

**White Paper**

**The Paramount Solution for  
Enterprise Document Capture**



**AINS, Inc.  
806 W. Diamond Avenue, Suite 400  
Gaithersburg, Maryland 20878  
Phone: (301) 670-2300  
Fax: (301) 670-2841**

**info@ains-inc.com  
ScanXpress.com  
ains-inc.com**

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# The Paramount Solution for Enterprise Document Capture

## ScanXpress: Converting Paper to Vital Electronic Information

The engines of government and commerce run on the fuel of information. Information in the form of e-documents is powerful, fast and efficient; paper is, weak, slow and disorganized. Just like fuel, information must be there when you need it, in its most useable form for the job.

Decisions and actions should not be delayed while physical boxes and file cabinets are searched, folders are located and needed documents are pulled by hand, assuming they have not been misfiled or lost. (To say nothing of having to put it all away again at the end of the day.)

And this applies even more to incoming paper that has to be identified, logged in, classified, sorted, copied and distributed before it can be used. All of these tasks should be automated, and **ScanXpress is the recognized best value solution for the job!**

## Comprehensive Features and Touch-Screen Operation

Simple, touch-screen operation - ideal where there are many users who do not need full-scale training for advanced features.

ScanXpress is designed for batch production and enterprise document capture. Each image is displayed in thumbnail format as it is scanned. You can view enlargements, delete, and rescan images on demand. ScanXpress recognizes text in several languages, with automatically invoked OCR technology that saves content in Microsoft Word format or searchable Adobe Portable Document Format (PDF).



## The Four-Step Process

### Step 1 : Importing / Scanning : Converting Paper to e-Files (Documents and Images)

The first step is to convert those letters, memos, faxes, and myriad other printouts to electronic form, organizing and storing them according to their purpose, so they can be distributed or made immediately available to the users.

ScanXpress supports more than 250 scanners, fax machines or multi-function scan devices. ScanXpress supports leading scan technologies giving you the option of creating color and a black and white image from a single scan.

### Step 2 : Cleaning and Classifying

The ScanXpress wizard quickly and easily specifies how a particular type of document is to be captured, and defines indexes or attribute information to be associated with the captured document. The classification process uses page and document identification technology.

The output from this step is the input to the next step - feeding the electronic document management system. Therefore, high quality output is critical at this stage. ScanXpress provides all of the tools and features for ensuring that the images and e-documents are as clear, sharp, and properly oriented, both in color and black-and- white.

ScanXpress provides powerful features for image clean-up and enhancement, such as

- Barcode sensing
- Blank page detection
- Border Removal
- Crop
- Dilate
- Erode
- Halftone Removal
- Hole Removal
- Image Scaling
- Invert Image
- Line Removal
- Noise Removal
- Rotate
- Smooth

**Step 3 : Verify / Validate**

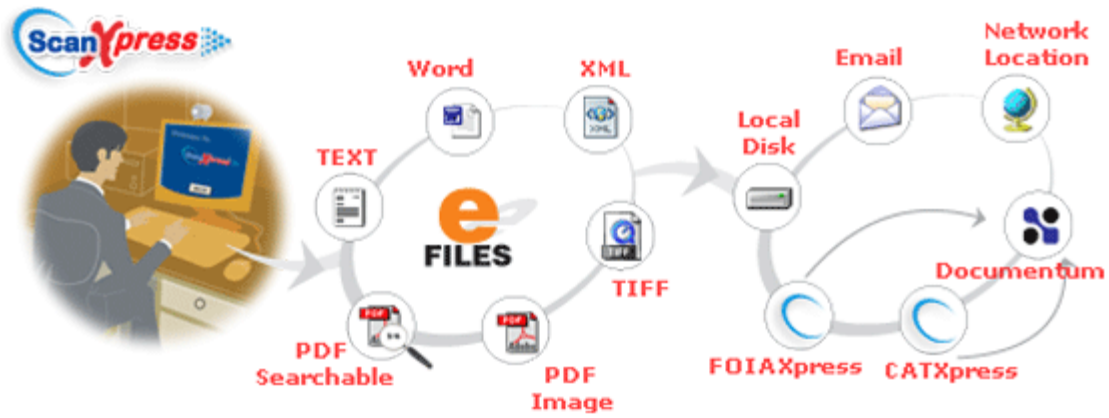
ScanXpress supports large-scale production, where scanning and quality control functions may be distributed in a network environment. One or more quality control stations can be set up to review scanned images, make corrections and send images for re-scanning.

**Step 4 : Export**

In this step the scanned images are converted to the various formats needed by your enterprise. ScanXpress has a range of tools and features, including OCR, ICR and forms processing, to produce all of the industry standard formats: MS Word, XML, PDF\*, JPEG, TIFF, ASCII and more.

*\*PDF image, searchable, and full edit formats.*

You can export at any hierarchical level of the batch, sending the information into various databases, workflows and enterprise-specific systems.



**ScanXpress : Converting Paper to Vital Electronic Information**

ScanXpress converts scanned input to text, MS Word, XML, TIFF and all versions of PDF images. The output can be sent to a local disk, to email, to a network location or to Documentum.

It can also be used in conjunction with AINS' industry-leading systems: FOIAXpress for processing Freedom of Information ACT (FOIA) requests. Both of these COTS applications are designed for use with Documentum.



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