Document Indexing Basics

A QUICKSTART DEFINITION GUIDE

Barcode

is a machine-readable array of vertical lines and spaces representing data.

Database

is an electronic collection of records stored in a central file and accessible by many users for many applications. It can also be a structured collection of records or data that is stored in a computer so that a program can consult it to answer queries quickly and flexibly.

Document indexing

is the identification of specific attributes of a document to simplify and expedite accurate retrieval of a document.

Double key indexing

or double blind verification, is the most traditional way of indexing. There are 3 double key indexing methods used today that involve either two keying operators or a keying operator and an automated indexing method.

Full-text indexing and search

enables document retrieval by searching on a word or phrase found within a document. Every word in the document is indexed into a master word list with pointers to the documents and pages where each occurrence of the word appears.

Index

Is a system used to make finding information easier with descriptive data.

Index fields

or key fields, are database fields used to categorize and organize documents. They are usually user-defined and can be used to search and retrieve documents. Some examples include first name, last name, address, invoice number and date.

Match and merge

uses index information that already exists in other systems, like an accounting system, to populate indexing fields. It allows you to index one or more unique fields and populate the remaining fields automatically with matching data from a text file or table lookup provided from another system such as accounting or human resources system.

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Metadata

is the data associated with documents that provide information on their contents, context and use, such as date created and file name.

Relational database management system (RDBMS)

is a database management system in which data and relationship among the data is stored in the form of tables.

Variable lookup indexing (VLI)

minimizes exceptions by using multiple databases to populate index fields. The lower the exception rate, the more complete and accurate the indexed fields ensuring faster and more dependable retrieval of your scanned documents.

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