ClickReader

for

windream

Efficiently indexing **win**dream documents –

without typing!

Facts:

- ✓ **Quickly and easily indexing windream documents**
- ✓ **Document indexing exclusively via mouseclick or touchscreen**
- ✓ **No keyboard entries required**
- ✓ **Avoiding possible errors while typing**
- ✓ **Substantial time saving when indexing documents**

The technologies which are nowadays available to users for digital information capturing, processing and archiving are meanwhile considered to be completely perfected, secure and convenient in handling.

Nevertheless, specific processes like e.g. a systematic keywording of documents can not always be automized completely. Especially the assignment of keywords – so called document attributes – frequently require manual interruptions by users. This process is often very time intensive and even dangerous, as wrong entries might lead to incorrect results when documents are retrieved.

Exactly this aspect stood in the foreground when the new ClickReader for windream was developed by windream partner "One Click Solutions GmbH".

With one click only

With **ClickReader**, a software solution is available now for the document management and archiving system **win**dream which enormously speeds up the manual entry of keywords and the assignment of indices to documents.

ClickReader is based on the following working process: The software identifies character strings like words, letters, phrases or currencies as separate blocks in electronic documents. In order to identify these blocks, **ClickReader** first conducts a document analysis which is based on an integrated module for optical character recognition (OCR). The blocks identified by the software are displayed on the screen with a special marker, and they can be assigned to a **win**dream document directly as index information with one mouseclick.

Ingeniously easy

Any paper document or receipt like e.g. invoices, delivery notes, orders, applications etc., which shall be archived in **win**dream, are first scanned in a batch process and are analysed with the OCR-software integrated in the system. Then, the software saves the documents in TIFF- or in PDF-format. As soon as this data is available, a user can edit the files for further indexing with **ClickReader**. The same procedure can of course be applied to documents which have already been available in electronic form (TIFF or PDF) before and which – because of this - need not be scanned.

On the left side of the graphical user interface, **ClickReader** presents its indexing dialog with all index fields currently available to the object type in **win**dream. Generally, these are fields which could typically contain order numbers, invoice numbers or names and addresses of customers or suppliers. The layout of the indexing dialog can be designed individually with **ClickReader**.

Clicking, not typing - ideal for windream users

In order to assign the indices, users simply select the items to be used as index information directly from the blocks displayed on the screen by clicking them with their mouse. Then, the software applies the data immediately to a previously selected **win**dream index field, and the cursor is moved to the next input field automatically. This process is repeated until all desired fields are filled with index information.

Independent of a mouse, this procedure can also be executed with a touchscreen and a respective pen. The use of a pen and a touchscreen can once again speed up the input of keywords.
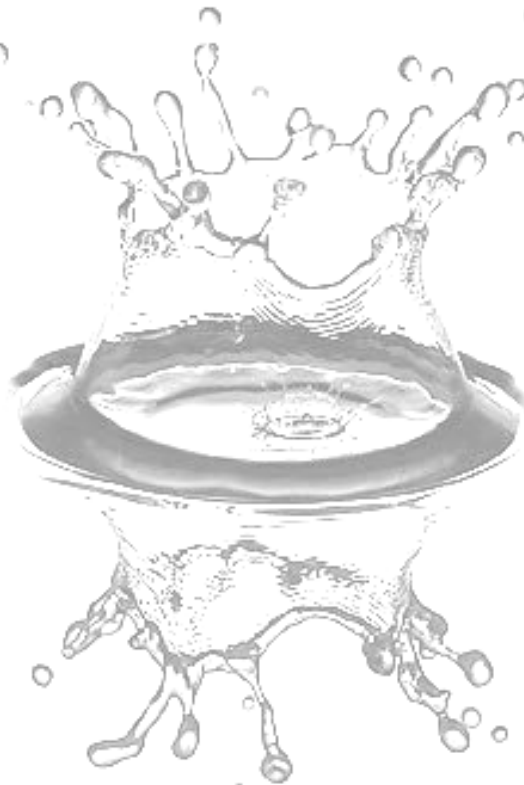
Click and ready

After having finished the indexing process of a document, users will only have to click their mouse once (or press their touchscreen pen) on the **win**dream icon in the menu bar of **ClickReader.** The system immediately forwards the document and its index properties to **win**dream and stores the information in a selectable folder of the DMS. The export and the archiving processes in **win**dream are executed in a fully automatical mode. Further manual interruptions by users are not necessary.

Top priority: Ergonomics

The graphical user interface of **ClickReader** has specificly been designed according to ergonomic requirements. Clearness and extremely easy handling were the most important aspects while developing **ClickReader**. This is also demonstrated by the concise alignment of the menu items and by the intuitive handling of the buttons in the command bar. Consequently, complex menu structures have been avoided and – instead – all development efforts were focused on ergonomic features.

Besides applying the index criteria, other important processes can also be initiated with one single mouseclick only. This is e.g. to undo commands, to switch to a following document page (e.g. in multipage TIFF-files), to apply data sets automatically or to switch to another input dialog.

windream users gain enormous profit from the outstanding ergonomic features of ClickReader: From now on, errors which frequently occured when typing index criteria via a keyboard belong to the past when using ClickReader.

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