

NWBatch Scan

For documents you need to index and store, but not audit, this is ideal:

- Check Deposits
- Accounts Payable
- Accounts Receivable
- Human Resources
- Reg Cards
- Miscellaneous Documents

Documents are indexed according to predefined fields. This is flexible based on what you need. Indexing can be selected from drop down menus in the program window, from third party systems prior to scanning, or from batch header pages scanned on top of batches. Bar coded paper documents from other systems can be used as both a batch header and a certification form for the batch.

Scanned documents are screened for acceptability before they are stored on optical media. Duplex images (such as checks) can be joined to one image to save on storage space.

Your document management system keeps your document archive. You simply import the indexes and images to systems such as EMC, IBM, Filenet and *NW*Document Manager. From there you can retrieve, view, print, email and fax documents.