

DIKO Digital Capture  
runs as Windows Service  
so it can be run **24 x 7**  
to process the documents.



Many corporations use a Multi-Function Printer (MFP) to scan the documents. It is very convenient and fast. However, it takes time to rename the arbitrary document name to a meaningful one. If multiple documents were scanned together, it would consume a significant amount of time to separate the documents. DIKO Digital Capture is developed to remove these hurdles and speed up the operation.

**DIKO Digital Capture is a rule-based document automation robot. It splits the document process in 3 stages : Input, Task and Output.**

DIKO  
Digital Capture



1

## Input

- Monitors a list of hot folders for image files.

2

## Task

- Merges multiple image files into one multi-page file or;
- Stamps every image page with a date/time stamp or sequence number.

3

## Output

- Detects the barcode and splits the document by barcode or;
- Renames and files the document by the barcode value or;
- Recognises the characters in the defined area to split the document or;
- Renames the document by the recognised value or;
- Sends out email alerts when an image file is detected or;
- Prints the image file or;
- Sends the image file to FTP or;
- Puts the processed image file to a specific folder or;
- Uploads the document to DIKO.