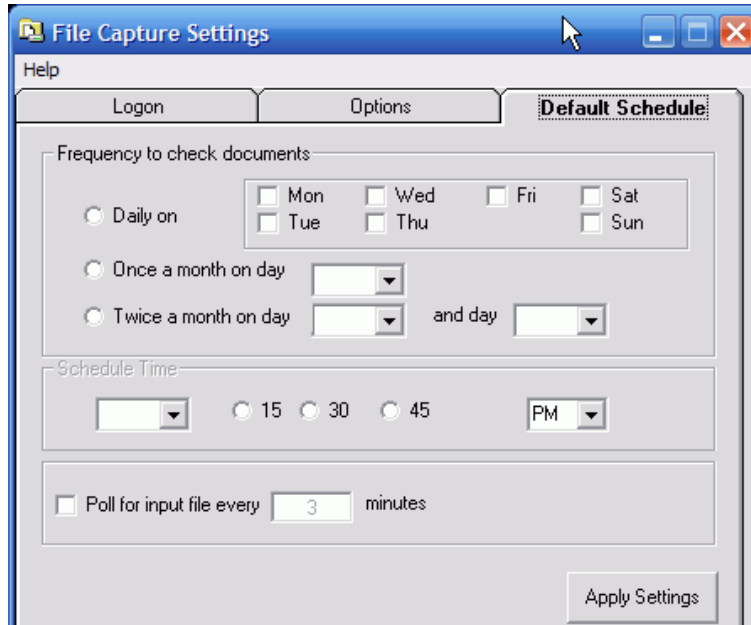
Optionally convert image files to PDF format.

File Capture allows customization to your needs with its many options:



FILE CAPTURE: Enhancing your eCabinet Capture Capabilities

Scheduling Options enhance File Capture, allowing unattended operation:



What are the benefits of using File Capture?

- *File Capture enhances the speed at which items can be stored to the eCabinet and instantly indexed, improving productivity.*
- *File Capture optionally converts an image file to PDF AND allows immediate folder selection and indexing of key values. Other methods require rules-based processing on the eCabinet and subsequent retrieval to populate index values.*
- *Original File Formats may be preserved*

How does it work?

- *Simply create a “hot folder,” watched by File Capture in interactive, batch , or scheduled mode*
- *Drop one or more files to the ‘hot folder’*
- *In Interactive Mode, once your securely-stored credentials are authenticated, you may browse to the destination folder to which the document will be stored.*
- *Index (“Custom”) Fields associated with the destination folder are displayed to allow input. The Notes field & Document Summary are available for input too.*
- *In Batch Mode, the destination folder is selected ahead of time and the files are moved unattended.*
- *Original source folder structure is preserved in the folders created on the eCabinet, if desired.*