

# Let the computers sort your incoming documents

ReadSoft's CLASSIFY and INDEX automate the tedious work of sorting and indexing documents. Just gather all your incoming documents, whether they are electronic or paper, and let the software do the rest.

Automatic classification and indexing means more efficient administration across the organization, which in turn leads to faster processing times and reduced costs.

## CLASSIFY - Automated classification

ReadSoft's CLASSIFY product analyzes each incoming document and determines what type of document it is. Is it an invoice, an order form, a damage report, a letter, a credit application, or a change of address?

The software is then able to bundle the documents into logical groups, for example, all documents belonging to a certain case.

## INDEX - Indexing documents for easy retrieval

After documents are classified, INDEX takes over and extracts key information from the documents. Whether you are looking for account numbers, insurance numbers, names, or addresses, INDEX finds and extracts the information automatically.

This information, together with the classified document, is then ready to enter your business system. This means that all the key information for any specific case is available in digital format. What's more, the extracted information is completely searchable, giving you the ability to retrieve your documents at any given time.

## Suitable for you if:

Your organization handles large amounts of documents and spends a lot of time on sorting and filing them.

With CLASSIFY and INDEX, you will:

### Increase efficiency



Faster and more accurate document sorting and distribution will boost your efficiency.

### Improve working conditions for staff



Allow staff to concentrate on case handling instead of document sorting

### Improve control



Immediate access to status reports and audit trails means better insight into your business-critical information flow.

### Increase transparency



A complete audit trail will help you comply with legislation such as SOX

### A typical example

An incoming insurance case contains a standard form, a damage report, and a letter. CLASSIFY determines the type of each document, and keeps the case together as it is fed into the case management system. These three documents are grouped together as one large, common document and presented to the person responsible for handling. Since INDEX has extracted the key data, the document can be connected to the correct case and the person responsible for it. It is also immediately searchable in your archive or business system.

## Technical capabilities

CLASSIFY and INDEX can be seen as a funnel for all your incoming business documents. No matter how they arrive (paper, fax, email, PDF, etc.), the documents are incorporated into the flow.



The software reads a document much like humans do. It looks for identifiers such as logos, keywords, combination of words, and layouts.

But unlike humans, it can also use barcodes, for example, to determine what kind of document it is and which group it belongs to.

### Business system integration

The data from CLASSIFY and INDEX is seamlessly fed into any ERP system, archive, or case management system.



# Hard facts

## Supported file formats

- **Import:** PDF (up to 1.4, corresponding to Adobe Acrobat 5), TIFF, JPEG, BMP, PNG and so on
- **Export:** XML, TIFF, JPEG, BMP, PNG, MO:DCA

## Product localization

- English

## Character sets

- Chinese
- Czech
- Danish
- Dutch
- English
- Estonian
- Finnish
- French
- German
- Greek
- Hungarian
- Icelandic
- Italian
- Latvian
- Lithuanian
- Norwegian
- Polish
- Portuguese
- Spanish
- Swedish
- Turkish

## Client requirements

	Minimum specifications	Recommended specifications
Screen resolution	1024 x 768	1600 x 1200
CPU speed	1.7 GHz	3.0 GHz or faster
RAM memory size	512 MB	1 GB or more
Free disk space	700 MB	700 MB

## Server requirements

	Minimum specifications	Recommended specifications
Screen resolution	1024 x 768	1600 x 1200
CPU speed	1.7 GHz	3.0 GHz or faster
RAM memory size	1 GB	2 GB or more
Free disk space	700 MB	700 MB

## License control

Two free USB ports are required on the workstation that is used for license control.

## Certified scanners

Scanners from the following manufacturers are certified for use with CLASSIFY and INDEX:

- Böwe Bell & Howell
- Fujitsu
- Kodak

## Scanner interfaces

- Kofax Adrenaline/VRS
- ISIS over SCSI and USB

## Database

- Microsoft SQL Server 2005 (recommended)
- Microsoft SQL Server 2000

## Operating systems

- Microsoft Windows Server 2003 R2
- Microsoft Windows Server 2003 x64 R2
- Microsoft Windows XP Professional SP2 (recommended)
- Microsoft Windows XP Professional x64 SP2

## Network compatibility

- Microsoft networks

Please, contact ReadSoft for further information.