

DAVupDoc

Universal Document Batch Auto-Filing

for use with Xerox DocuShare

Archiving your documents in digital format can save your organization significant time and money. Documents are easier and quicker to find and there are no long-term warehouse storage needs and eventual physical document destruction expenses - just delete them.

Upload batches of scanned image files in any common image format to DocuShare with standard metadata without over-investing in software that does more than you need or purchasing proprietary release scripts that works with only a single program. DAVupDoc is a simple, convenient, and inexpensive template-driven program to make routine work of otherwise tedious tasks. It works in conjunction with any imaging or printing software which exports data with a document or image file. The data can be uploaded with the documents as the metadata you need to help you categorize them and later search for them to access and reuse them. This data can also be used to build expressions to rename the source documents prior to uploading so they can be retrieved with meaningful filenames rather than the simple, sequentially numbered files generally emitted, such as "Image0047.tif". Single and multi-page documents are supported. You can batch upload them as soon as you've created your template or export the scripts for uploading later in conjunction with Windows' Scheduled Tasks program or other more versatile utilities such as System Scheduler.

DAVupDoc Features

- ☒ Works with standard scanning software with zoned capture templates, such as included with many scanners (e.g. ABBYY FormReader or FineReader, ScanSoft OmniPage)
- ☒ Works with print-to-file software
- ☒ Supports standard and custom metadata
- ☒ Distributes documents across multiple collections (folders) based on your criteria
- ☒ Supports PDF, TIFF, Word, Excel, and virtually any other digital format
- ☒ Accepts data from tab-delimited text and comma-separated variable formats
- ☒ Pre-flight checks for mismatched filing criteria and allows for correction
- ☒ Provides exception handling for documents with missing data
- ☒ Interactive mode or use the command line interface (CLI) for routine processing
- ☒ Files up to 6 levels deep
- ☒ Filing option to accommodate extra alphanumeric first level (e.g. "Pendergast, Inc." files under "P")
- ☒ Uploads in batch mode immediately or at a later time
- ☒ Works with standard or LDAP / Active Directory accounts

DAVupDoc is easy to use and costs half as much as most single-use, proprietary release scripts. Criteria First also carries other document imaging software such as ABBYY FormReader for use in conjunction with DocuShare. Call for other recommendations if you require additional functionality.

Go to <http://www.avidoffice.com/docushare/dsweb/View/Collection-1616> and download the [DAVupDoc.zip](#) file for installation on your Windows 2000 or XP PC. You may try it for up to 15 days.

DAVupDoc makes your work easier for only \$1495.00, so give it a try and call to purchase and receive your license key.

Criteria First

Solutions for managing knowledge in content & print

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