

page count is incorrect, the process creates a record in the error database as shown in module 322, and sends the image file to the orphans folder as shown in module 324. If no reservation exists for a barcode, the process creates a record in the error database as shown in module 322, and sends the image file to the orphans folder as shown in module 324. If no barcode exists, the process creates a record in the error database as shown in module 322, and sends the image file to the orphans folder as shown in module 324. If the file is not a valid TIFF or PDF, the process creates a record in the error database as shown in module 322, and sends the image file to the orphans folder as shown in module 324.

It is understood that several modifications, changes and substitutions are intended in the foregoing disclosure and in some instances some features of the invention will be employed without a corresponding use of other features. Accordingly, it is appropriate that the appended claims be construed broadly and in a manner consistent with the scope of the invention.

What is claimed is:

1. A document management system, the system comprising:
  - an interface to accept a document title;
  - an interface to accept a billing classification number;
  - an interface to accept a page count number;
  - a reporting interface;

- a billing interface;
  - an error report interface;
  - a configuration interface;
  - a document location associated with the title, billing classification number, and page count number prior to imaging a document, wherein the document location comprises a path variable specifying the location where the scanned image of the imaged document will be stored on a computer readable medium;
  - an imaging device that images the document;
  - a transfer device that transfers the scanned image to the document location on the computer readable medium; and
  - an index that stores the document location along with the title, matter classification number, and page count number.
2. The system of claim 1 wherein the reporting interface is configured to manage and print reports.
  3. The system of claim 1 wherein the billing interface is configured to manage and print billing reports.
  4. The system of claim 1 wherein the error report interface is configured to manage and print error reports.
  5. The system of claim 1 wherein the configuration interface is configured to manage configuration settings.

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