

FUNCTIONAL OVERVIEW

M-Files Capture is a powerful production scanning and document classification solution. It is able to process large volumes of documents coming from network folders and scanners and save them to M-Files with metadata.

The documents you process with M-Files Capture can be fully indexed, hyper-compressed, converted into a wide range of editable and text-searchable output formats, and sent to M-Files. In other words, M-Files Capture turns paper documents into structured knowledge that is easily accessible.

GENERAL FEATURES

High-Speed Scanning: M-Files Capture can scan up to 10,000 pages per computer per day. It is compatible with Twain scanners and with MFPs and it also supports scanning from folders.

Page Identification and Document Classification: Scanned documents are classified into a logical structure of batches and documents. Various criteria, such as blank pages, OCR zones, barcode zones, and patch codes can be used for separation. M-Files Capture can also automatically identify page types based on their layout.

Image Processing: The scanned images can be enhanced. You can, for instance, binarize, despeckle, deskew and rotate them. Enhancing scanned documents improves the recognition accuracy and generates documents that are smaller in size and easier to process.

Data Extraction and Document Indexing: You can extract data from scanned documents through OCR (optical character recognition), BCR (barcode recognition), PCR (patch code recognition) and ICR (intelligent character recognition). The extracted data can be used in several ways: as variables to define a page/document/batch type, or to populate user-defined index fields, etc.

The index fields you create in M-Files Capture can be mapped to the metadata properties in M-Files.

M-Files Capture recognizes typewritten data in 137 languages including all American and European languages, and multiple Asian languages, plus Hebrew and Arabic.

Quality Control and Validation: When documents have been scanned they are displayed in Navigation mode, where a full range of tools are available for post-scanning operations. You can rescan, rotate and rename them, rearrange them by using splitting, merging, drag and drop, cut and paste, etc. All index fields can be validated and modified in Navigation mode.

Document Formatting and Compression: M-Files Capture converts scanned documents into a wide range of output formats, such as searchable PDF, Word (in .docx and .rtf) and many more. The PDF documents you generate can be hyper-compressed with the hyper-compression technology.

Output Destinations: You can send processed documents with metadata directly to M-Files.

INSTALLATION

Please contact M-Files to get the installer file for M-Files Capture.

SYSTEM REQUIREMENTS

| Minimum Requirements | Recommended requirements |
|---|--|
| <ul style="list-style-type: none"> ○ 2GHz processor ○ 2 GB RAM. ○ 2 GB free hard disk space. ○ DVD-ROM drive or Internet connection | <ul style="list-style-type: none"> ○ 2.6GHz or faster processor ○ 4 GB RAM. ○ 10 GB free hard disk space. ○ DVD-ROM drive or Internet connection |
| Windows Vista/7/8/8.1/10 (32 and 64-bit versions) | |
| M-Files 2015.1 or later | |

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