

BizeDocs Electronic Document Management



BizeScan

Converts paper into electronic images

BizeScan functionality provides multiple document imaging options with centralised or distributed scanning at remote locations using USB or multi-function scanners with images archived immediately into the BizeDocs document repository.

Process efficiencies are further increased with:

- Batch scanning
- Import of electronic files for indexing and archiving
- File 'drag and drop'
- OCR of computer printed text
- Barcode indexing capability
- Blank page detection
- Flexible date formats
- Text blocking for sensitive details
- BizeVerify validation of customer details to the core banking database for accurate indexing
- Automatic capture of signatures from configured locations
- File encryption on commit to archive for sensitive documents
- Version updates to client machines managed centrally
- Compatible with Citrix/Terminal Server environments
- Switch to DR server when production server is offline

DOCUMENT INDEXING

Cabinet: PERSONAL LOANS

107

Folder Indexes

Member No: 24680

Name: TEST JOHN

Document Indexes

Account No: 13579

Document Type: Application

Date: 10 Jun 2014

Box No:

[Update] [Commit] [Delete]

Server Location: BIZ1-ACS-DEMO
Status: Online
Local Commit: Off

Member No is validated by BizeVerify to the banking database to auto-populate the name.

Account No/Member No is validated by BizeVerify to the banking database. Where the data entered is not a valid combination, an error will display.

BizeScan Point of Difference

The key to data integrity is to ensure all scanned and electronic documents are archived with correct indexing details.

BizeVerify functionality eliminates incorrect details being entered by validating key index data against corporate database tables such as core banking, HR or any other database reference tables used within your organisation. This validation process auto-populates values into the key index fields with data from your corporate databases reducing data entry and ensuring correct metadata.

With BizeDocs you can be confident in the integrity of your archive while eliminating all those incorrectly filed 'lost documents'.