

# Nuance Document Imaging Professional Services QuickCapture Fast Index (QCP-1)

Desktop document capture made fast and easy!



## Document capture and indexing—fast and easy

Nuance Professional Services can quickly deploy AutoStore and QuickCapture desktop scanning to capture documents and index using Snap-it to reduce manual keying, and route to folders, email, or SharePoint. It's the perfect, cost-effective way for businesses to process paper documents for everything from HR on-boarding to invoices and more!

## Benefits summary

Nuance Professional Services is the ideal team to quickly install and configure up to three QuickCapture workstations and one AutoStore server and a workflow to capture documents from scanners and route them to common storage locations. Manual keying of indexing can be greatly reduced with QuickCapture's Snap-it feature to collect index information for routing and storage of the documents.

**Product expertise:** Nobody understands Nuance software like Nuance Professional Services. Our experience integrating the largest supported range of print and capture devices in the industry as well as our capture and print domain experience makes us ideal for adding on to your Nuance solution. Our proven methodology of Analyze, Design, Build, Roll out, and Monitor ensures the right level of attention even for small engagements like QuickCapture Fast Index (QCP-1).

## Essential services

Implementation services using best practices and a proven methodology to deploy a desktop capture solution for any business process.

### QuickCapture Fast Index

#### 8 Hours of services covering:

- Installation and configuration of one AutoStore server
- Installation and configuration of QuickCapture on one workstation
- Knowledge transfer session
- Summary Documentation
- Configuration of up to three workflows as follows:
  - Up to 5 index fields (no lookup fields)
  - Scan individual documents or batch scan using barcode separator sheets.
  - Documents can be indexed or named using these fields and/or other AutoStore available RRT meta-data.
  - Documents can be routed to folder, email, or SharePoint

**Accelerated document processing:** QuickCapture Fast Index (QCP-1) allows you to capture any type of paper documents from desktop scanners along with critical information about the document such as invoice number, customer name, purchase order, employee ID and more. Documents can be scanned individually or in batches using barcode separator sheets. Our services team will configure AutoStore and QuickCapture to use this information to correctly route the documents for storage, rename them, and assign index values for searching. The services team can even configure the workflow to convert the documents to full text searchable PDF along the way.

**Increased flexibility:** QuickCapture Fast Index (QCP-1) engagements are delivered remotely and quickly in order to minimize disruption to your business. We can connect in, perform the tasks, and be done before your users even know we were ever there.

### What is QuickCapture Fast Index (QCP-1)?

Deploy AutoStore server and QuickCapture desktop scanning software to capture and index paper documents and route to folders, email, or SharePoint.

#### 8-hour engagement to deliver:

- Installation and configuration of one AutoStore server
- Installation and configuration of one QuickCapture workstation
- Knowledge transfer session
- Configuration of up to three workflows as follows:
  - Provide up to five index fields for manual or Snap-it entry
  - Document conversions to PDF
  - Route to folder, email, or SharePoint using index information

### How do I order QuickCapture Fast Index?

Ordering QuickCapture Fast Index is easy. To start a Nuance Professional Services engagement; contact Nuance Sales and obtain a quote for any related product license plus the QCP-1 services program SKU 08ASS030S1M0 for 8 hours.

### Why partner with Nuance Professional Services?

The Nuance team of Professional Services Consultants have over 15 years of industry experience and service customers globally. Customers benefit from Nuance professional services' direct access to Nuance's world-class technical support and product engineering groups. Questions can be clarified quickly and an entire team of experts can collaborate to solve even the most complex technical issues.

To learn more, contact your Nuance Document Imaging representative by calling +1-800-327-0183. You can also visit [nuance.com/for-business/imaging-solutions/professional-services/index.htm](http://nuance.com/for-business/imaging-solutions/professional-services/index.htm) or emailing us at [ndisales@nuance.com](mailto:ndisales@nuance.com).

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#### Scope and constraints

- Services hours are delivered remotely and consecutively
- Scripting is out of scope
- Lookup fields are out of scope
- QuickCapture Fast Index (QCP-1) can be combined with Accessory Care Services (ACS-1) for additional workflows and workstations
- Capture workflows are limited to:
  - PDF conversions, basic image cleanup.
  - Route to folder/email/SharePoint
  - Barcode separation of batch scanning

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Note: By ordering using the SKU or program code above, you are acknowledging that such program is provided pursuant and subject to your executed agreement with Nuance.

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#### About Nuance Communications, Inc.

Nuance Communications, Inc., is a leading provider of voice and language solutions for businesses and consumers around the world. Its technologies, applications and services make the user experience more compelling by transforming the way people interact with devices and systems. Every day, millions of users and thousands of businesses experience Nuance's proven applications. For more information, please visit [www.nuance.com](http://www.nuance.com).