

Full-text Indexing Setup (FTI)

Full-Text Indexing (also known as Optical Character Recognition or OCR indexing) provides you with the ability to search documents using any keywords, not just those that were entered at the time the image was added to the system. To use this feature, simply select the **Enable OCR service?** check box.

After OCR is enabled, additional setup options allow administrators to:

- turn the OCR of documents on or off,
- display of number of documents scanned,
- see the number of remaining documents to be scanned,
- see the number of documents with errors, and
- set a daily schedule (for example, if you only want to run OCR indexing during off hours).

This screen provides a quick overview list of all OCR errors and allows administrators to “retry” documents by adding them back to pending status. Any records that appear in the error log can be left as is, and the system will simply not re-attempt to OCR them.

Note: Secured PDFs and PDFs containing form fields cannot be scanned for OCR.

More Info:

Spectrum supports text searches on the following file types:PDF, TIFF, DOC, DOCX, XLS, XLSX, TXT, and RTF. To improve processing speeds (if there are a large number of records), you can click **Preferences** on the Spectrum bar and in the Operator Preferences screen, select the 'Limit records display on high-volume listboxes?' option and then reduce the Maximum setting to 500 records.

What do you want to do?

View field descriptions

Use this table for reference when completing the setup screen.

Fields/buttons	Descriptions
<p>Enable OCR service in all companies?</p>	<p>Select this check box to allow full-text indexing of scanned documents. Spectrum Full-Text Indexing (also known as Optical Character Recognition or OCR Indexing) provides you with the ability to search documents using any typed text on the scanned document- -not just keywords that were entered at the time the image was added to the software.</p>

Fields/buttons	Descriptions
Total documents processed	This is the current number of documents in the full-text index .
Documents pending OCR	This is the number of documents that have yet to be indexed.
Total errors	This is the total number of OCR errors.
Schedule button	<p>Click this button to open the Service Schedule window and establish a timeframe for when you would like to run the OCR indexing process, including which days of the week and what times it will run. By default the schedule will not run on weekdays between 7 a.m. and 7 p.m.</p> <p>View example</p>
Retry button	Select a document from the list and click this button to try indexing it again.
View button	Select a document from the list and click this button to preview the image file in the Slider Bar.

[View an example](#)

[View related error messages](#)

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Revision date: Thursday, January 11, 2018