

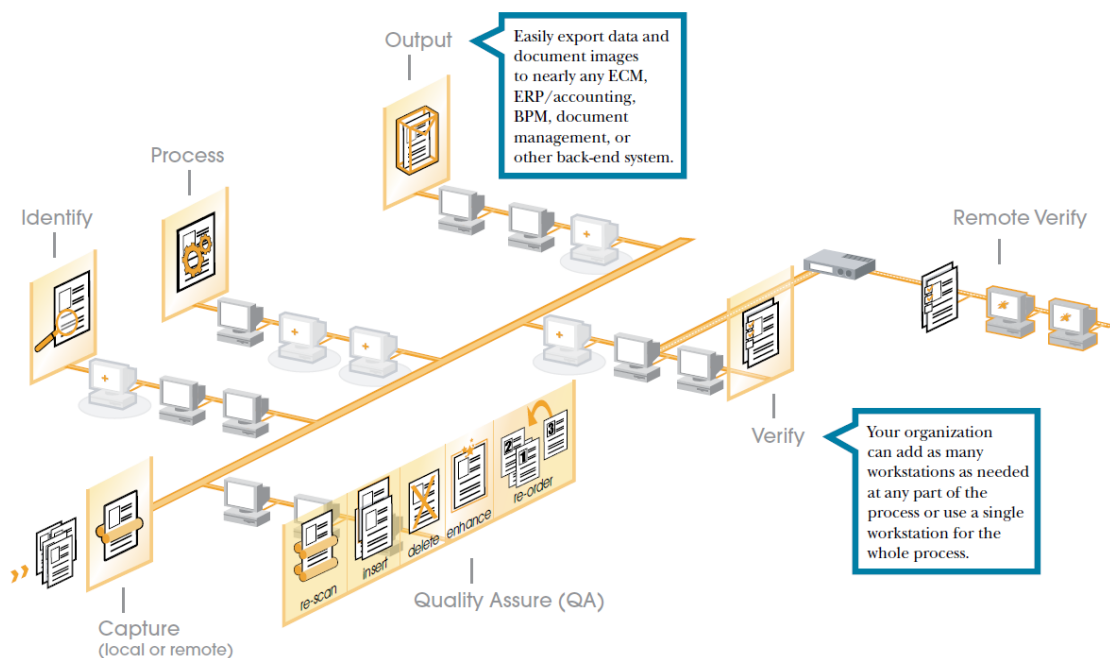
Summary

OCR for AnyDoc captures data from nearly any document, and works with machine print, hand print, mark sense and barcodes. OCR for AnyDoc can incorporate functionality that allows template-based processing, where the system is told exactly where to find the data on a document, or template-less, intelligent processing, where the system has limited guidance and finds the data according to various techniques and using a variety of technologies. Once the data is extracted, you can customize business rules to match your existing business processes to validate and normalize the data prior to verification. Accurate, verified data is then seamlessly delivered to OnBase or into your other ECM, ERP/accounting, BPM, and document management systems.

Benefits

- **Process all your documents with one solution:** The robust ability of OCR for AnyDoc to process nearly any business document – both structured and unstructured – means you can maximize your return on investment
- **Minimize manual data entry and doc prep costs:** By eliminating manual data entry and many document preparation, labor costs can be slashed. And even with peak document volumes, working weekends and overtime can be eliminated
- **Shorten business process cycle times:** Data is automatically extracted and validated in seconds – and customizable verification procedures using your business rules help you ensure accuracy with minimal human intervention
- **Expedite data into your workflow:** Information from documents or document images is quickly available. With automation turning paper into useable data, you can make better and faster business decisions.
- **Improve data accuracy:** The unpredictable possibility of human error is eliminated. Using image enhancement technology, data recognition engines, consistent application of your own business rules, and database lookups, data accuracy can reach 99%
- **Eliminate manual document identification:** Save time and effort by identifying documents automatically. Robust document classification is also available.
- **Leverage your investments as your business evolves:** The flexible, scalable design of OCR for AnyDoc means that as your document volume grows or changes, so does the solution. OCR for AnyDoc seamlessly integrates with most front-end hardware and back-end software systems.

Design



Applications

Printed Forms – Data can easily be lifted from structured documents like printed forms and applications that are completed and mailed to the organization. Once the documents are scanned, OCR for AnyDoc performs image clean-up, to remove form lines and marks on the page to ensure better processing. Since these documents have a predefined and static format, template-based processing within OCR for AnyDoc can be leveraged to automatically lift all the relevant data from the document. Once the data is extracted, employees normally responsible for performing manual data entry can simply review and correct values returned as suspect.

Invoice Processing – Once the invoice is scanned, leveraging optical character recognition technology, OCR for AnyDoc extracts data contained in invoices to automate business processes. This includes routing to appropriate business units, three-way matching to validate the information pulled from the invoice, and automatic posting to accounting applications. By eliminating the need for business users to rekey information, organizations minimize the number of touches per transaction, saving hours of manual data entry while increasing AP process efficiency.

Key Features

The Process

- **Capture:** Documents can be scanned and converted to images right out of the envelope. Scan from the mailroom a central location, or any number of remote locations – whatever best fits your business model. Once scanned, document images are digitally viewable in seconds.
- **Quality Assure:** High image quality is crucial to identifying documents and data. A lot can happen to a document before scanning. Documents are torn. Characters are smudged or printed poorly. But OCR for AnyDoc delivers the cleanest images possible. First, scanner communication is optimized to produce the best image for extraction. Next, OCR for AnyDoc leverages years of images enhancements experience in its Quality Assure process. Images are deskewed, lightened, cropped, despeckled, colors are removed and images are automatically rotated. The result is the clearest most accurate image possible. The QA process also provides you with the abilities to replace (by rescan) a poor quality image, insert new images into the group, or append images to the end of a scanned group.
- **Identify:** With the cleanest image in place, OCR for AnyDoc's AutoID feature automatically identifies each document. By searching for an ID point such as existing barcodes, specific words, or matching the format of a document to others, AutoID works fast to recognize your commonly used forms and virtually eliminates the need for manual pre-sorting or separator pages.
- **Process:** OCR for AnyDoc examines the image to separate data from "form noise." Document layout elements such as character boxes, lines and background noise, and text are recognized as non-data and ignored. Data obscured by poorly printed characters, strange lines, and other elements go through an automated cleanup process to enhance recognition. With troublesome lines, smudges, and other unwanted marks removed and characters regenerated/enhanced as needed, OCR for AnyDoc then quickly captures data from the enhanced image. Captured data is then validated against your business rules (best practices in computer logic form). Hundreds of built-in rules can be implemented with point-and-click ease, or you can define your own rules. Automated rules are quickly performed on data fields without operator intervention and offer an almost endless array of data integrity checks and balances. Any document that does not comply is immediately queued for quick attention in accordance to your escalation procedures and monitored until resolved. The process eliminates problem document backlogs and the costs associated with a large pile of unresolved documents.
- **Verify:** All previous phases are designed to minimize the costs, inaccuracies and delays associated with human intervention. At the verify stage, many documents are already 100% complete and can optionally bypass human verification, going straight to output. For other documents, operators can quickly move through extracted data fields to verify each extracted field – or can simply advance from one questionable character or business rule violation to another. You design the layout of the screen to match your business needs. Verification can take place locally, at remote locations, or both. Home workers, branch offices, new corporate acquisitions, and overseas offices can all be accommodated via the Internet.
- **Audit:** OCR for AnyDoc also provides the ability to review the work of the verification operators. With the Auditor modules, you can spot check specific items, do random checks or check everything that an operator has seen. You will be able to compare the data before and after it has been to an operator. And this can be done either in-line (allowing for correction of operator error) prior to the data becoming output or as a post output function (which would be a review only process without correction capability)
- **Output:** Now that your valuable data is captured, validated, and verified, stacks of paper documents have been transformed

into usable images and information. Data and images are delivered to back-end systems and put to work. With accurate information, delivered faster and at a lower cost, your organization can experience improved decision-making, shorter cash flow cycles, and better customer service, giving you a substantial competitive advantage.

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