

# DocuPage Pro

## Batch Auto-Filing Program

for use with Xerox DocuShare

Upload batches of image files in any common image format including PDF to DocuShare with standard and custom metadata and have each document filed where it belongs. DocuPage Pro is a simple and convenient alternative to expensive imaging systems with proprietary release scripts when your volume isn't high enough to warrant the additional expense of automatically capturing the data you want to use to categorize your documents for retrieval and to determine where each document should be filed. When you have small batches or just a few fields to capture, this is a highly cost-effective solution.


Build your own templates with DocuPage Pro's template editor to determine what you will key from each image and specify a path to the collection where the image or PDF document will be stored. DocuPage Pro can create new collections for new suppliers or customers or it can provide exception handling for mismatches. You can even create additional supporting collections that you'd ordinarily set up for new customers while uploading, such as Finance, Warranty, and Purchase Order collections.

You can also build expressions to create new filenames and titles or to generate additional information for summary, description, keyword, and custom metadata. "File015.pdf" becomes "Annual maintenance for James Deckert of Brothers Automotive for General Motors air compressor (part# AC83749).pdf". When they renew maintenance for the next year, DocuPage Pro will file it as a new version of the same document using DocuShare's version control feature set. You can determine its expiration date in the template by stating how many years you want to retain this document.

| Features   |
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| Works with standard scanning software, such as included with most scanners                       |
| Uploads documents across multiple collections based on title or other metadata                   |
| Create additional empty collections when needed to support other filing operations               |
| Supports PDF, PNG, GIF, BMP, JPEG, & standard TIFF formats including multi-page                  |
| Allows easy tagging of standard and custom metadata for uploading to DocuShare                   |
| Exports data to CSV files for use in spreadsheets and databases <b>NEW!</b>                      |
| Create sorted drop-down lists for selection of entries to reduce keystrokes/typos                |
| Added validity checking for data types, field lengths, hierarchy mapping fields                  |
| Establish which metadata is optional or highlighted as required                                  |
| Displays fields in the order users want to input data  |
| Checks for overlooked / omitted data before uploading  |
| Set the document's expiration date to work with DocuShare Archive Server                         |
| Uploads larger batches much faster using DocuShare's Content Intake Mode                         |
| Upload batches remotely using FTP <b>NEW!</b>  |
| Saves your work if you need to stop and resume later   |
| Generates new versions for documents of the same title in the same collection (Script mode only) |

DocuPage Pro works in conjunction with an embedded image viewer and Adobe Acrobat Reader version 7 and higher. You'll be able to scan in several to many documents in any common image format including PDF, TIFF, GIF, JPEG, and PNG. Single and multi-page PDFs and TIFFs are supported. You can list and display them in the DocuPage Pro console for keying in the metadata you require. You can even determine which metadata is required or optional; a much more versatile approach than making global settings for all in DocuShare. You can batch upload them as soon as you're done or export the upload script to run later in conjunction with Windows Task Manager or Splinterware's System Scheduler.

DocuPage Pro is easy and affordable. Criteria First also carries other document imaging software such as our own TiffPrep along with ABBYY FlexiCapture for use in conjunction with DocuShare. Call for recommendations if you require other functionality.

Download  the 15 day trial for DocuPage Pro for Windows. Once you see how versatile and cost-effective DocuPage Pro can be for you, call us for pricing based on the number of licenses you need.

## Criteria First

Solutions for managing knowledge in content & print  
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