1. Getting started with Encapture

Imagine Solutions' Encapture application is a document imaging tool for performing remote and/or centralized document capture. Encapture scans and places document images into a batch using any TWAIN compliant scanner and then transfers these completed batches to a central server. Batches can be reviewed and their image files can be assembled into documents, indexed, re-scanned, rearranged, deleted, or completed as needed.

Requests Monitor – an interface to view outstanding document requests. Document requests can also be satisfied by launching Capture Wizard from the Requests Monitor.