

Dynamic Indexer for Alchemy (DIFA) with Semi-Automated Capture

Typical Challenge

Workers receive numerous documents they need to distribute for further processing or retrieval later. They need an easy way to attach relevant metadata such as customer information; deadlines etc. to these documents and store them in a central location.

Typically, in project driven organisation, documents consist of diverse data such as faxes, drawings, emails (by dragging), word documents, PDF documents, etc. All of these documents will need to be stored in the correct location.

Solution

The Dynamic Indexer for Alchemy (DIFA) allows users to define multiple folders on their local computer or on the network. As soon as a file is dropped into a folder, a popup window appears allowing the user to index the file into a specified database and structure or, create the structure on the fly if it does not yet exist.

When all the required fields have been filled, by simply pressing the submit button all documents are moved into Document Server. Specific folders can be defined such as invoices, product information etc.

The DIFA has a tray icon that watches the folders and also allows users to search for documents inside Document Server.

Increased Efficiency with Semi-Automated Capture

Integrated with DIFA, the Single Click Entry solution provides an indexing facility that simplifies entry of

Index/Profile fields. The solution monitors a folder, then displays the document along with the available fields in Document Server that need to be populated. Rules and formats for the various fields can be configured to speed up the entry process. Once the fields have been populated then the document is saved in a configurable folder in Document Server with the profile fields.

Key Benefits

- Index and Store within seconds

Results & Benefits

Any document can be indexed and stored at the right location in Document Server within seconds. Easy and straight forward way of storing documents with a high level of user adoption, enabling traceability, search ability and compliance to regulations as well as enhancing customer experience.

Dynamic Indexer for Alchemy (DIFA) Server Connector with integrated Single Click

- Alchemy DIFA Software
- Single Click
- 1 day Installation + Configuration
- 12 Months Annual Support + Maintenance

TOTAL SOLUTION PRICE (RRP) £6,995.00

About Avanquest ProcessFlows:

A leading provider of software solutions that automate business processes and improve communications.

We offer expert advice, provide system integration, installation and training with a first class support structure and customer care programme.

For further information please contact Avanquest Sales on 01962 835053 or email sales@processflows.co.uk

