WorkPath™

DESKTOP DOCUMENT PROCESSING & AUTOMATION

Easily create automated document processes that eliminate tedious and repetitive manual tasks

prism software

Prism WorkPath™

Replace Manual Document Processing with Automated Processing

Prism WorkPath is a low cost desktop application for the efficient processing of documents. It's designed to easily perform complex document processing with minimum efforts. Users can easily create and use automated document processes (workflows) at their desktop. These processes can also be used at multifunction printers (MFPs) when Prism WorkPath is used in conjunction with Prism ScanPath.

Traditional desktop document processing software applications require a lot of repetitive manual work to process documents. Prism WorkPath eliminates this manual processing and saves a lot of time and money.

Automated & Advanced Document Processing Workflows at the Desktop or MFP

It's easy to build customized automated processes. Prism WorkPath provides an intuitive and easy-to-use interface that allows you to assemble different processing tasks. Snap together as many of these tasks as you'd like to create an efficient and automated customized process.

Once you've created your automated process you can access it from either Prism WorkPath or, when used with Prism ScanPath, publish it to the MFP.

‣ *From within Prism WorkPath, you can simply drag a document to your automated process and it will do all the processing for you.*

‣ *From the MFP, you can quickly scan a document directly to the WorkPath process, selected from the MFP User Panel, and the scanned document will be sent directly to your Prism WorkPath desktop where it can be automatically processed.*
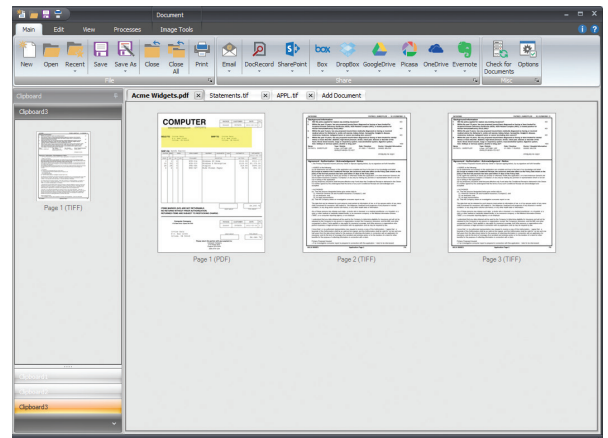
You can also enter document metadata at either the desktop or the MFP when scanning to your automated process. This enables easy indexing data to be added to your document.

Easy-to-use interface for document editing
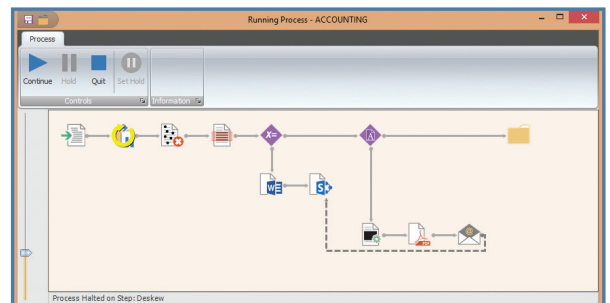
Share Your Automated Processes with Others

Your automated processes can easily be shared with other Prism WorkPath users who may also need to use them. Simply share your custom processes from Prism WorkPath or allow others to use them at the MFP User Panel. This allows for standardization of document processing within a department or organization which eliminates processing errors.

Easily build powerful automated document processing workflows

Send Documents to SharePoint Folders

With Prism WorkPath you can automatically or manually send your documents to specific SharePoint folders. These folders can be conditionally selected based on the rules that you set or the metadata that you add to the document.

Full Range of Powerful Document Processing Features & Automation Tasks

Prism WorkPath has a full range of document processing tools that can be used in your automated and manual process. These many features include:

- *Import Word, Excel, PowerPoint, PDF, TIFF, JPEG, PNG and BMP*
- *Convert documents to Word, Excel, PDF Searchable, PDF/A, PDF Image, TIFF and JPEG*
- *Document mark-up and adjustment, including*
  - *Annotation, rotation, grayscale and 1-bit conversion, adding page numbers, cropping, despeckle and deskew, remove hole punches/borders/white space, scaling, splitting, adding pages, and many more*
- *PDF security and encryption*
- *Auto-redaction of entire document*
- *Read and write data to any ODBC database*
- *Bates stamping for legal documents*
- *Add barcodes, page numbers, watermarks & blank pages*
- *OCR (optical character recognition) of full text, regional text, and barcodes*
- *Email documents via Outlook (attach to Outlook Email)*
- *Add, remove and reorder pages in a document*
- *Drag-and-drop page editing*
- *Easily combine multiple documents*
- *TWAIN support*

Send Documents Automatically to Web Repositories

Prism WorkPath allows documents to be sent either automatically or manually to Web repositories such as:

- *Box, Dropbox, Google Drive, Microsoft OneDrive, Google Photos & Evernote*

Send Documents Directly to Your Desktop

When used with Prism ScanPath, you can easily scan documents from the MFP directly to Prism WorkPath. This direct-scanning capability saves time by eliminating the need of scanning to a common folder, retrieving that scanned document, and then importing it into a desktop application.

Check Documents In & Out of DocRecord

Documents within DocRecord, Prism's electronic document & content management application, can be directly checked-out with Prism WorkPath where they can be modified. Once completed, the new version can be checked-in to DocRecord for secure archiving.

Works with ScanPath or as a Stand-Alone Application

Prism WorkPath can work as either a stand-alone desktop application or work together with ScanPath and ScanPath Express. ScanPath is an advanced scanning application for MFPs and is used for capturing, routing, converting, and processing scanned documents from the MFP.

Benefits

- ◉ Eliminate manual document processing
- ◉ Significantly speed processing time
- ◉ Eliminate document processing errors
- ◉ Save document processing labor
- ◉ Standardize document processing within a department

Industries

- ◉ Manufacturing & Distribution
- ◉ Legal
- ◉ Healthcare
- ◉ Finance & Insurance
- ◉ Education
- ◉ Government
- ◉ All SMBs
- ◉ Services
- ◉ Retail
- ◉ Banking
- ◉ Insurance

Fully Integrated Data Extraction in Prism WorkPath

Many organizations manually enter or key data into their line-of-business (LOB) applications such as accounting or ERP software. This data can be from a lot of different types of documents and is very often from sales orders, invoices, remittances, shipping documents, HR, and similar such documents. Advanced Data Extraction replaces this manual processing by automatically extracting this data for them.

Advanced Data Extraction (ADE), a fully-integrated module of Prism WorkPath, processes single or batched documents from many sources including scanner, MFP, fax, email, print stream, network or desktop. It then automatically identifies each document type and extracts the data you want. The extracted data is then presented to the user for verification. It can also perform an automated look-up of this extracted data against a database and indicate inaccurate or mismatched information. Once the data is verified, or corrected if required, it is then sent to the organization's other line-of-business (LOB) application. ADE can extract the document data in three different methods: automatically through a "Smart Template" look-up of keyword and values, "standard templates," or a combination of both.
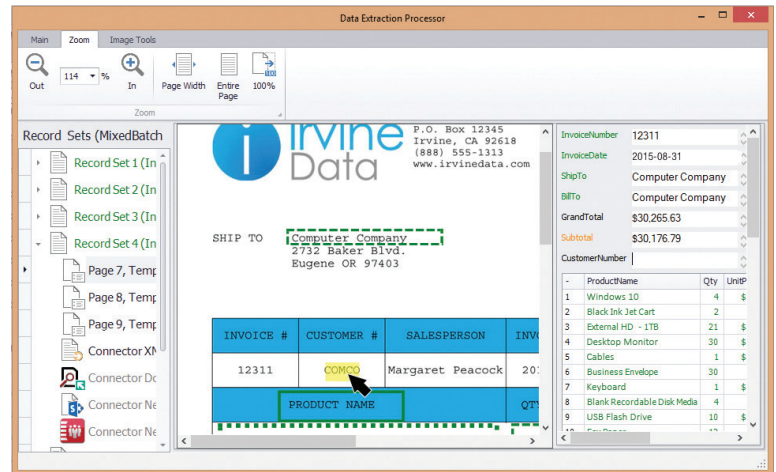
Simply mouse-over any text on the page and the metadata is automatically set

WorkPath Process Server

The WorkPath Process Server (WPPS) is ideal for organizations needing to fully automate their document processing and workflows. It eliminates both manual document processes and manual triggering of automated processes.

WPPS is easy to use: Administrators or Users create a document automation process via the WorkPath desktop application or WPPS Administrator interface and then save this process to WPPS. In practice, the WPPS 'watches' data inputs and when an applicable data file is received it sends it to the assigned process. These data inputs include:

‣ *Local and network folders*　　‣ *Email inboxes*　　‣ *Virtual print queues*　　‣ *FTP folders, and more*

WPPS also allows WorkPath users to easily share with others their custom and unique document processes. This enables process standardization, thereby eliminating processing errors, throughout a department or organization. WPPS has a very long list of native file and document processing capabilities including:

‣ *Document rotation*
‣ *Color correction and modification*
‣ *Document modifications and redaction*
‣ *PDF Manipulation*
‣ *Bates stamping*
‣ *Watermarking*

‣ *OCR for region and barcode*
‣ *Database reading and writing*
‣ *Automated file conversion such as PDF, JPEG, Word and Excel*
‣ *Output to on-line web repositories and other web sites*
‣ *And many, many more.*

WPPS is a stand-alone application but can also be used in conjunction with the WorkPath desktop application.

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