

Eliminate the need for manual data entry with KeyFree Indexing



- Process a stack of documents very quickly and easily
- Advanced extraction available to grab pertinent information
- Automatically convert dates into a specified format
- Efficiently pull line item data to populate in corresponding fields

When activating KeyFree your images are converted to text based documents. Hover over any word, sentence or even a column of data and with one click it's populated into a SmartSearch index field.



KeyFree Indexing automatically advances your index field so you can grab the next piece of information needed for filing your document. When all the index fields have been captured, KeyFree takes you to the next record to be filed so you can process batches of documents in record time.



KeyFree Indexing is not only fast, but also incredibly accurate. By eliminating the common mistakes made during the data entry process like inversions or misspellings, your data is cleaner so it can be shared with other business applications.



Advanced features include support for regular expressions defining specific field formats like a date or order number. Once defined, KeyFree Indexing will "snap to" the formatted fields automatically during the indexing process for even faster capture.



On The Fly OCR

With the click of a button your scanned image is converted into intelligent text, working on virtually any image file including PDF, TIF, GIF and JPG. KeyFree can also be applied to other digital records like Word, Excel, PowerPoint and Outlook email messages.

Click Information You Need

Now that your document has intelligence you can extract any information you need from the text and send it to an index field within SmartSearch. With one click you can grab a single word, a combination of words or even columns of data without the typical mistypes found in manual data entry processes!

Release Your Records to SmartSearch

With your data accurately captured, the indexed record is released to SmartSearch where it can be put to immediate work. Documents can even be conditionally routed through workflows based on the information extracted with KeyFree Indexing.

Advantages of Advanced Extraction



Choose Specific Information

If there's a dash in a phone number and you only want to extract the last 4 digits of an extension, you can simply extract those exact characters by pressing the CTRL key.



Automated Date Formatting

KeyFree Indexing will convert your data to a standardized format of your choosing, for example, Month Day, Year will become MM/DD/YYYY if that is your preference.



Edit your Extracted Information

Easily edit data that is being extracted. Simply press the ALT key and a window will pop up that will give you the ability to make your specific changes.

General Ledger Coding

Utilizing KeyFree Indexing in conjunction with the SmartSearch table field data control, you can process information line item by line item. As a bonus, KeyFree Indexing with table fields allows you to click and drag on line items within a column, effectively extracting all information into each data table.

KeyFree Indexing provides users with the ability to capture, extract and index pertinent information from document images and instantly populate data.

Rather than manually entering data with several keystrokes, users simply click on the word (or words) within the document they want to capture and the field is dynamically populated.

