

Data Manager is a licensed module that is used to control the scanning process and importing of index data, content created by third party vendors and digital content including any file type that can be supported by any workstation connected to a system. This module is synchronized with FileBound and requires a valid user name and password to login. Index data entered into the FileBound site is synchronized to Data Manager upon login. Batches of content, which can consist of both scanned paper documents and any digital files, can be uploaded on demand or scheduled for a predetermined time.

Data Manager allows you to scan documents using the auto-scan feature. This is typically configured using bar-code patch sheets, which separate files and dividers within the files for continuous scanning. These same patch sheets can also contain a bar code, which represents the key value of the file and identifies the name of the divider. This process eliminates the need to index the images as a separate step, and the batches produced are complete and ready for upload into the FileBound site.

Features

- » Easy to use, simple and intuitive with comprehensive functionality
- » New File, Rescan, Insert, Save, New Batch, Delete
- » Page Up/Down, Rotate Clockwise/Counterclockwise, Reorder Pages, Drag-and-Drop
- » Zoom In, Zoom Out, Fit to Width, Fit to Height, Best Fit
- » Automated Batch Upload and/or Timed Upload for posting to the Internet
- » Retrieval Manager allows for scanning and posting requests via low level workflow functionality
- » Add documents such as Word, Excel and PDF
- » Automatic scanning via bar-codes, page count and blank pages
- » Simple and quick indexing functionality. Select indexes from database or import file
- » Add index records at time of capture or Index at a later time. Automated bar-code index capture and Full text OCR
- » Supports TWAIN or ISIS scanners
- » Imports from other scanning programs or Conversion Service Bureaus
- » Create CD's or DVD's with full function viewer, images and indexes
- » Import other file types
- » Archive module. Create and restore independent CD volumes.