KYOCERA Capture Manager
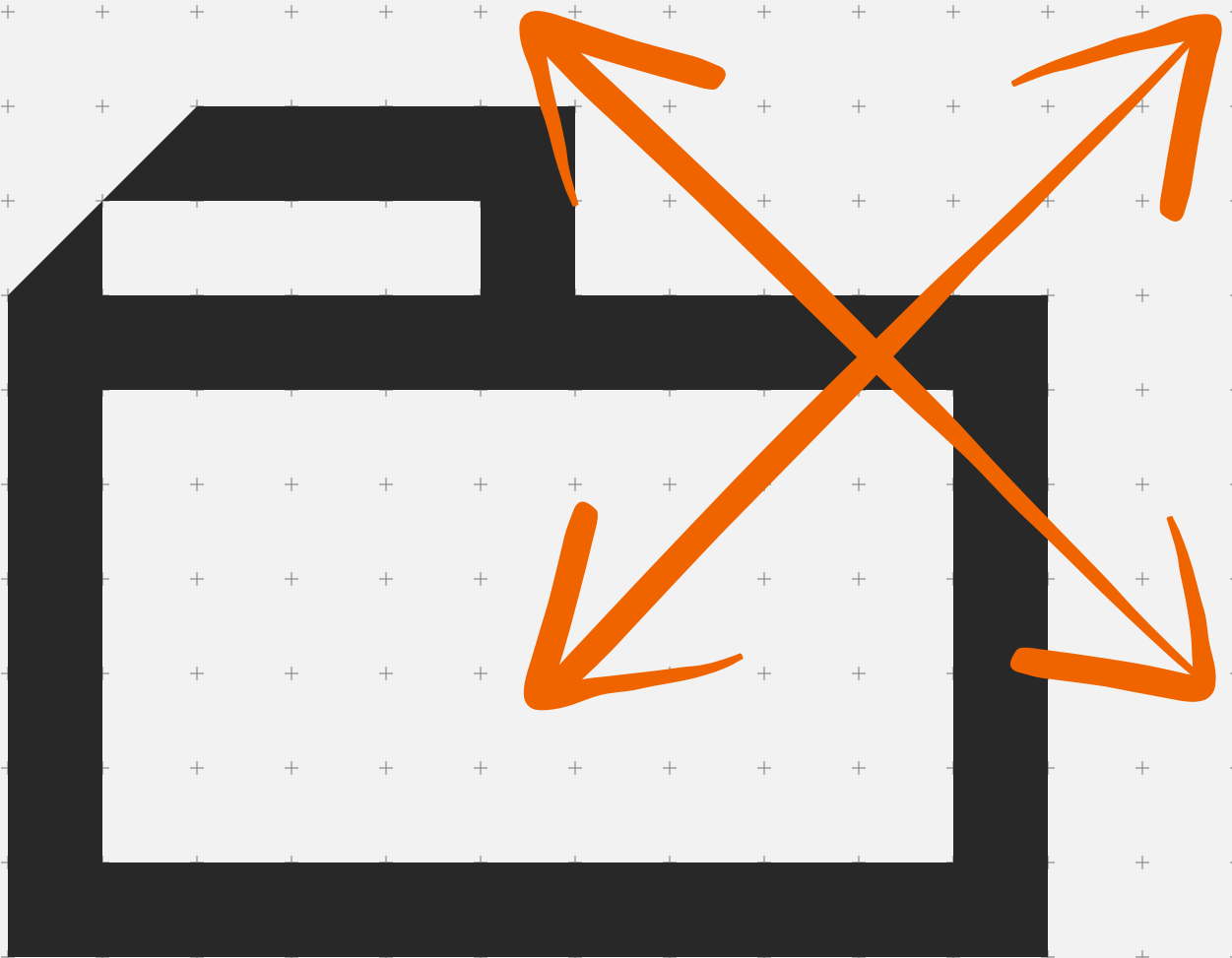
Capture, extract and route data from your business documents and digitize your paper world.

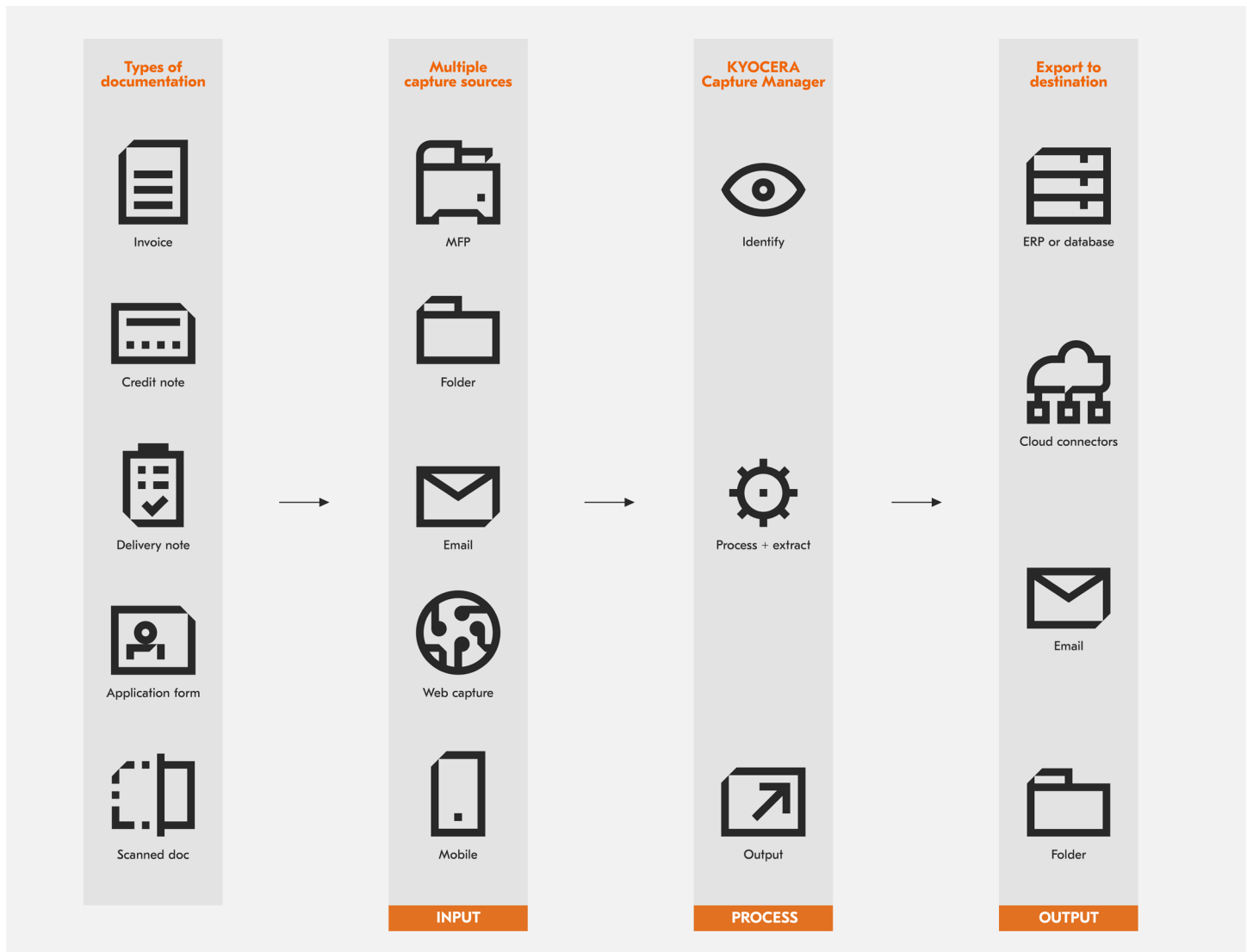**KYOCERA Capture Manager**

What is KYOCERA Capture Manager?

KYOCERA Capture Manager (KCM) prepares your business for the beginning of its **digitization journey**. KCM is a solution designed to eliminate the difficulty of manual capturing and data distribution so you can avoid human error and wasted time. This is achieved by creating a customized workflow for your business. With the correct rules in place, the captured information is made available and accessible to the right groups in your organization. KCM enables decentralized scanning, so you can use your existing multifunctional products and equipment for in-house scanning - outsourcing becomes a thing of the past. With KCM, complex and tedious scanning becomes simple and straight forward. See how KCM can digitize your paper world.

How Does KYOCERA Capture Manager Work?

Types of documentation	Multiple capture sources	KYOCERA Capture Manager	Export to destination
Invoice	MFP	Identify	ERP or database
Credit note	Folder		Cloud connectors
Delivery note	Email	Process + extract	Email
Application form	Web capture		Folder
Scanned doc	Mobile	Output	
	INPUT	**PROCESS**	**OUTPUT**

In the typical office environment, you find important documents in various formats: emails containing PDFs, hardcopy invoices, scanned meetings notes from your PC, and so on. KYOCERA Capture Manager has the ability to process all types of documents and make the information they contain available for your teams and business. KCM ensures your data is readable, **accessible for the entire team**, and routed to the right people. Your information can also be prepared in a format that aligns with your different business, financial, and **enterprise resource planning** systems.

Your information can also be prepared in a format that is easily readable and accessible for your different business systems.

Solving the Problems of the Modern Business Environment

You've probably noticed that you are receiving an increased amount of digital documentation in your business, with emails, invoices, spreadsheets and other types of business related documents... and as companies continue to move forward with **digital transformation**, this trend is only going to continue.

It can be very difficult to manage and process all these documents, especially as they come from various sources and in various formats, both digital and paper.

KYOCERA Capture Manager makes this much easier by converting these documents into a format which is easily processed by your computer systems, thus reducing the time it usually takes to capture this information and **optimizing your business process**. KCM does this by changing what is known as 'unstructured data' (information which requires human interpretation) into 'structured data' (data which is easily interpreted by IT systems) so that the documents' content can be recognized and passed on to the appropriate business system.

This automatic conversion of unstructured data into structured data helps to optimize data capture for organizations who receive a large number of documents. It is an automated process which reduces the time spent on the identification and capture of information.

What is the Role of KYOCERA Capture Manager?

When receiving information, it is received in a wide range of formats and layouts. From a piece of paper, a digital receipt or a handwritten invoice, it can be difficult to compile all the information in one place.

That's where KCM comes in. The software makes it possible to **bring a wide variety of information together** in one place, uniting both structured, easy-to-process information with unstructured, disorganized data from a number of sources.

Whereas this would typically take trained staff hours and hours of time, which could be better spent elsewhere, with

KCM the task can be completed automatically, efficiently and quickly, **distributing information directly** to the relevant staff member.

KYOCERA Capture Manager scans through all of your documents and data, converting everything into **one simple, easy-to-read data stream**, and then delivers this to the required business systems where your team can put the captured information to work.

Types of Content

KCM targets various types of content to **extract valuable information** for your business. It can work with a variety of input methods including folders, mobile apps*, web browsers*, emails and Kyocera MFPs to turn raw data into easily processed information.

Beyond electronic data, KYOCERA Capture Manager can also work with handwriting*, mark sheets* and barcodes* to capture information which would typically take hours to process. Are you concerned that you still need an employee to check what data is being submitted to your systems?

During the set-up of a capture workflow, you have the ability to ensure that a preview of the original document and captured data is shown to specified users to allow for correction if specified.

The system then gets to work and can distribute the information to a range of output destinations; to simple options like folders and emails, but also online storage services like Google Drive, OneDrive for Business*, SharePoint* and OBDC Databases.

*Feature only available with KYOCERA Capture Manager Pro.
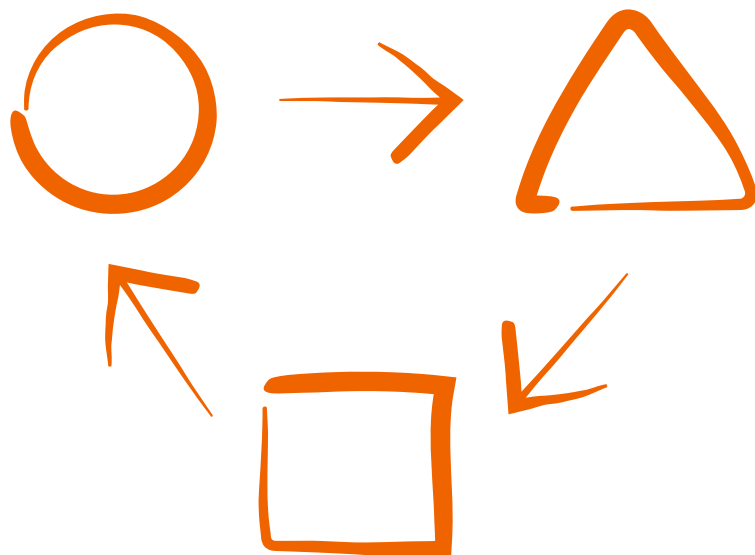
Key Features of KYOCERA Capture Manager

User management and access control — Administrators can manage users and control access to scan workflows. Administrator can also manage users with KYOCERA Net Manager* or Active Directory (AD).

* Kyocera's cost control and security printing software.

Collate and correct the extracted text efficiently — Texts that are recognized and extracted from the preset areas can be collated with the original image and be corrected when necessary. By adding a validation task to a scan workflow, the operators will be sent a notification to check a document when necessary.

Support various data input methods and output destinations — Data can be input from the following sources, MFP, email, designated folders, a web browser and the KYOCERA Capture Manager Mobile App. As for output destinations, in addition to folders and email, you can also route your data to online storage services, such as Google Drive, OneDrive for Business*, or SharePoint*.

* Only supported in KYOCERA Capture Manager Pro. OneDrive for Business and SharePoint can be set as output destinations.

Recognize and extract data from Mark Sheet / Barcode / Handwriting — Machine printed characters, handwritten characters*1, barcodes*2 and other types of information can be recognized and extracted by KYOCERA Capture Manager.

*1 Only supported in KYOCERA Capture Manager Pro.
*2 Barcode enables splitting files.

Add a digital signature* to prevent tampering — To protect scanned documents and prevent tampering, a digital signature can be attached to your scanned documents.
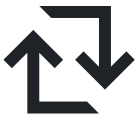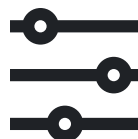
* Only supported in KYOCERA Capture Manager Pro.

Metadata output for 3rd party systems — KYOCERA Capture Manager allows for integration with 3rd party systems thus enabling the automated collection of metadata. This would typically include important information like the extracted data (XML format) from data recognition or process related data like input/output file names, processing times or processing results.

Support various image correction processes — The following image correction processes are available in KYOCERA Capture Manager: Rotate, deskew, delete borders, delete empty pages, delete white spaces, dot removal, punch hole removal, line removal, despeckle, image binarization, invert color, and automatic rotation. Image correction processes which are added in your scan workflow will execute automatically.

Design scan workflows — Administrators can use the Workflow Designer to design their own scan workflows. You can configure your data input methods, image correction, data recognition, data extraction and distribution of extracted data. Your workflow can be designed in minimal time with the intuitive drag and drop interface.

What Does KYOCERA Capture Manager Offer Your Company?

Better Allocation of Resources

Capturing data is one of the most laborious parts of any role, but with KYOCERA Capture Manager there is no need. Rather than spending hours of inputting data, your team can get to work on other projects whilst KYOCERA Capture Manager takes care of the capture task.

Improves Efficiency and Speeds Up Processes

When documents come into your business and require urgent action, it can take some time for the documents to reach the right hands. KYOCERA Capture Manager ensures that this is not the case, capturing the information immediately and sending it directly through to the relevant parties to speed up the business process and enabling you to boost efficiency while ensuring your team can react quickly to problems.

Assign Data to Relevant People Instantly

KYOCERA Capture Manager converts your files into data that can be easily read by your digital workstation and then distributes that information directly to the appropriate members of the team, thus eliminating the need for documents to be distributed around the office by hand or a chain of emails.

Provides the Building Blocks to Search Digitally

Each document received by KYOCERA Capture Manager is saved as a digital image which is stored on the server or in an **enterprise content management** system. This enables you to quickly and easily search through documents and identify the files that you are looking for without trawling through piles of paperwork or cabinets in the office.

KYOCERA Capture Manager in Different Work Environments

The Legal Office

In the legal sector, professionals are used to dealing with piles of paperwork including client contracts, invoices and account information, often without a digital copy. Administration staff are often required to retype these documents so that they can be edited and shared with other users and members of the team. When KCM is deployed the process of converting images into editable information will happen automatically, and they can be reformatted to suit your needs. You can also move the process a step further and get automatic distribution of the document to the person who is required to work on it.

The Logistics Office

Companies in the logistics environment are perfectly positioned to achieve productivity improvements with KYOCERA Capture Manager. In a typical logistics business process, the accounts department are left with no choice but to wait until a driver returns with signed delivery notes in order to process invoices. This provides further complications which slow down the process and reduces efficiency throughout an organization. This means that the team must manually capture all of the data and then consolidate the information to determine if any delivery notes are missing. With the introduction of KCM, this process happens automatically and instantly, passing information straight through to the company's accounting system and highlighting any notes that may be missing, thus speeding up one of the most time-consuming parts of the invoicing process.

The Mail Room

The mail room of any office is the hub of data processing, with employees required to check each piece of mail or incoming documents individually and assigning it to the relevant staff member or department. In some cases, every piece has to be individually opened and assessed. That's all before the mail is then hand delivered.

To avoid such a lengthy delivery process, from being delivered to the front door of your office to landing on the right desk, KYOCERA Capture Manager can automate the whole system in an efficient and accurate way.

The mail room team will receive all incoming documents and then scan the documents through KCM. Then, KCM will assess the data on the scanned documents, determining what kind of document it is and then distribute the document in digital form to the relevant people, according to business rules which have been received from the company. KCM also has the ability to take the information captured and send it directly through to a financial system allowing for direct input and eliminating the manual capture of any financial information.

Specifications

Functions (Description)			Support	
			Lite	Pro
Input				
MFP (HyPAS Application)	Sending Scanned Data.	Scanned data is sent to KYOCERA Capture Manager from the HyPAS application.	✓	✓
Web Browser	Data is uploaded to KYOCERA Capture Manager from a web browser.		—	✓
TWAIN (via Web)	Scan workflow is executed by KYOCERA Capture Manager's built-in TWAIN Driver from a web browser.		—	✓
Mobile	Data is sent to KYOCERA Capture Manager from the mobile application.		—	✓
Email	Data is sent to a designated email address by attachments.		✓	✓
Folder (SMB)	Data is sent to a designated folder (SMB). (KYOCERA Capture Manager retrieves saved data.)		✓	✓
Input Format	.jpg / .png / .tiff / .pdf		✓	✓
Image Processing				
Digital Signature	Digital signature is added to files.		—	✓
File Separation	Batch scanned data is sorted into separate documents by blank pages, barcodes and designated pages.		✓	✓
Rotate	Image is rotated to the preset angle.		✓	✓
Deskew	The declination of the image is corrected by the character's recognition.		✓	✓
Delete Borders	Frames in the image (the shadow of the document or binding margin) are deleted.		✓	✓
Delete Empty Pages	Empty pages are deleted.		✓	✓
Delete White Space	White space around the images is deleted.		✓	✓
Noise (Dot) Removal	Isolated point noise in the image is deleted.		✓	✓
Punch Hole Removal	Punch hole trace in the images is deleted.		✓	✓
Line Removal	Line in the image is deleted.		✓	✓
Despeckle	Speckles in the image (spots that appear on rough papers when laser is applied) are deleted.		✓	✓
Invert Text Color	The color of the image is inverted.		✓	✓
Automatic Rotation	The orientation of the page is automatically rotated through the character's recognition.		✓	✓

Functions (Description)		Support	
		Lite	Pro
Data Recognition/Extraction			
Basic Full Text OCR	By using the GDPicture OCR engine, full text in the image is recognized and extracted.	✓	—
Advanced Full Text OCR	By using the ABBYY FineReader OCR engine, full text in the image is recognized and extracted.	—	✓
Basic Zone OCR	By using the GdPicture OCR engine, characters in the preset zones are recognized and extracted.	✓	—
Advanced Zone OCR	By using the ABBYY FineReader OCR engine, characters in the preset zones are recognized and extracted.	—	✓
OCR Supported Languages	Recognizable Languages (31 Languages): English / French/ Spanish / German / Dutch / Portuguese (Portugal) / Portuguese (Brazil) / Italian / Danish / Norwegian / Swedish / Finnish / Russian / Polish / Turkish / Greek / Hungarian / Romanian / Czech / Catalan / Japanese / Chinese (Simplified) / Chinese (Traditional) / Korean / Thai / Vietnamese / Slovenian / Maltese / Estonian / Icelandic / Afrikaans.	✓	✓
OMR	Optical Mark Recognition. The marks which are filled in according to pre-defined rules are recognized.	—	✓
ICR	Intelligent Character Recognition. Handwritings at fixed intervals as displayed on the right side are recognized and extracted.	—	✓
Barcode	Recognizable 1D Barcodes: Industrial 2 of 5 / Inverted 2 of 5 / Interleaved 2 of 5 / Iata 2 of 5 / Matrix 2 of 5 / Code 39 / Codeabar / Bcd Matrix / DataLogic 2 of 5 / Code 128 / Code 93 / EAN 8 / EAN 13 / Patch Code / UPC Version A / UPC Version E / ADD 2 / ADD 5 Recognizable 2D Barcodes: DataMatrix / PDF417 / QR CodeRecognisable 1D.	✓	✓
Output			
Folder (SMB/FTP)	Digital documents which are processed by KYOCERA Capture Manager are saved in folders (SMB/FTP).	✓	✓
Email	Digital documents which are processed by KYOCERA Capture Manager are sent by email attachments.	✓	✓
SharePoint	Digital documents which are processed by KYOCERA Capture Manager are saved in SharePoint.	—	✓
OneDrive for Business	Digital documents which are processed by KYOCERA Capture Manager are saved in OneDrive for Business.	✓	✓
Google Drive	Digital documents which are processed by KYOCERA Capture Manager are saved in Google Drive.	—	✓
KYOCERA Workflow Manager	Digital documents which are processed by KYOCERA Capture Manager are saved in KYOCERA Workflow Manager.	✓	✓
Addition and Extension of Output Destinations	By installing the exclusive plugin, output destinations are added and extended.	✓	✓
Output Formats	.pdf (1a/2a/1b/2b) / .docx / .xlsx / .pptx	✓	✓
Output Format (Metadata)	.xml.	✓	✓
ODBC Database	Digital documents which are processed by Kyocera Capture Manager are saved in an ODBC database.	✓	✓

Supported Languages

Server Application	English / French / Spanish / German / Dutch / Portuguese (Portugal/Brazil) / Italian / Danish / Norwegian / Swedish / Finnish / Russian / Polish / Turkish / Greek / Hungarian / Romanian / Czech / Catalan / Japanese / Chinese (Simplified/Traditional) / Korean / Thai / Vietnamese / Arabic / Hebrew
HyPAS Application	
Mobile Application	English / French / Spanish / German / Portuguese (Brazil) / Italian/ Russian / Japanese / Chinese (Traditional /Simplified) / Korean
Panel Customization Tool	

System Requirements

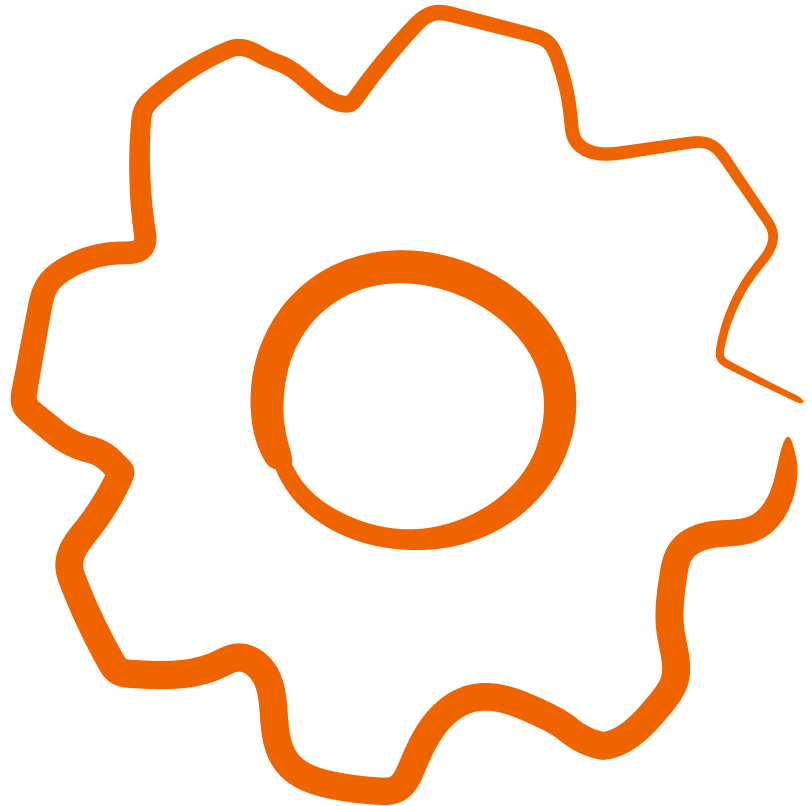|	
Supported OS	Windows Server 2012 / 2012 R2 / 2016 / 2019 Windows 8.1 / 10 **Note:** Only 64-bit operating systems are supported. Windows Home edition is not supported. All operating systems, except for Windows 10 and Windows Server 2016, must have their latest updates installed.
Server and User Operating Systems	At least 8GB of RAM
Storage Space	At least 20GB of storage space
Supported Web Browsers	Google Chrome (recommended) Mozilla Firefox (recommended) Microsoft Edge (recommended) Microsoft Internet Explorer 11 or later* ***Note:** Compatibility view not supported.
CPU	Up to 4 cores

Kyocera Document Solutions has championed innovative technology since 1934. We enable our customers to turn information into knowledge, excel at learning and surpass others. With professional expertise and a culture of empathetic partnership, we help organizations put knowledge to work to drive change.

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