

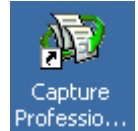


**OPTION ONE**  
M O R T G A G E

IMAGE CAPTURE  
QUICK START  
GUIDE

IT-231 Rev 1, June 25, 2003

# 1 START UP & CREATE A BATCH

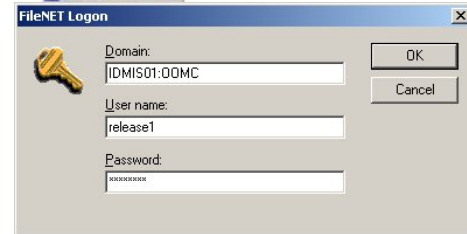


## Start the Panagon Capture Application

- 1 Select **Start**, point to **Programs**, **FileNET Panagon Capture Professional**, then click **Capture Professional 4.0**.



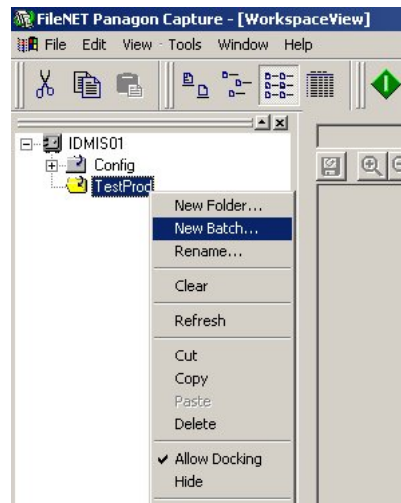
- 2 Login to the Imaging Server with your User name (account name) and Password.



- 3 Once the capture application appears, select the **+** to expand the server directory and view the batch folders.
- 4 Right-click on the **TestProd** folder (defined at setup) and select **New Batch**.



This folder is defined when the application is setup, therefore your folder name may be different.

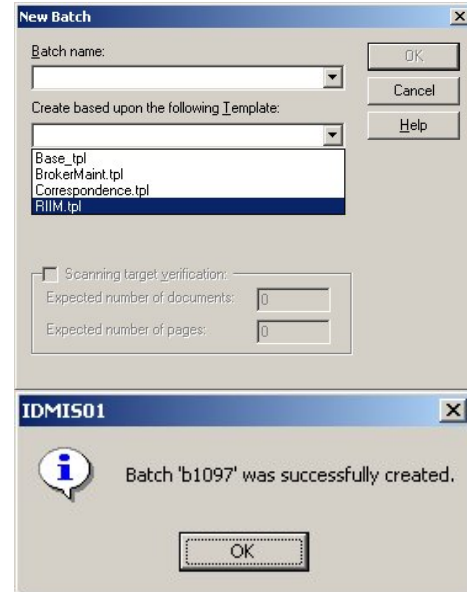


- 5 In the New Batch window, click the **Create Based upon the following Template** drop-down arrow and select the appropriate template from the list.
- 6 Click **OK**. Click **OK** again to close the confirmation window.

## You have now created a batch




The batch name is a sequential number beginning with the letter b. The number that follows is randomly generated.



## 2 SCAN DOCUMENT(S)

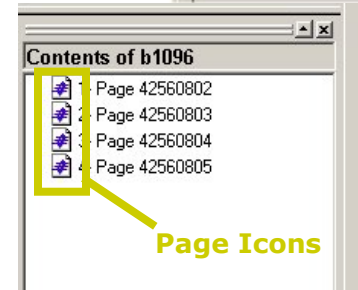


1 Load your paper into the scanner, image side up.

2 On the toolbar click the **Scanner** icon, .

3 Once you have completed scanning, a list of pages shown as icons appear in the left window.


4 Double-click the page icons to view the scanned pages



### 3 BLANK PAGE DETECTION



1 Right-click to highlight the batch for processing.

2 Click the **Blank Page Detection** icon, . Blank pages are flagged for removal from the batch. They will be removed during the Indexing phase.

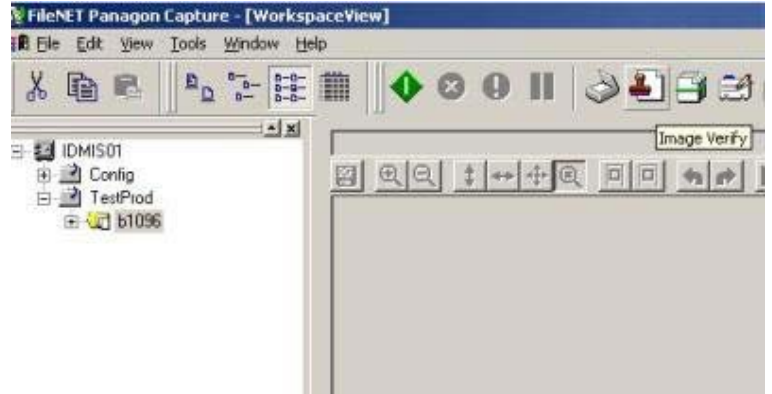



There is no visual indication that the pages are removed.

# 4 VERIFY SCANNED IMAGES



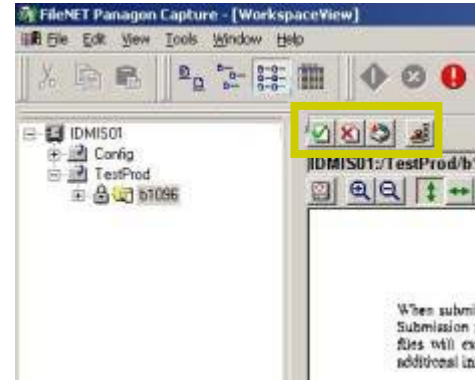
- 1 Click the **Verify Image** icon, . The first image in the batch appears in the right window.
- 2 Review the image for completeness and clarity. Use the Batch tools to approve, delete, or rescan the image.



- 3 If the image is acceptable, click  and the next image in the batch will appear.

If the image is blurry, then it must be rescanned.


- 4 Repeat for the remaining images.





## 5 EVENT ACTIVATION




- 1 Right-click to highlight the batch for processing.
- 2 Click the **Event Activator** icon, . This will detect separator and blank pages that contain patch code.

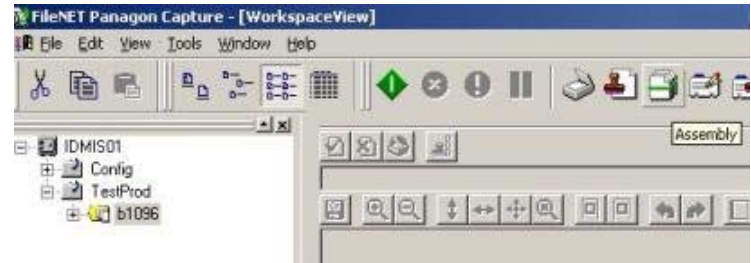


There is no visual indication that the pages are removed.

## 6 ASSEMBLE THE IMAGES



- 1 Click the **Assembly** icon, . This will start the assembly process.
- 2 When the process is complete a Summary dialog displays the results.
- 3 Write down this information on the Batch Header sheet. When finished, click **OK** to close the dialog.



# 7 INDEXING



1 Right-click to highlight the batch for processing.

2 Click the **Index** icon,  to begin the indexing phase. The indexing fields appear.

3 Use the image editing tools to help navigate through the scanned image.

4 Type the information about the document into the fields.

Use the **Tab** key to navigate through the fields.

Production: GCUZ/b5764/Document 1/ Page 54794874

**UNIVERSAL DATA FORM**

Subscriber Name: opener Mortgage CCA Subscriber Code: 1000MUT06

Subscriber Address: 314th 20000 Subscriber Code: 20000000

20000000 20000000

10000000

**CONSUMER INFORMATION**

Hoyerberg Shawn 1000

1000 1000 1000 1000

Hoyerberg Helen 1000 1000

**CURRENT/HISTORICAL ACCOUNT INFORMATION (See tables on reverse side for codes.)**

0005628742

**Image Editing tools**

CPI\_Number: 0005628742

First Name: SHAWN

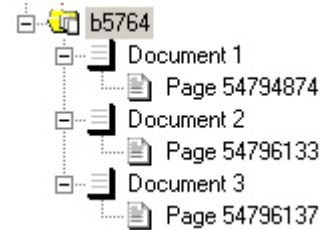
Last Name: HOYERBERG

State: OR

Doc\_Type: FIGURY

Loan\_Section: CORRESPONDENCE

- 5 Once you have entered information in the last field, press **Enter** to complete indexing for this page.
- 6 Repeat the previous three steps for each subsequent page that is in the batch.




Blank pages are now removed from the batch.



# 9 COMMIT



1 Right-click to highlight the batch for processing.

2 Click the **Commit** icon, . The data clears from underneath the **TestProd** folder (defined at setup) and is sent to a networked database. These images are now ready for use on the imaging system.

