

**SNAPSHOT**  
DOCUMENT IMAGING

**5**

**SNAPSHOT**  
document imaging

version 5



SNAPSHOT Document Imaging is simple to use and structured to optimize business processes and increase user productivity. All at a fraction of the cost of competing systems.

**CAPTURE, STORE,  
PROCESS, RETRIEVE,  
DISPLAY, SHARE AND  
MANAGE BUSINESS  
INFORMATION IN  
DIGITAL FORM**



## KEY FEATURES

- Intuitive User Interface
- High Speed Image Processing
- Folder Management
- Image Thumbnail Viewing
- Image and Annotation Tools
- Custom Indexes
- OCR - Optical Character Recognition
- OCR Search and Highlight Technology
- User Management
- Template Management
- Print and Email
- Session History
- Audit Logging
- SQL Database
- Application Auto Updates

## INCREASE PRODUCTIVITY

Today's offices produce enormous amounts of documents, reports and other resources that when combined with the time it takes you to log, hand-file (miss-file?) and then later locate and retrieve the document, costs associated with wasted time and effort becomes apparent.

SNAPSHOT recoups these costs by delivering the information you need when you need it.

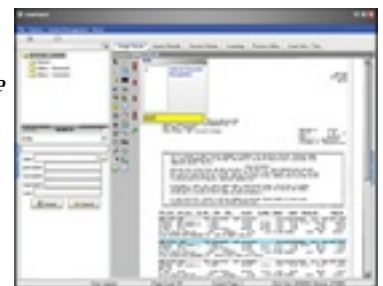


## TESTIMONIALS

*"The latest updates are wonderful."*  
Sheila

*"Just wanted you to know how much time the OCR has saved me."*  
Barbara

*"I love that OCR feature on the new imaging software. It is great!"*  
Leslie



Don't have time to scan your documents or just need a jump start to get you going...

Ask about our Scanning Services



# SNAPSHOT

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Document Imaging is the process of converting business paper documents to digital images that are fully indexed, stored, and retrievable from your company's computer network.

## Indexing Words Inside the Document

Document imaging systems should provide automatic full-text indexing using Optical Character Recognition (OCR). This process actually "reads" the scanned page and converts it into readable text. Once read, the imaging software can then automatically index every word to track the location of each word and phrase within every document, dramatically reducing indexing costs while providing improved searching capabilities.

## Storing Documents in Folders

Just as you know which file cabinet to access in your office, your imaging system must have a visual top-level method of filing documents. The closer your imaging system is to your actual office filing system, the easier it becomes for users to adapt to the new system. Making the folder interface user-friendly is an important step in planning and implementing any document imaging system.

## Assigning Index Fields to a Document

Many document imaging systems support keyword indexing using a template. This level of indexing can dramatically improve retrieval time. The information in Index or Profile fields routinely includes: invoice number, customer name, or the subject or title of the document. Whatever combination of indexing methodologies are used, it's important to remember that they be easily used and understood by the people who need to retrieve the documents as well as the people who need to file them.



WAKE RADIOLOGY

Originally developed in 2001 for Wake Radiology; one of the largest Radiology groups in the area conducting more than 600,000 procedures annually, SNAPSHOT has evolved into a cost effective and simple to use Document Imaging Management System.

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