



## Reduce Downstream Exceptions

SoftTrac® Quality Control helps to ensure the optimum quality of every document scanning job.

SoftTrac Quality Control allows users to quickly review images of documents and batches using an adjustable-speed auto-scroll tool. Users can display thumbnail images, flag documents for rescanning, manually crop, import, rotate or flip images. Users can also edit or delete documents and metadata. They can add comments to batches or individual documents.

Users can search for specific documents by document ID or document type and search batches using key document data, such as IJP, barcode or MICR information. Users can also change which batches are displayed for review by using filtering options such as:

*With SoftTrac Quality Control, users can display thumbnail images, flag documents for rescanning, rotate and flip images, or edit or delete documents and metadata. They can even add comments to batches or individual documents.*

- Date batches were created
- Date batches were processed
- Batch job
- Scanner on which batches were created
- Scanner operator
- Batch status
- Data connection batches were scanned into

SoftTrac Quality Control can automatically queue batches for review based on their priority. To ensure that nothing is overlooked, the software also can require individual items to be reviewed before a batch can be marked as completed.

Additionally, SoftTrac Quality Control provides system administrators with the ability to pre-determine batches or documents requiring review based on a wide range of criteria, including: transaction type, document type, random percentage of batches reviewed, nth batch, transaction or document in a series, and whether it is a flagged document. Administrators also can create comments that operators can attach to reviewed batches, transactions or documents.

### **Business Benefits**

- Improve quality assurance processes
- Reduce downstream exceptions by catching problems at the scanner

*SoftTrac Quality Control can be installed on a network workstation and use a TWAIN compliant device to perform exception rescans.*

### **Product Features**

- Manual image cropping
- Manually import image(s)
- Copy and paste documents
- Adjustable-speed auto-scroll tool for reviewing documents and batches
- Flag documents for rescanning
- Group items by document type
- Edit or delete documents and metadata
- Thumbnail view
- Search for specific documents by document ID or document type
- Search batches by Ink Jet Printer (IJP), barcode and MICR information
- Filter batch by items matching search criteria
- Filter batches by any column
- User-specific auto-scrolling speeds
- Add free-form comments at a batch or document level
- Choose comments from a list to append to batches or individual images
- Automatically queue batches for review
- Require items to be reviewed before a batch is marked as completed
- Hand-feed scanning mode on ImageTrac and TWAIN compliant devices

### **Let's Get Started**

ibml brings together a powerful portfolio of hardware, software and services to deliver document scanning solutions that enable efficiencies and cost-savings for improved business performance and productivity. For more information about our document scanning solutions visit [www.ibml.com](http://www.ibml.com).