prism
software

WorkPath™

Desktop Document Processing & Automation

Easily create automated document processes that eliminate tedious and repetitive manual tasks.

PRODUCT SUMMARY

Replace Manual Document Processing
with Automated Processing

Prism WorkPath is a low cost desktop application for the efficient processing of documents. It's designed to easily perform complex document processing with minimum effort. Users can easily create and use automated document processes (workflows) at their desktop. These processes can also be used at multifunction printers (MFPs) by scanning to Prism WorkPath queues.

Traditional desktop document processing software applications require a lot of repetitive manual work to process documents. Prism WorkPath eliminates this manual processing and saves a lot of time and money.

Automated & Advanced Document Processing Workflows at the Desktop or MFP

It's easy to build customised automated processes. Prism WorkPath provides an intuitive and easy-to-use interface that allows you to assemble different processing tasks. Snap together as many of these tasks as you'd like to create an efficient and automated customised process.

Once you've created your automated process you can access it from Prism WorkPath, MFPs or, when used with Prism WorkPath Server by publishing to other users.

‣ *From within Prism WorkPath, you can simply drag a document to your automated process and it will do all the processing for you.*

‣ *From the MFP, you can quickly scan a document directly to the WorkPath process, selected from the MFP User Panel, and the scanned document will be sent directly to your Prism WorkPath desktop where it can be automatically processed.*

You can also enter document metadata at the desktop after scanning to your automated process from an MFP. This allows you to easily add indexing data to your document.

## Share Your Automated Processes with Others

Your automated processes can easily be shared with other Prism WorkPath users who may also need to use them. Simply share your custom processes from Prism WorkPath. This allows for standardisation of document processing within a department or organisation which eliminates processing errors.

Send Documents to SharePoint Folders

With Prism WorkPath you can automatically or manually send your documents to specific SharePoint folders. These folders can be conditionally selected based on the rules that you set or the metadata that you add to the document.
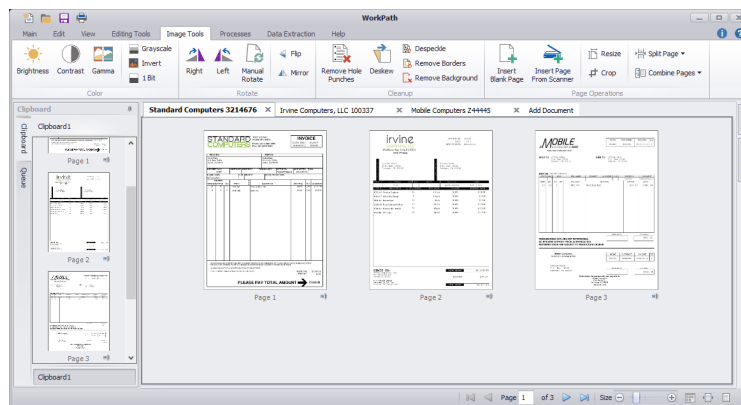
Easy-to-use interface for document editing
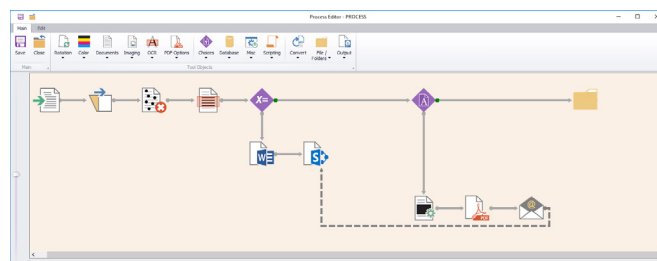
Easily build powerful automated document processing workflows

Check Documents In & Out of DocRecord

Documents within DocRecord, Prism's electronic document & content management application, can be directly checked-out with Prism WorkPath where they can be modified. Once completed, the new version can be checked-in to DocRecord for secure archiving.

Works with PRISM Capture or as a Stand-Alone Application

Prism WorkPath can work as either a stand-alone desktop application or work together with PRISM Capture as a reviewer interface for checking and correcting extracted data.

Full Range of Powerful Document Processing Features & Automation Tasks

Prism WorkPath has a full range of document processing tools that can be used in your automated and manual process. These many features include:

- *Import Word, Excel, PowerPoint, PDF, TIFF, JPEG, PNG and BMP*
- *Convert documents to Word, Excel, PDF Searchable, PDF/A, PDF Image, TIFF and JPEG*
- *Read and write data to any ODBC database*
- *Bates stamping for legal documents*
- *Add barcodes, page numbers, watermarks & blank pages*
- *OCR (optical character recognition) of full text, regional text, and barcodes*
- *Email documents via Outlook (attach to Outlook Email)*
- *Add, remove and reorder pages in a document*
- *Drag-and-drop page editing*
- *Easily combine multiple documents*
- *TWAIN support*

Send Documents Automatically to Web Repositories

Prism WorkPath allows documents to be sent either automatically or manually to Web repositories such as:

- *Box, Dropbox, Google Drive, Microsoft OneDrive, Google Photos & Evernote*

BENEFITS

- Eliminate manual document processing
- Significantly speed processing time
- Eliminate document processing errors
- Save document processing labor
- Standardise document processing within a department

INDUSTRIES

- Manufacturing & Distribution
- Legal
- Healthcare
- Finance & Insurance
- Education
- Government
- All SMBs
- Services
- Retail
- Banking
- Insurance
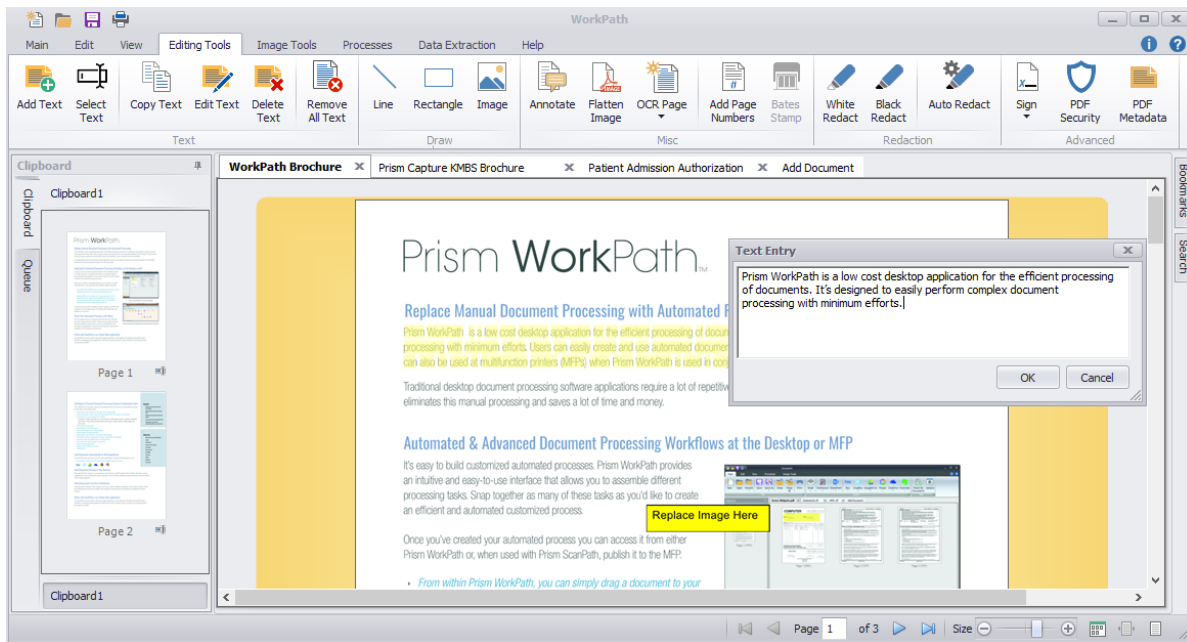
Easily edit full-page text and add annotations to PDFs

Advanced PDF Editing Capabilities

Prism WorkPath allow users to edit PDFs using a full range of PDF editing tools. These capabilities are:

- *Full-page text editing*
- *Document mark-up and adjustment, including*
  - *Adding page numbers, rulers, angles, shape annotation, text boxes, sticky notes, hyperlinks, images, screen capturing, and many more*
- *Image editing tools, including*
  - *Rotation, grayscale and 1-bit conversion, cropping, despeckle and deskew, remove hole punches/borders/ white space, scaling, splitting, adding pages, and many more*
- *PDF security and encryption*
  - *Electronic signature, PDF Security and Metadata*
- *Auto-redaction of entire document*
- *Language translations for selected or full-page text*
  - *60+ supported languages*
  - *Microsoft Azure account required*

Protecting Data with Secure PDFs

Enhance document security with Prism WorkPath's powerful PDF encryption. Advanced PDF security features include:

- *Authenticate PDFs with electronic signatures*
- *Secure PDF with document passwords and user permissions*
- *Manage and customise PDF metadata properties, including*
 - *Author, Creator, Producer, Subject, Title, Creation Date, Modify Date, Keywords, and other custom property fields*

Prism Capture, Advanced Data-Extraction

Many organisations manually enter or key data into their line-of-business (LOB applications such as accounting or ERP software. This data can be from a lot of different types of documents and is very often from sales orders, invoices, remittances, shipping documents, HR, and similar such documents. Advanced Data Extraction replaces this manual processing by automatically extracting this data for them.

PRISM Capture is a companion product to Prism WorkPath which identifies each document type and extracts the data you want. The extracted data is then presented to the user for verification. It can also perform an automated look-up of this extracted data against a database and indicate inaccurate or mismatched information. Once the data is verified, or corrected if required, it is then sent to the organisation's other line-of-business (LOB) application. can extract the document data in three different methods: automatically through a "Smart Template" look-up of keyword and values, "standard templates," or a combination of both.
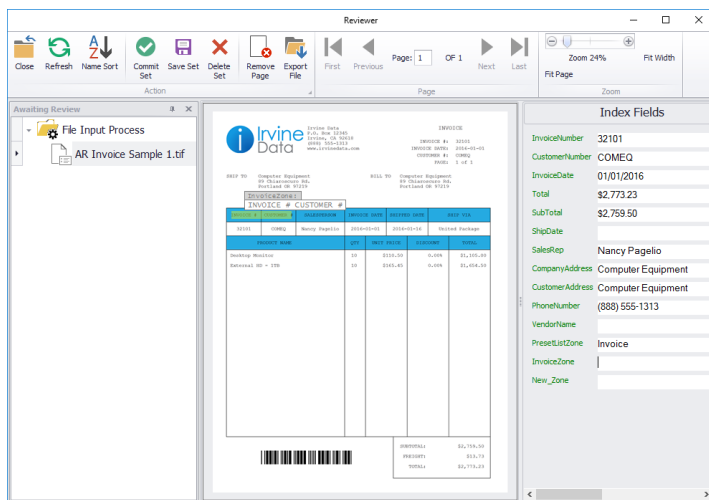
Simply mouse-over any text and the metadata will automatically set

WorkPath Server

The WorkPath Server (WPS) is ideal for organisations needing to fully automate their document processing and workflows. It eliminates both manual document processes and manual triggering of automated processes.

WPS is easy to use: Administrators or Users create a document automation process via the WorkPath desktop application or WPS Administrator interface and then save this process to WPS. In practice, the WPS 'watches' data inputs and when an applicable data file is received it sends it to the assigned process. These data inputs include:

- ‣ *Local and network folders*
- ‣ *Email indboxes*
- ‣ *Virtual print queues*
- ‣ *FTP folders and more*

WPS also allows WorkPath users to easily share with others their custom and unique document processes. This enables process standardisation, thereby eliminating processing errors, throughout a department or organisation. WPS has a very long list of native file and document processing capabilities including:

- ‣ *Document rotation*
- ‣ *Color correction and modification*
- ‣ *Document modifications and redaction*
- ‣ *PDF Manipulation*
- ‣ *Bates stamping*
- ‣ *Watermarking*
- ‣ *OCR for region and barcode*
- ‣ *Database reading and writing*
- ‣ *Automated file conversion such as PDF, JPEG, Word and Excel*
- ‣ *Output to on-line web repositories and other web sites*
- ‣ *And many, many more.*

Capture / WPS are stand-alone applications but can also be used in conjunction with WorkPath Desktop.

prism software

altman IM

European Distributor | info@altmanim.com