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# Document Imaging Systems

## Document Imaging Systems

### Imagination to Automation

Document imaging system is a program that moves into transforming the data you have into digitized formats, which will benefit the user. It uses that advanced technology that captures documents and converts them into electronic files for easier access. Document imaging system is the software that allows easy access with automated programs. In the traditional settings, major companies would never have imagined that the old fashioned data entry would be made easy with the document imaging system. Automation is the key idea when it comes to the software. It removes the need to have that extra manpower to complement the transition of information from the source document to another person or department. Simply speaking, the document imaging system will reduce the need to have that extra careful in copying and encoding data. The software ensures that what details are found on the document is exactly what it will provide the user at a future point in time.

### When Can You Use the System?

Document imaging system is vital for those organizations that have large volumes of documents that need to be processed and stored. For example, some companies deal with surveys and form to help the business. Without the presence of the document imaging system, the company is held responsible to copy the data by hand from the document to another storage area. For those that use the software, all you have to do is simply scan and capture the document image, and the technology will extract and store the details into an electronic database. It uses features of customized data entry and digital storage of information. You can use the program anytime. As long as you handle documents, the

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document imaging system will scan them for you and store them in the database.

### Optical Technology

Optical character recognition is the software that is primarily found in most of the document imaging system. It is an advanced technology that will capture the texts and compare them to the stored library. Once it matches the information and words, the document imaging system will then move towards extracting the details and store them at an electronic database.