Fresh Capture

Zia Consulting's Many organizations need to move paper documents or emails to their existing document repository for improved document search and governance. Depending on the number of documents an organization has, traditional scanning solutions may be too expensive.

Zia's Fresh Capture is an alternative to the expensive, high-volume scanning solutions. It provides users with software to easily scan paper documents or file emails into a queue, like an email inbox. Users select documents or groups of documents in the queue and assign document types, add metadata, and move the documents into an enterprise content management (ECM) system. This process can be monitored by a quality assurance team and/or senior management to ensure documents are tagged appropriately and meet governance requirements.

The Technology:

Fresh Capture is deployed as a cross platform desktop application and provides a simple user experience on any operating system. It uses open standards to release documents to any CMIS-based content repository, including Alfresco, SharePoint, Day, Nuzeo, FileNet and Documentum, with the required metadata and document types.

Understanding that documents need to be stored in different locations based on its metadata and document types, Fresh Capture provides a highly flexible filing solution that can support assigning complex search taxonomy and filing rules based on specific metadata. If analytics and quality assurance processes are required for filing information, Fresh Capture can be setup to provide management alerts and statistics on user performance.

Key Features:

- **Stores and searches** a wide variety of electronic documents including Office, PDF, Microsoft Project, financial or Autocad files
- **Copy and encode emails** with metadata for archiving and classification
- **Metadata tagging** prompts users to properly classify content during the upload process
- **Detailed reports** on the documents being added and processed to the ECM system
- **User access controls** based on standard ECM authentication and rules
- **Cross platform application support** ensures the ability to deploy across a wide variety of operating systems
- **Automatic updating** of Fresh Capture software reduces IT software maintenance and allows rapid updates to the application

applied excellence

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