

Why Index Documents?

The most important feature of any document archive is allowing you find the document you want, when you want it, quickly. To achieve this, when a document is entered into an archive, it must be indexed. Popular examples of this include filing documents according to their drawing number.

Whether you start with hard copy or digital documents, creating a useful electronic archive means recording all the details of each document that you may wish to search for later. For more advanced archives you may also wish to capture further information for statistical purposes.

Do you have the time?

For a typical engineering drawing this can mean capturing information from every drawings title block. This may sound simple, but it can be a very time consuming task. Imagine... opening a document, finding the title block, zooming in, remembering the details, closing the document, changing the details, finding the next document... Then imagine repeating this for all the drawings you need to archive.

No room for error

Information captured must be accurate. Consider the consequences of storing a drawing against an incorrect drawing number, the only way to find the document again would be to manually check through every drawing in the archive!

The same applies to scanning hard copy originals; the quality of captured documents must be checked to ensure everything is readable. Imagine retrieving a drawing later to find the corner had been turned over during scanning and the dimensions you require have been obscured.

Xerox DocuWide Qindexer has the solution.

The Xerox DocuWide Qindexer brings you a unique combination of speed and flexibility with unmatched ease of use. Developed to cope with large volumes of documents, Qindexer allows you to view, quality check and index in one easy step.



Unique Speed & Flexibility Combination

Flexibility

Docuwide Qindexer can be configured to fit into almost any workflow. Qindexer can save documents in all industry standard archive formats, including Adobe® PDF. Whether you wish to create a simple file based archive, or import documents to a complex management system, the flexible configuration of Qindexer allows it to meet your needs.

With support for multiple indexing profiles, Qindexer is designed to cope with even the most varied environments. Predefined document sources and indexing conventions can be select at the touch of a button.

Scalability

Xerox is committed to providing scalable products to meet our customers needs now and in the future. Whether you are indexing 10s or 1000s of documents, Qindexer can be configured to suit you.

Power, Speed and Ease of Use

Xerox Docuwide Qindexer incorporates world class viewing performance. Optimised to large format documents, Qindexer dedicates a large area of the user interface to image viewing, and can view and save all industry standard archive formats, in both monochrome and colour. All this is featured in a simple user interface, designed specifically to make Qindexer both quick and easy to use.

Easy, Efficient Indexing

The Docuwide Qindexer has been designed to bring significant time saving to busy departments. You now have a fast, efficient means of indexing and archiving files with simple user input. Your documents can be automatically opened with the title block in view, for you to index and save without so much as a click of the mouse. Qindexer can even help import the documents directly into 3rd party document management systems.

Fast, Interactive Image Preview

DocuWide Qindexer delivers unparalleled productivity by allowing you to easily qualify documents as part of the indexing process. Automatic zoom to document title block, enables fast, accurate indexing, while real time navigation of the image with 'drag & zoom' capability, helps you thoroughly check the quality of the captured data. For those questionable images, a check print is just one mouse click away. If a document fails the quality check, a custom choice of actions can be provided, and Qindexer's complete audit trail facilitates recording reasons for every failure.

Image Processing and Workflow Support

Incorporated within Qindexer, is a set of comprehensive image manipulation tools, allowing efficient resizing, rotation, clean-up and powerful detail extraction. For added performance, these tools can be combined in time saving, automated workflows. For example, you may wish to rotate any drawings scanned in portrait for storage in landscape orientation, perform despeckle and deskew clean up operations, and save all documents in PDF format. With Qindexer this can all be done automatically as part of the indexing process.

Just add a Scan System...

Qindexer was designed to compliment the power of the Xerox Wide Format Scan System and AccXES controller, and together they form a high performance, flexible batch scanning system.

Intelligent Inline Imaging

The DocuWide Qindexer integrates directly with the Wide Format Scan System, which uses a patented array of CMOS image sensors to deliver precise images every time. Unlike most CCD ('Camera') based scanners, the sensors are permanently aligned and completely self-calibrating for image accuracy – eliminating the need for stitch alignment and normalising.

Unique Scan-to-Net Technology

The Xerox DocuWide Qindexer provides one simple interface for fast, efficient viewing and indexing of scanned images, directly from the Xerox Wide Format Scan System. Unique Scan-to-Net technology means a dedicated scanning PC is not required. Qindexer communicates with the scanner over your network, giving you the choice to, view as you scan, index as you scan, or batch scan then batch index. For fast, flexible indexing, the AutoAccept mode allows you to immediately view your scan and automatically index it upon scanning the next document.

Full Colour Support

With full colour support, the Xerox Wide Format Scan System and DocuWide Qindexer are ready to take on both your colour and monochrome documents.

