

## **e-BRIDGE Capture & Store**

### Product brochure

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- > In today's business environment a lot of paper based information needs to be integrated into your workflows. e-BRIDGE Capture & Store is the perfect application to digitise paper documents and integrate them into your digital document life-cycle. A variety of powerful features help you bridge the gap between hardcopies, electronic files and your back-end applications.
- > e-BRIDGE Capture & Store links the various stages of business critical document processes and thus improves your efficiency in three simple steps.
- > Easy to use – easy to integrate. Enjoy the modularity that adapts to your needs.



# SIMPLIFY YOUR DOCUMENT WORKFLOWS

Are you aware how much of your valuable work time you spend with paper work? Wouldn't it be great if you could free your mind instead to focus on the important things to achieve your business goals.

A noticeable amount of work time is wasted every day by chasing paper documents, doing the same manual work over and over again.

## **But implementing digital workflows is difficult, isn't it?**

Actually the switch to digital workflows is much simpler and less expensive than you might think. Sticking to old fashioned manual working processes is creating hidden cost every day, so the investment into the migration is worth the money for almost any company.

## **What is in for me?**

By implementing digital workflows you free your employees from time-consuming tasks such as manually indexing documents to file them in cabinets and, more over, having to manually retrieve them when needed. Digital indexing, distribution and storage of documents is much faster and less error-prone than any manual process can ever be.

Your employees will be more efficient, which results in continuous savings for your company.



# OPTIMISATION IN THREE SIMPLE STEPS

## Capture

Toshiba e-BRIDGE Capture & Store allows administrators to create automatic workflows for sophisticated document handling via an easy-to-use web-based server interface in just a few minutes. With these, users can then execute even complex workflows with just a touch of a button.

Thanks to the seamless integration with our Toshiba MFPs users can easily input additional index information while scanning. This can be free text input as well as pre-defined values which come from a back-end system such as SharePoint, a Document Management System or a plain SQL database.

Existing digital documents can simply be dropped into so called “watch folders” or, alternatively, be sent to the server by E-Mail. Either way, the documents will automatically be extracted and processed by e-BRIDGE Capture & Store. This replaces time-consuming and error-prone manual workflows and increases efficiency.

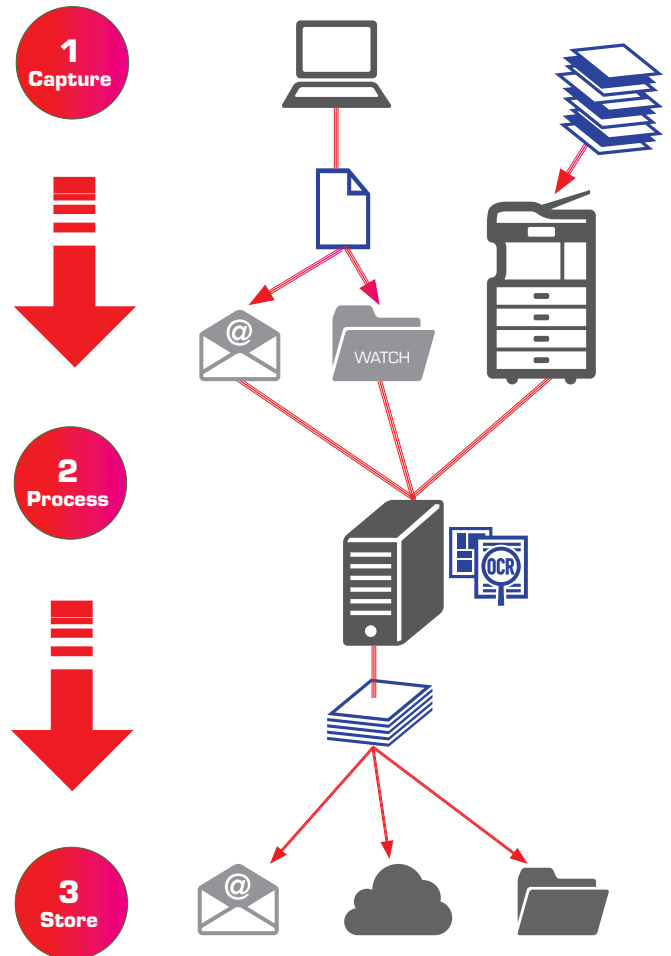
## Process

Proper indexing is key to successfully retrieve your documents at a later stage. e-BRIDGE Capture & Store comes with a variety of features that support you with that and make it possible to even index documents without user intervention.

The built-in OCR engine creates searchable document formats from your scanned images in over 30 languages, while zonal OCR and barcode recognition can be used to specifically extract information from the document such as an invoice or customer number and assign this data to an index field. Processing your documents is not limited to reading information, but instead data can also be added in the form of annotations, stamps or even barcodes.

Since each organisation is unique and operates in its own way, e-BRIDGE Capture & Store offers built scripting capabilities and optional modules to customise the document processing according to your specific needs. Here are some examples:

- > With the optical mark recognition even forms processing becomes a simple task.
- > Thanks to the optional FreeForm feature e-BRIDGE Capture & Store can even recognise document types and select the right workflow accordingly – all the user has to do is scan the documents.
- > The advanced OCR pack expands the built-in possibilities and covers over 70 different languages and various scripts.



## Store

Once your document has been processed it is now time to send the document to its final destination. Various so-called connectors are available, which allow to easily store the document and the associated meta data in a file system, send it by mail or deliver it to a 3<sup>rd</sup> party system such as SharePoint, Google Drive, Evernote and many more. Even multiple destinations are possible. Just pick the one you need and enjoy the benefits of a modern digital document workflow.

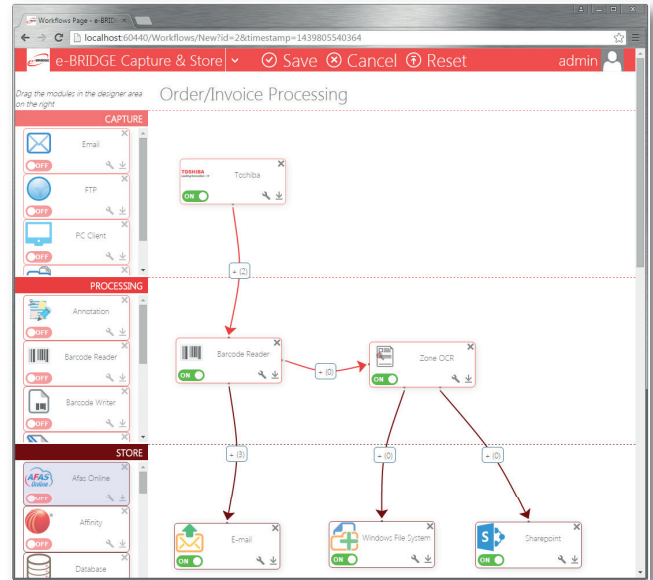
# EASE-OF-USE FOR MORE EFFICIENCY

With e-BRIDGE Capture & Store entering the world of office-automation has never been easier — for users as well as for administrators.

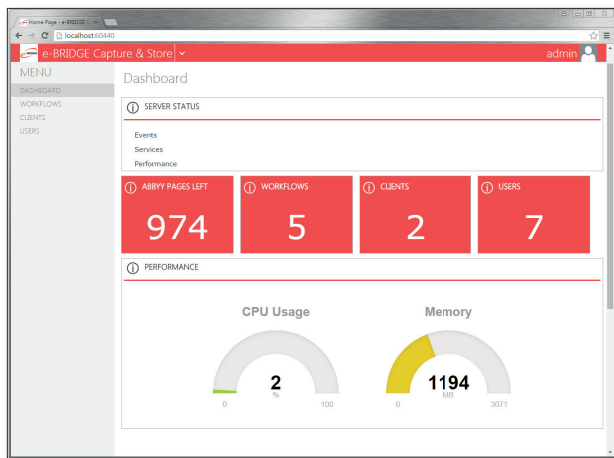
## Set-up of workflows

No matter how complex your workflows are, setting them up is simple. e-BRIDGE Capture & Store assists you in creating your individual workflows with a web-based graphical workflow designer. Through a simple drag-and-drop operation the different steps and modules can be tied together to form the document workflow.

Configuration dialogs allow you to specify and adjust each module's operation. The visual breakdown into the three phases, capture – process – store, give you an easy understanding of the workflow's functionality.



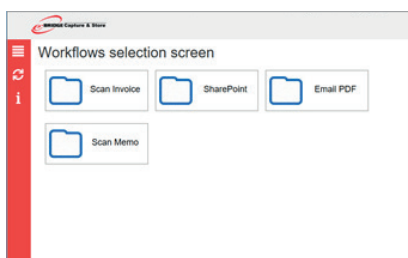
Workflow creation with the web-based graphical workflow designer.



The dashboard gives the administrator a clear overview of the e-BRIDGE Capture & Store status.

## Embedded MFP Client

The embedded client of e-BRIDGE Capture & Store allows a seamless integration with the Toshiba MFP. The user can easily choose the desired workflow and the embedded client will then guide him through the required steps.



## Full control

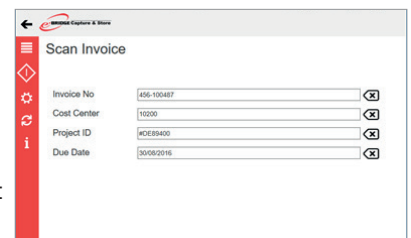
The comprehensive administrator dashboard allows to monitor the application's current status and control associated services. Not only the MFP and desktop clients are managed from here, but also workflows or users and their individual access rights.

Since e-BRIDGE Capture & Store's dashboard is a web-based application, administrators can access it remotely depending on the company's network configuration and policies, so there is no need to walk up to the physical server.

## Metadata

While at the MFP users can enter all required information related to the document and workflow, avoiding the time-consuming need to add this information at a later stage in the process.

For instance users can enter cost centre details at the time of scanning. e-BRIDGE Capture & Store can then automatically forward the document to the right person in charge.

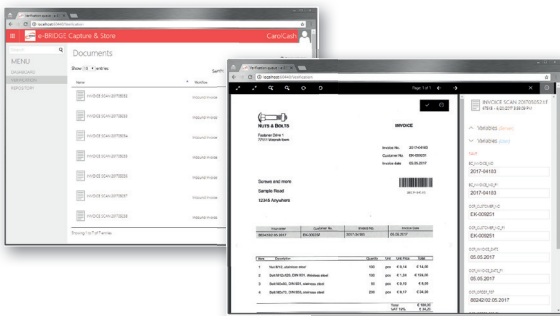




# FOR MORE EFFICIENCY

## Verification module

With the verification module you have the possibility to verify captured meta data from the OCR engine before a document is delivered to its storage destination. It is also a helpful tool if you need to set up smart workflows, which require approval prior further processing; e.g. an accountant needs to approve incoming invoices.

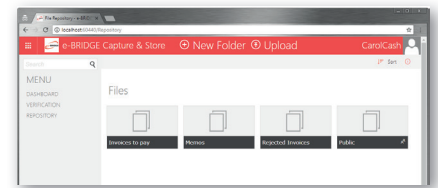


Documents which need to be checked will be listed in a verification queue, which can conveniently be viewed via a web browser. Necessary corrections can easily be made and documents can be approved or rejected. Approved documents then continue their way through the pre-defined workflow, while rejected documents are stored in a dedicated folder for further actions.

## File repository

Some processes require the collection of multiple documents and possibly other information, too, before the next step of a workflow can begin or the documents can be stored at their final destination.

The repository option for e-BRIDGE Capture & Store allows users to organise and maintain their documents. They can add personal memos or collect documents before further processing.



The documents can either be placed in these individual repositories via automated workflows or by uploading them manually.

There is also a public folder in which documents can be saved so that they can be accessed by all authorised e-BRIDGE Capture & Store users. If needed, documents can also be shared individually with external users by generating browser links.

# FEATURES & REQUIREMENTS

## Supported Languages

### Included in the OCR Engine

Afrikaans, Albanian, Basque, Belarussian, Bulgarian, Catalan, Croatian, Czech, Danish, Dutch (Netherlands), English, Estonian, Faroese, Finnish, French, Galician, German, Greek, Hungarian, Icelandic, Indonesian, Italian, Latvian, Lithuanian, Macedonian, Norwegian, Polish, Portuguese (Brazil), Portuguese (Portugal), Romanian, Russian, Serbian (Cyrillic), Serbian (Latin), Slovak, Slovenian, Spanish, Swedish, Turkish, Ukrainian

### Optional Advanced OCR Pack

Afrikaans, Albanian, Armenian (Eastern), Armenian (Grabar), Armenian (Western), Azerbaijani (Cyrillic), Azerbaijani (Latin), Basque, Belarussian, Bulgarian, Catalan, Corsican, Croatian, Czech, Danish, Dutch (Belgium), Dutch (Netherlands), English, Estonian, Finnish, French, Frisian, German, German (Luxembourg), German (new spelling), Greek, Hawaiian, Hungarian, Icelandic, Indonesian, Irish, Italian, Kirgiz, Congo, Kurdish, Latin, Latvian, Latvian (written in Gothic script), Lithuanian, Maltese, Macedonian, Mongol, Norwegian (Bokmal), Norwegian (Nynorsk + Bokmal), Norwegian (Nynorsk), Polish, Portuguese (Brazil), Portuguese (Portugal), Romanian, Romanian (Moldavia), Romany, Russian, Russian (Old spelling), Sami (Lappish), Scottish Gaelic, Serbian (Cyrillic), Serbian (Latin), Slovak, Slovenian, Spanish, Swedish, Turkish, Ukrainian, Uzbek (Cyrillic), Uzbek (Latin), Welsh

### Support additional languages for the Advanced OCR Pack<sup>1)</sup>

Arabic (Saudi Arabia), Chinese Simplified, Chinese Traditional, Hebrew, Japanese, Korean, Korean (Hangul), Thai, Vietnamese

## System Requirements

<b>Supported Operating Systems</b>	Windows 10/8.1/8/7/Vista (32/64-bit), Windows Server 2012/Server 2008/2008 R2 (32/64-bit) Requires Microsoft .NET runtime 3.5 SP1 and .NET runtime 4.5
<b>CPU</b>	Required: Dual Core 2 GHz Recommended: Quad Core 2.4 GHz
<b>Memory</b>	Required: 4 GB RAM Recommended: 8 GB RAM

<b>Disk Space</b>	Required: 40 GB Recommended: 160 GB
<b>Network Space</b>	Required: 100 MB Recommended: 1 GB
<b>Handling</b>	up to 50,000 scans per month

<sup>1)</sup> Please contact your local Toshiba partner if you are interested in one or more of these additional languages.

# FEATURE COMPARISON

e-BRIDGE Capture & Store is available in two versions: e-BRIDGE Capture & Store Essentials is the compact entry-level, all-in-one solution at a very attractive price which provides you with the most popular connectors and OCR features to immediately design your own digital workflows. With e-BRIDGE Capture & Store Server you enjoy the full-featured version which can grow with your needs. A huge variety of optional connectors and modules is available to build more complex, tailor-made workflows.

	e-BRIDGE Capture & Store Server 4	e-BRIDGE Capture & Store Essentials 4
Web based administrator interface	✓	✓
Graphical workflow designer	✓	✓
<b>CAPTURE SOURCES</b>		
Watch Folder	✓	✓
MFP Client for e-BRIDGE models	✓ <sup>1)</sup>	✓ <sup>1)</sup>
MFP Client for non-e-BRIDGE models	○	○
Email (POP3, Exchange)	✓	
FTP	✓	
PC Client	✓ <sup>1)</sup>	
PC Client Pro	○	
PC Printer Client	○	
Mobile Client for Android based devices	○	
<b>META DATA QUERIES</b>		
Static (typed, pre-defined list)	✓	✓
Database query (SQL)	✓	✓
Scripting (VB Script)	✓	✓
XML	✓	✓
Folder browse	✓	✓
Email address list (from Active Directory, Exchange)	✓	✓
Via connector (Dropbox, Evernote, Google Drive, SharePoint)	✓	✓
<b>PROCESSING</b>		
Full-text OCR (Nuance)	✓	✓
Zonal OCR	✓	✓
Barcode recognition (1D, 2D)	✓	✓
Job splitting (by page number, on empty page, by barcode)	✓	✓
Advanced image processing (e.g. rotate, despeckle, improve)	✓	✓
Scripting (VB script)	✓	
Triggers (conditional processing)	✓	
Data Export	✓	
Abbyy OCR engine (5k/10k per month)	○	○
Abbyy OCR engine (50k per month/Single Core/Dual Core/Quad Core)	○	
Free Form	○	
Optical Mark Recognition (OMR)	○	
Barcode Writer/Annotation	○	
Load Balancing	○	
Document Recognition	○	
Abbyy Classification Module (5k/10k/50k per month) <sup>2)</sup>	○	
Print Connector	○	
Verification Module (licenced per user)	○	

✓ included    ○ optional

Feature comparison is based on software release 4.7

<sup>1)</sup> One client licence included with product licence

<sup>2)</sup> Abbyy OCR Engine required

# FEATURE COMPARISON

	e-BRIDGE Capture & Store Server 4	e-BRIDGE Capture & Store Essentials 4
<b>OUTPUT FORMATS</b>		
PDF, PDF/A, Secure PDF (password/digital signature)	✓	✓
TIFF, JPG	✓	✓
RTF, DOC, DOCX, XLSX, XPS	✓	✓
<b>CONNECTORS</b>		
Windows File System (with XML meta data output)	✓	✓
Google Drive	✓	✓
Drop Box	✓	✓
Evernote	✓	✓
E-Mail (SMTP)	✓	✓
Microsoft Sharepoint/365	✓	✓
FTP	✓	
Database (SQL)	✓	
Media Fire	✓	
Afas Online	○	
Affinity	○	
Amazon AWS	○	
BaseNet	○	
BOX	○	
Citrix Sharefile	○	
Docuware	○	
Dokmee	○	
ELO	○	
Exact Synergy Enterprise	○	
iManage / Worksite	○	
InfinityLaw	○	
Infotraq	○	
LEAP	○	
M-Files	○	
Microsoft OneDrive	○	
Microsoft OneDrive Business	○	
MS Dynamics NAV	○	
Oberon	○	
OpenText	○	
Practice Evolve	○	
raet YouForce	○	
Sentral	○	
TRIM	○	
WebDAV	○	
Xero	○	
xPlan	○	
<b>FILE REPOSITORY</b>		
File repository (licenced per user)	○	

✓ included    ○ optional

Feature comparison is based on software release 4.7



## About Toshiba Tec

Toshiba Tec Germany Imaging Systems GmbH is part of the globally operating Toshiba Tec Corporation, active in various high-tech industrial sectors.

Toshiba Tec Corporation is a leading provider of information technology, operating across multiple industries – ranging from retail, education and business services to hospitality and manufacturing. With headquarters in Japan and over 80 subsidiaries worldwide, Toshiba Tec Corporation helps organisations transform the way they create, record, share, manage and display information.

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**Together Information is Toshiba's vision for how people and organisations create, record, share, manage and display ideas and data.**

**It is based on our belief that the most successful organisations are those that communicate information in the most efficient way .**

**We make that possible through an integrated portfolio of industry-specific solutions, all of which reflect Toshiba's commitment to the future of the planet.**

