

# KOFAX® Document Exchange Server

Making your organization more efficient and responsive requires a careful examination of the processes that drive your bottom line. And many organizations are beginning to realize that scores of business transactions are driven by documents that are trapped in slow, manual, and costly processes that cripple their ability to be efficient. In order to break free from these manual constraints, these documents need to be captured by workers in the front office that understand their relevance and then quickly delivered to the core applications that drive a business. Once this information is unleashed the state of the business changes dramatically. Revenue opportunities increase. Customer service improves. Operational costs are reduced. And business processes are optimized to their full potential.

The irony is that many organizations already have the pieces in the place to make document capture an every day, front office activity. The technology that is used to capture paper and electronic documents like multi-function peripherals (MFPs), scanners, e-mail and fax systems are pervasive in many front office environments. The key, though, is to unify document input tools with the systems that automate business processes in a way that is unobtrusive to the knowledge workers that drive these processes, and the IT department that has to manage the technology infrastructure. Kofax Document Exchange Server promises to do just that.

## What is Document Exchange Server?

Document Exchange Server (DES) is a single server designed to leverage the common input devices that are used to capture documents, while offering capabilities to deposit documents in the precise location where they are required in a business process. Document Exchange Server seamlessly unites the following components in the document capture and routing process:

- Input devices like multi-function peripherals (MFPs), scanners, e-mail, and fax systems
- Destinations like Enterprise Content Management (ECM) systems, Line of Business (LOB) applications, Kofax Ascent Capture, workflows, and e-mail
- A user interface that is personalized to facilitate the way users interact with documents and send them to their intended destination



Leverage equipment like MFPs that are common to front office environments to improve document-driven business processes



The Document Exchange is an easy to use, browser-based application that can be personalized to reduce the time and effort required to interact with documents



The Kofax Administration Console is a thin client administrative tool to manage input devices, users, and log transactions.

Document-  
driven  
Business  
Process  
Automation



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# Document Exchange Server – Document-driven Business Process Automation

## Multiple Document Input Options That Best Address Your Business Needs

It doesn't matter if your business process involves paper or electronic documents, Document Exchange Server supports multiple document input options like MFPs, scanners, e-mail, and fax with a single interface. This flexibility allows organizations to leverage their existing IT infrastructure and easily adapt to changes in document format or volume.

## Deliver Documents to the Systems That Drive Your Business Processes

Users have the ability to send documents to a variety of destinations including Enterprise Content Management (ECM) systems, Line of Business (LOB) applications, workflows, and e-mail systems to improve the timeliness and efficiency of a business process. Document Exchange Server is also tightly integrated with market leading Kofax Ascent Capture for advanced document processing and extensive release options.

## Flexible yet Familiar Environments Where Users Can Interact with Documents

With Document Exchange Server users can process documents via the front panel (touch screen) of select digital copiers/MFPs or through the *Document Exchange* – an easy to use, browser-based application. These options help to make document input transparent, and accessible to virtually any knowledge worker so they can focus on the business process they manage instead of figuring out how to use a document capture solution.

## Personalized User Interface for Increased Efficiency

The clients presented by Document Exchange Server can be personalized based on the activities users perform most. For example, if a user always scans expense reports at an MFP and routes them to an approval workflow, this activity can be saved as a "shortcut" in either the *Document Exchange* (browser-based client) or to the front panel of an MFP. This dramatically reduces the number of steps necessary to capture and route a document and speeds up the entire process.

## Better Images for Better Processes with Industry Leading VRS Image Quality

Document Exchange Server leverages Kofax's award-winning VirtualReScan® (VRS™), widely regarded as the best solution for improving the quality of scanned images. This technology helps to improve processes like recognition and reduces the file size of images to minimize network bandwidth and storage requirements. VRS also offers intelligent features that enable users to "blindly" scan documents with confidence knowing that VRS will correct the orientation of the document, eliminate blank pages, and improve the overall quality of the image.



## Centralized Command and Control

The centralized *Kofax Administration Console* is a separate, thin client application included with Document Exchange Server that gives administrators the ability to automatically discover input devices and back-end destinations, remotely check the status of input devices, set up user profiles, and control user privileges. This minimizes the need to send out a technician for system installation or maintenance thereby reducing the costs of deployment and ongoing management.

## For more information

To learn more about Document Exchange Server please visit: [www.kofax.com](http://www.kofax.com). Or give us a call for further assistance!

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16245 Laguna Canyon Rd.  
Irvine, CA 92618-3603 U.S.A.  
Phone: 949-727-1733  
Fax: 949-727-3144  
E-mail: [info@kofax.com](mailto:info@kofax.com)  
[www.kofax.com](http://www.kofax.com)

Koning Albert 1 Laan 64-66  
B - 1780 Wemmel, Belgium  
Phone: +32 (0) 2 456 17 20  
Fax: +32 (0) 2 456 17 21



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