

FormCap

Form Capture Software

Welcome

to a presentation by

Dataflow

Jagruti Industrial Estate,
Mogul Lane, Mahim,
Mumbai, India.

022-2436 1815

www.dataflow.in/formcap

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Dataflow Software Solutions

About Us

- Started in April 1985
- A pioneer Software Products company
- Systems & Commercial Software
- Introduced India's first Regional Language DTP package 'Devyani' in 1986

Devanagari (Hindi – Marathi – Sanskrit)

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Desktop Publishing Software

- **DTP Software** for Gujarati, Oriya, Assamese, Bengali, Tamil, Kannada, Telugu, Malayalam, Gurumukhi, etc
- Also for 'URDU' – a very complicated language to typeset
- Used by 400 Newspapers and Magazines
- **Billions of pages** printed using Devyani

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Other Systems Software

- COBOL to C converter
- Sanchay: Complete multi-user, multi-lingual Digital Library – Content Creation, Management, Searching and Publishing
- Graphics library for Embedded Systems

Web Sites and Web Portals

- Many, including those in Devanagari

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Commercial Software

- Service Center Management S/w
- Hotel Management S/w
- Surgical Pathology Management S/w
- Advertisement Management S/w
- Circulation Management S/w
- Fleet Management S/w
- School/College Result Printing S/w



What is FormCap?

It is a special purpose
Document Management System.

Remember “Paperless Office”?!

What is FormCap?

The software to
capture, index & search
a large number of scanned
documents.

What is FormCap?

Capture: many, many documents

Index: use keywords for each doc

Search: quickly find the needed docs

Multi-user, Secure, Fast, Flexible

Targeted for seldom changing docs

FormCap: Who is it for?

Any organization / institute which handles
a lot of Paper Documents!

- Banks, Schools – Colleges – Universities
- Govt Agencies, Corporations, Hospitals
- Financial Institutes, Law Firms, Pvt Offices
- Insurance Handlers, Telephony Services
- Document Storage Providers, Test Labs
- Utilities Providers, Pharmaceutical Mfgs
- Tax/Licensing Authorities, etc etc

What are the problems?

- Modern scanners are very fast- 30 to 60 pages per minute – both sides!

Large amount of data produced takes time to index and retrieve.

- Accessing this data from multiple terminals in a secure way is difficult.

FormCap addresses these & other problems.

FormCap Benefits

1. You Safeguard the documents

- Paper is fragile: Aging, Fire, Flood, Pests, Dust, Theft
- Backups are easier: no Photocopying & storing of duplicates needed
- Selective 'misplacing' by miscreants not possible

FormCap Benefits

2. You Control the Access

- Who can read
- Who can write / modify contents
- Who can destroy
- CRC detects modification
- Audit trails pinpoint actions
- Curb undesired alterations

FormCap Benefits

3. You avoid Wrong Filing

- Stored in 'Cabinets' – based on document type
- With wrong filing, documents as good as 'missing' – FormCap avoids this
- Easy to correct mistakes in filing
- Global Search detects filing errors
- No limits on number of fields or lengths

FormCap Benefits

4. You get fastest Searches

- Without Searches, documents 'do not exist'!
- Multiple field searches
- Searching across all cabinets: Global
- Specify any number fields: all are optional
- Typical Search time: Under 1 second!

FormCap Benefits

5. You get Free Space

- Space is at a premium in any office
- Huge number of documents 'fit' in the digital storage
- Save on other expenses: security personnel, dehumidifiers, cameras, dust control etc

FormCap Benefits

6. You Reduce the Handling Costs

- Electronic transmission of documents costs very little
- Simultaneous Handling by Multiple Users possible
- Notes are attached to the document, not copies
- On net: use SSL for guaranteed security

FormCap Benefits

7. You will have Better Future

- Save Trees, reduce global warming!
- Reduce the use of Paper, no more copies
- Save Energy & money needed for Making of paper, typing, printing, duplicating, transporting, shredding, recycling, and handling pollution....

Capturing v/s Linking

- “Linking” stores only the file names in the database – leaves files on individual, shared machines
- “Capturing” stores the file data inside the database – name is not important

Linking has trouble with access control, file deletion & modification. Capturing needs more space (cheap today) but allows consistent & controlled access.

FormCap: the inside story

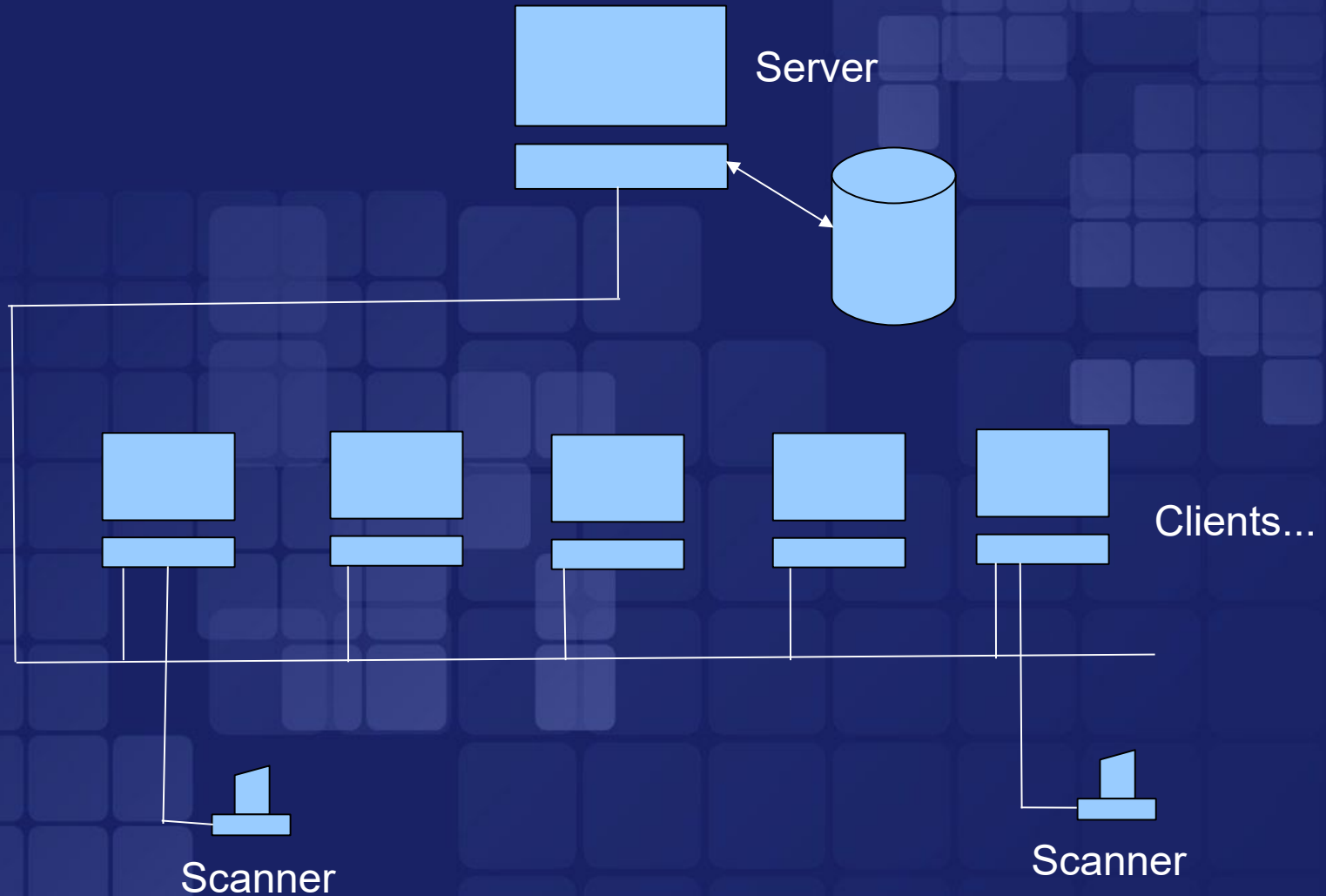
Safety: Docs stored on a central server.
Multiple users log on and access on a local network - **Client-Server**

Volume: Local network preferred, volume of data usually too large for transporting to / from internet

Internet Access: possible with additional software

“Centralized Digital Asset Management”

FormCap: the inside story



FormCap: the inside story

For large volumes, many scanners could be attached to many machines. All the data is then 'captured' and stored in the central database.

The typical voluminous papers are often printed 'forms', to be captured after the details are filled in. Hence the name: FormCap – for 'form capture'.

But of course, the program can capture any files besides typical jpg and pdf formats.

FormCap: On the Server



FormCap: On the Server

- AppServer can run on Windows or Linux
- Uses MySql Open Source database engine
- Quite often, a desktop class machine with Linux will work as a server, even for large data
- Data backup can be taken from any terminal

FormCap: Setup

- Documents are stored in “Cabinets”
- One type of data goes in one “Cabinet”
- No limit on number of Cabinets nor on documents per Cabinet
- Users get access to specific Cabinets
- Users don't “see” other cabinets at all!
- 'Super' user assigns the access rights

FormCap: Setup

- Each Cabinet has “Fields”
- Fields are used while Searching
- No limit on number of Fields nor on characters per field
- Fields: Natural numbers, Money, Strings or Lists
- A 'list' holds many options, in any order
- List options always shown Alphabetically

FormCap: Cabinets

super - FormCap

File View Help

Form Capture System
(c) Dataflow

FormCap

Cabinet Details

- Cabinets accessible to a
- Backup/Restore
- Change Password

Cabinet Details

Find

Biothermal
Birth - Death Certificates
Cardiometer Tests
Cardiometer Tests1
Doctor's Certificates
Entrance Test Forms
Garbha Sanskar
Janmottar Test
Japu tests
Lifts Form - A
Lifts Form - E
Lifts Form - F
Masik Path
My Cabinet
Nature photos
Post Marriage
Quotations
Shishu Sanskar
test

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Add Delete

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Name: Lifts Form - A

Description: [See Rule 3]
Application for permission to install Lifts *or for making additions or alterations (To be submitted to the Inspector of Lifts, Bombay, Public Works Department)

Fields

Field Name	Type	Reqd?	Options
Name	String	Yes	
Location	String	No	
Passengers	Integer	No	
Date of Permission	String	No	

Save Revert

Done

FormCap: Cabinet Access

The screenshot shows the 'FormCap' application window. The title bar reads 'super - FormCap'. The menu bar includes 'File', 'View', and 'Help'. Below the menu bar is a toolbar with icons for file operations and help. The main window has a dark blue header with 'Form Capture System (c) Dataflow' on the left and 'FormCap' on the right. A left sidebar contains a tree view with 'Cabinet Details' selected. The main content area is titled 'Cabinets accessible to a User' and is divided into two panels: 'Users' and 'Cabinets'.

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Cabinet Details

- Cabinets accessible to a
- Backup/Restore
- Change Password

Cabinets accessible to a User

Users		
Username	Full Name	Valid
mrb	User Manual writer	Y
nsb	Nitin Bhagwat	Y
rajiv		Y

Cabinets	
Name	Description
<input checked="" type="checkbox"/> Biothermal	
<input type="checkbox"/> Birth - Death Certificates	
<input type="checkbox"/> Cardiometer Tests	
<input checked="" type="checkbox"/> Cardiometer Tests1	
<input checked="" type="checkbox"/> Doctor's Certificates	
<input type="checkbox"/> Entrance Test Forms	
<input checked="" type="checkbox"/> Garbha Sanskar	
<input checked="" type="checkbox"/> Janmottar Test	
<input checked="" type="checkbox"/> Japu tests	
<input checked="" type="checkbox"/> Lifts Form - A	(See Rule 3)
<input checked="" type="checkbox"/> Lifts Form - E	[See Rule 7]
<input checked="" type="checkbox"/> Lifts Form - F	[See Rule 8]
<input checked="" type="checkbox"/> Masik Path	This will contain all the mag...

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Buttons: Save, Revert

FormCap: Backup

- Backup can be taken from any terminal
- Individual cabinets can be backed up – including the names of users having access to them
- Backing up all cabinets is equally easy
- Backup / restore of large data happens quite quickly
- Backups are encrypted and compressed

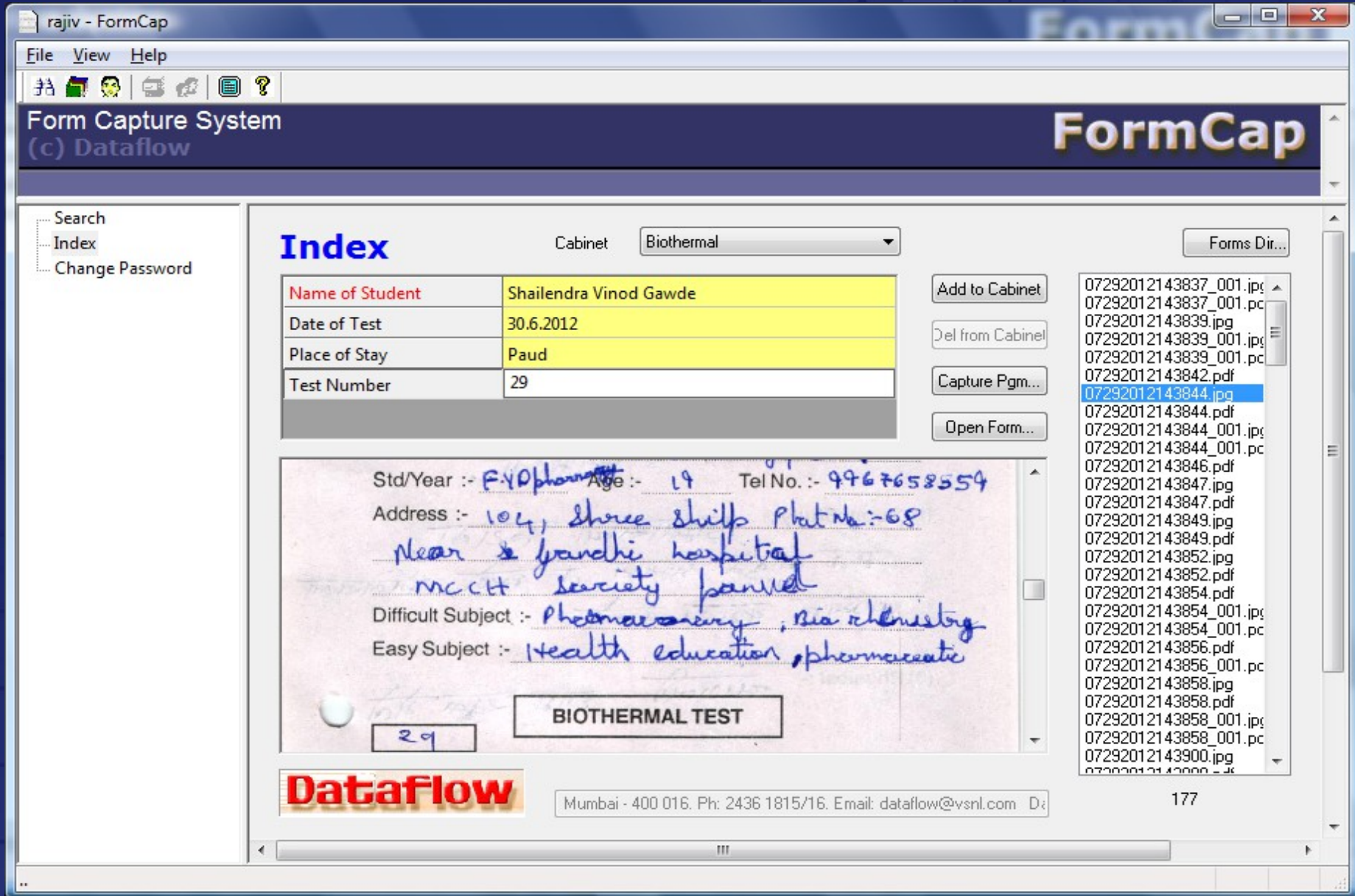
FormCap: Backup



FormCap: Indexing

- During indexing, the files to be captured are shown in the right list box
- Their count is shown: e.g. 177
- Every file indexed reduces this count, the file name is removed from the list
- However, the file is NOT removed physically – its contents are “captured”

FormCap: Indexing



FormCap: Searching

- Searching using 'partial' name is shown
- Specifying a field is optional – blank fields and “*” match everything
- Contents starting with “saw” - use “**saw***”
- Contents ending with “saw”- use “***saw**”
- Only “saw” → “***saw***” (Anywhere)
- List items are shown Alphabetically

FormCap: Searching - 1

rajiv - FormCap

File View Help

Form Capture System (c) Dataflow **FormCap**

Search

Index
Change Password

Search

Cabinet: Biothermal

Ankit Avinash Sawant
Durga Laxman Sawant

Name of Student	saw
Date of Test	
Place of Stay	
Test Number	

Search
Clear
Edit...
Add Notes...

2

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FormCap: Searching - 2

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File View Help

Form Capture System (c) Dataflow

FormCap

Search
Index
Change Password

Search

Cabinet: Biothermal

Search

Clear

Edit...

Add Notes...

Name of Student	Durga Laxman Sawant
Date of Test	05.6.2012
Place of Stay	Raigad
Test Number	1001

2

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4.97 x 7.38 in

1 / 4 79.1%

Name : Durga Laxman Sawant.....
Std : 4th Age : 8 years Telephone No :- 02141-226434
Address : Shikhar Bung House no-456,
Shree Nagar, Santh Sawata, Mali Marg,
Post Varsoli, Dist Raigad
Difficult Subject : English, History

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Done

FormCap: Searching - 3

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File View Help

Form Capture System (c) Dataflow

FormCap

Search
Index
Change Password

Search

Cabinet: Biothermal

2

Name of Student	Durga Laxman Sawant
Date of Test	05.6.2012
Place of Stay	Raigad
Test Number	1001

Search
Clear
Edit...
Add Notes...

1 / 4 113%

Name : Durga Laxman Sawant
Std : 4th Age : 8 years Telephone No :- 02141-226434
Address : Chhadaw Runj House no-456

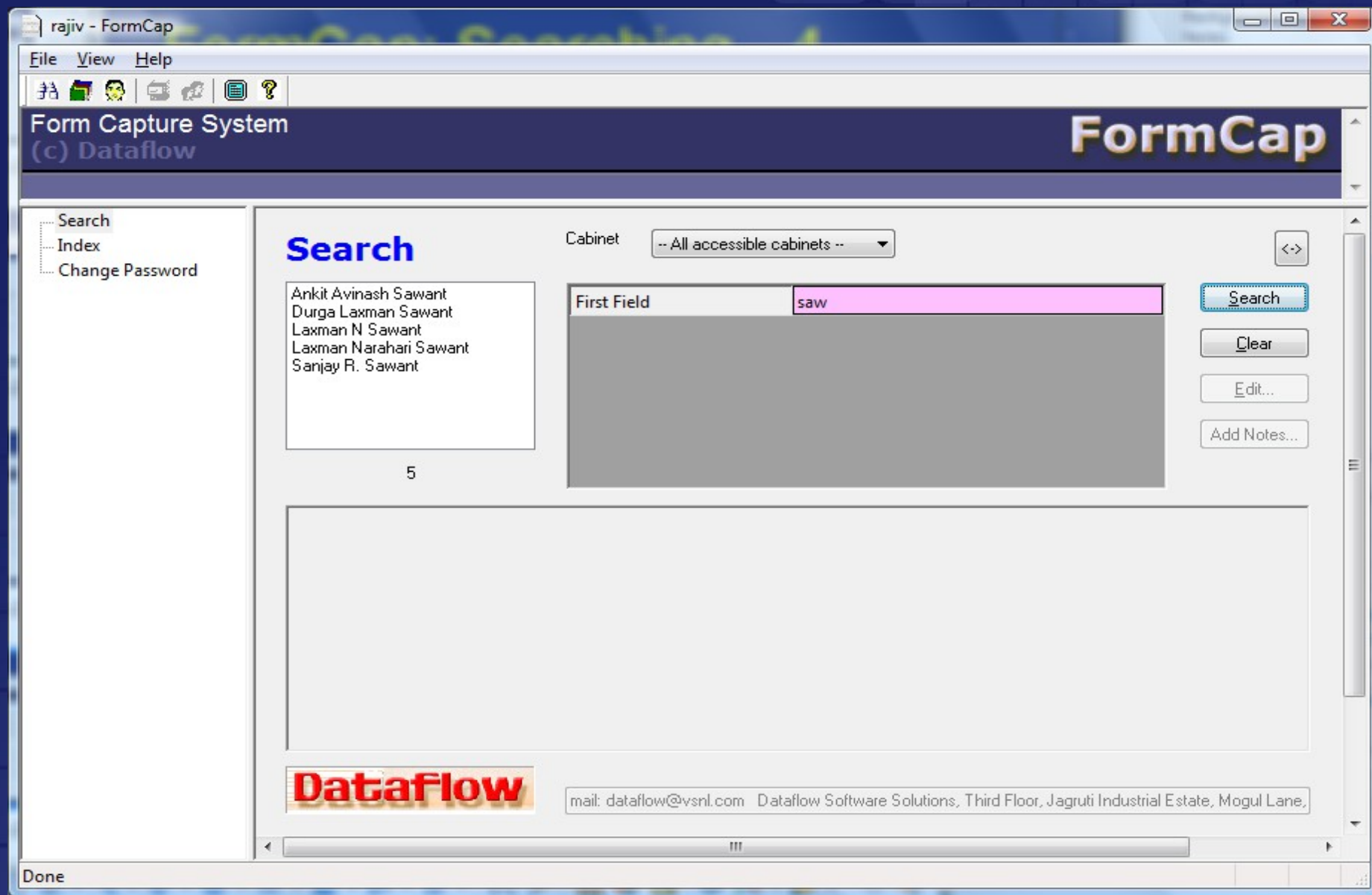
4.97 x 7.38 in

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Done

FormCap: Searching - 4



FormCap: Searching - 5

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File View Help

Form Capture System (c) Dataflow **FormCap**

Search

Index

Change Password

Search

Cabinet -- All accessible cabinets --

Cardiometer Tests1

Ankit Avinash Sawant
Durga Laxman Sawant
Laxman N Sawant
Laxman Narahari Sawant
Sanjay R. Sawant

5

Name	Laxman Narahari Sawant
Date of test	5/6/2012
Place of test	Pune

Search

Clear

Edit...

Edit Notes...

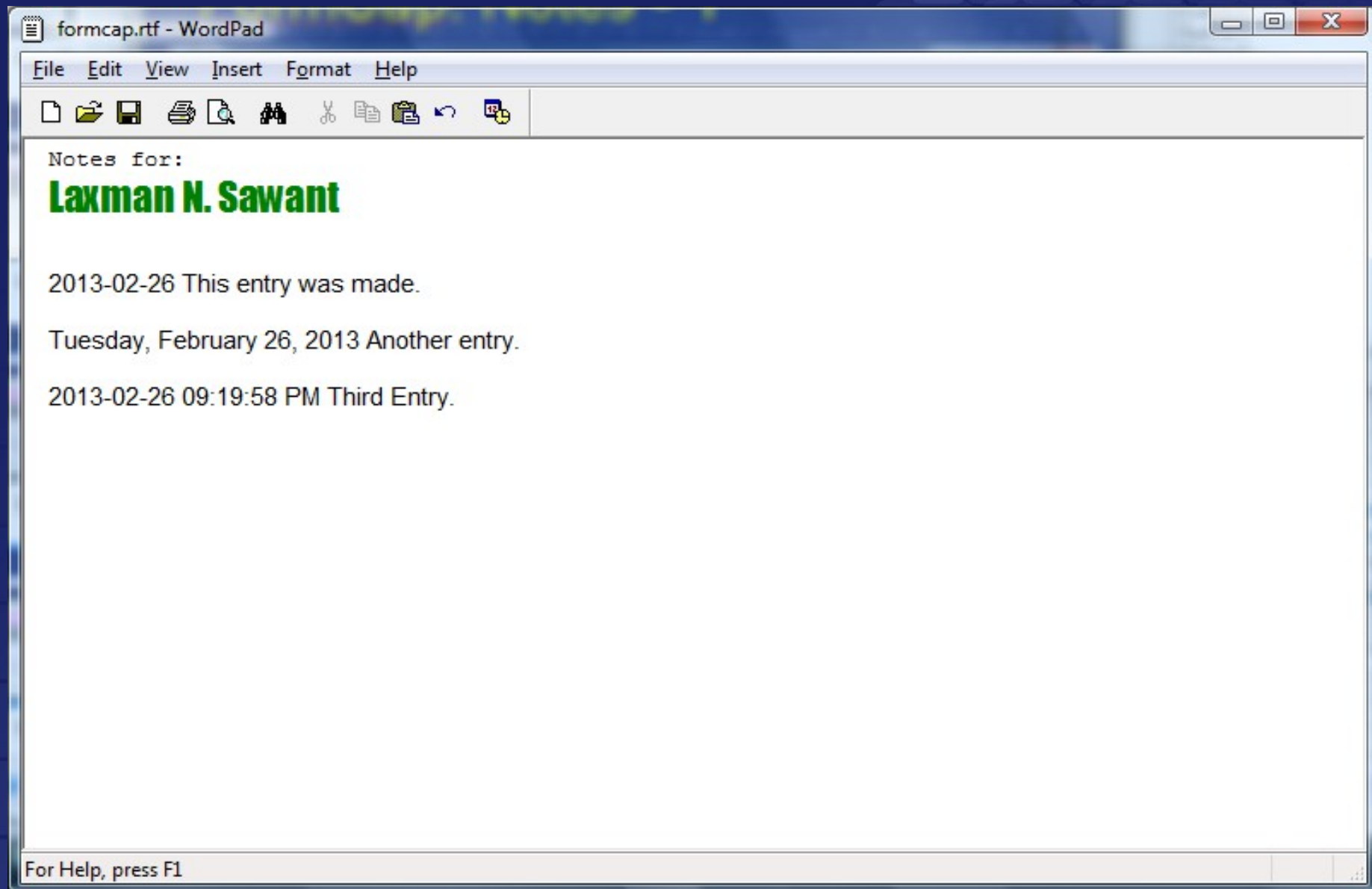
केन्द्र :- ...
पूर्ण नाव :- ...
शिक्षण :- ... वय :- ...
व्यवसाय :- ... टेलिफोन :- ...

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Done

FormCap: Notes



FormCap: Additional Info

- Only the salient features were covered
- Also included: Software to edit graphic files. Quickly removes 'dust specks' and background 'noise' from images
- Other software helps you to combine JPGs and PDFs to produce multi-page PDFs
- FormCap never deletes your image or PDF files

FormCap: Summary 1

- **Scan:** Acquire images of documents (forms)
- **Clean:** Remove dust specs, correct rotation (major, minor)
- **Group:** Related forms into **Cabinets**
- **Index:** Give keywords, fields for each form
- **Capture:** Put data in Database, not in files
- **Unique:** Captured files are not shown in the list
- **Search:** Quickly locate relevant forms
- **Store:** Voluminous amounts of data – Hundreds of Thousands of forms in each cabinet
- **Notes:** Formatted notes for each form – comments with time & date, in colour
- **Access control:** Each user given rights to certain cabinets only
- **Backup:** Centralized backup & restore

FormCap: Summary 2

- FormCap “captures” scanned images and PDFs, making them available to network users
- FormCap is very flexible while indexing the data, fields can be added / removed later
- FormCap allows flexible Searches
- FormCap is very quick in Searching – average time is under 1 second!

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Form Capture Software

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Thanks!

For further queries:

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