

## **SYNOPSIS GENERATION**

### SYNOPSIS GENERATION OVERVIEW

### SYNOPSIS POP-UP

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### SYSTEM GENERATION SYNOPSIS

## **SYNOPSIS GENERATION OVERVIEW**

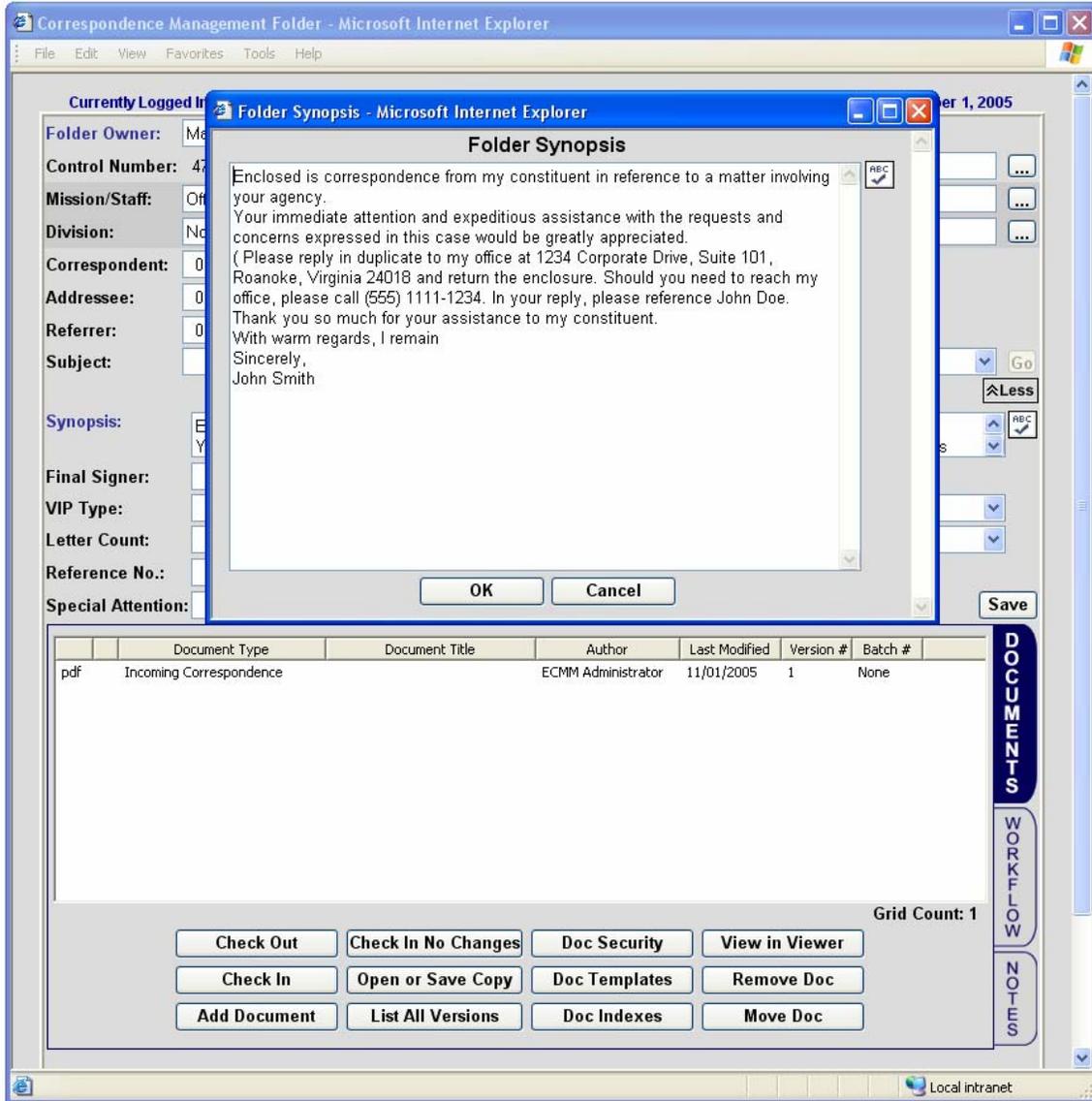
The ECM application includes a process that stores a synopsis of the documents in the database with the other folder fields. Incoming correspondence that is scanned into a new folder, utilizing the Kofax scan application, automatically populates the synopsis field so it does not have to be manually entered.

When scanned, the 'Incoming' documents are stored in the ECM system and added to a new folder. The system captures the first 500 characters of the document after the salutation and stores them in the synopsis field of the folder. The application ignores all text up to the salutation and the name after the salutation. If the system cannot find a salutation, all of the first characters will be stored. The synopsis field on the folder is scrollable.

The user can also display a full view of the synopsis by clicking the Synopsis label on the folder. A pop-up form is displayed with the full content of the synopsis. The user can make changes to the synopsis in the synopsis field or in the pop-up window. The synopsis also has a Spell Check feature.

## **SYNOPSIS POP-UP**

**Figure 1** shows the folder with the synopsis pop-up window displayed.



**Figure 1: Folder with Synopsis Pop-Up Window Displayed**

## SYNOPSIS SALUTATION TARGET

ECM includes a maintenance screen that allows administrators to add or change salutation “target” content and configure the number of characters to display in the synopsis field.

When salutation target text is added, it will also become target word(s) for documents stored in the future. Additions or deletions of salutation target content will take effect for future documents only.

**Figure 2** shows the administrative screen for configuring salutation words.

**Salutation Target Content**

**Target content for auto synopsis generation (not case sensitive):**

Target Content
Dear Honorable To whom it may concern

**Add**

Target Content:

**Figure 2: Synopsis Generation Salutation Administration Screen**

Additions and deletions of salutations only apply to new documents that are added.

### **SYSTEM GENERATED SYNOPSIS**

**Figure 3** shows a folder whose synopsis was generated by the system.

Correspondence Management Folder - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Currently Logged In: **ECMM Administrator**      Return To: [Main Menu](#) | [Inbox](#)      November 1, 2005

**Folder Owner:**  ...      **Status:** Active  
**Control Number:** 47055      **Processing Code:**  ...  
**Mission/Staff:**  ...      **Agency:**  ...  
**Division:**  ...      **Group:**  ...  
**Correspondent:**  ...      **Date on Letter:**  ...  
**Addressee:**  ...      **Received Date:**  ...  
**Referrer:**  ...      **Referrer Due Date:**  ...  
**Subject:**  ...      **Related Folders:**  ...

**Synopsis:**  ...

**Final Signer:**  ...      **Date Signed:**  ...  
**VIP Type:**  ...      **Special Instructions:**  ...  
**Letter Count:**  ...      **Receipt Mode:**  ...  
**Reference No.:**  ...      **Event Date:**  ...  
**Special Attention:**  ...     

	Document Type	Document Title	Author	Last Modified	Version #	Batch #
pdf	Incoming Correspondence		ECMM Administrator	11/01/2005	1	None

Grid Count: 1

DOCUMENTS  
WORKFLOW  
NOTES

Local intranet

Figure 3: Folder with System Generated Synopsis