



## i2Scan

i2Scan is a Desktop DOT Net application that allows a user to electronically capture paper documents, optionally extract metadata from configured zones using OCR, ICR, MICR or Barcode recognition and create digital image files with associated metadata output file. The application utilizes three stages: Capture, Process and Output as follows:

- **Capture**
  - Scan
  - Scan QC
    - Rescan, Merge, Split, Despeckle, Deskew
- **Process**
  - Recognition
    - Barcode, OCR, MICR, ICR
  - Recognition QC
  - Indexing
  - Indexing QC
- **Output**
  - File formats such as TIFF and PDF

## Features

- **Scan:** It allows users to scan single or batch of paper documents thereby digitizing large amounts of data.
- **Scan QC:** This is an intermediate stage wherein quality control measures may be taken for image clean-up
  - **Rescan:** Image pages can be rescanned if not initially scanned properly. Options are also available to rescan, insert or append pages within an existing document.
  - **Image Clean up:** Preprocessing actions can be applied to the entire page or to specified regions of interest as defined. Several preprocessing actions for image clean up are provided; including deskew, border removal, line removal, despeckle, mirror, flip, zoom, smooth, negate and many more.
  - **Document Assembly:** Various functions like split, merge, cut, copy and paste can be performed on image pages to group them into documents.
- **Processing**
  - **Recognition**
    - **OCR:** Recognize machine-printed uppercase/lowercase alphabetic, numeric, accented characters, many currency symbols, digits, arithmetic symbols, expanded punctuation characters, and more.
    - **ICR:** Recognizes hand written American and European English characters using pre-defined character sets: uppercase, lowercase, mixed case alphabetic, digits, currency (international), arithmetic and punctuation characters (including period, comma, single quote, double quote, and special characters)
    - **MICR:** Recognition technology to facilitate the processing of the MICR fonts of Cheques. Minimizes chances of error in clearing of Cheques. Easy and faster transfer of funds. Provides a secure, high-speed method of scanning and processing information.



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- **Barcode:** Automatically detect all barcodes on an image or specify an area within the image.
- **Recognition QC**  
This step allows users to manually correct extracted data that were not fully recognized correctly during auto recognition due to poor paper quality, poor legibility of fonts on paper, bad scan, color paper, etc.
- **Indexing**  
This step allows users to manually index document by viewing displayed image. This step may be optionally used when recognition step was not utilized to extract index data automatically
- **Indexing QC**  
This step allows users to reviewing indexes that were manually entered by users in the Indexing step. This step is optional and may not be required.
- **Output generated can be in following formats:**
  - **Global 360 Output Format**
    - RBE
    - Batch Index
    - Case 360
  - **SoluSoft N3 XML**
  - **SoluSoft N3 CSV**
  - **Filenet and Documentum compatible**
- **Scanner Drivers Supported:**  
The application supports ISIS & TWAIN scanner features like ADF, DPI, Brightness, contrast etc.

