

ONBASE

ADVANCED CAPTURE

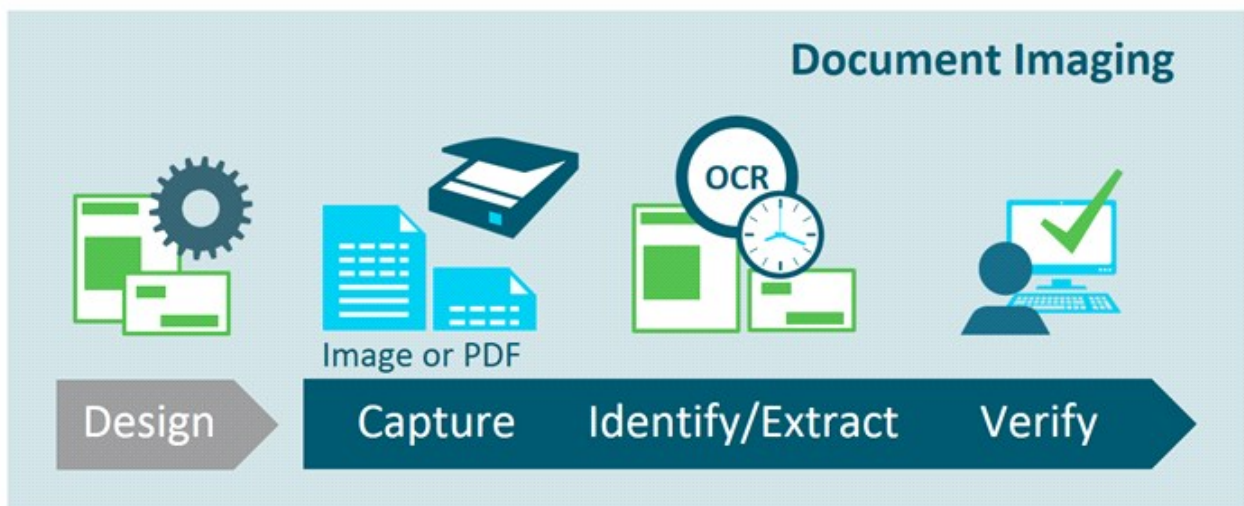
SUMMARY

Advanced Capture brings automatic data extraction to OnBase capture solutions. Predefined forms and rules, combined with a powerful processing engine, make it possible to quickly classify and index more scanned documents with fewer employees. Automating document indexing eliminates the bottleneck associated with manually indexing high volumes of structured business documents. Advanced Capture processing can be more accurate and much faster than manual data entry. Employees spend their time more effectively, validating or correcting questionable values only when needed, while letting the Advanced Capture processor perform the mundane task of document indexing.

BENEFITS

- **Reduces overall resource requirements needed** for document indexing and classification.
- **Improves document indexing accuracy** and allows users to focus on exception processing and more valuable tasks.
- **Enables faster document indexing** reducing the traditional bottleneck caused by manual document indexing.
- **Expedites entry of critical documents and data** into your business transaction process.
- **Eliminates the burden of additional applications, databases, and duplicate configuration**, to perform data extraction.

DESIGN



OnBase Advanced Capture utilizes the OmniPage OCR engine SDK to automate document indexing. OCR forms are configured with image regions specific to document classification and keyword value assignment. Supports machine printed text (OCR), optical mark recognition (OMR), logo or image matching, and signature detection. Support for hand print (ICR) and bar code recognition is also available.

APPLICATIONS

- **Data Capture from Printed Forms** – Index data can easily be lifted from structured documents like printed forms and applications that are filled out, printed and mailed to an organization. Since these documents have a predefined and static format, Advanced Capture can be used to completely automate the indexing process. Employees normally

responsible for performing manual data entry to index the documents, simply review and correct values returned as suspect. They can also validate that other non-machine printed values such as signatures are complete on the documents.

- **BOL Data Capture** – Bills of Lading are scanned as they are received back from the shipping department. These BOLs have structured heading information on them, which is OCRed and automatically used to classify and index each document. If any value or character is determined to be questionable, it is queued for review where the operator can view the OCRed value alongside the area of the page where the value was found. Documents can automatically move to a Workflow queue where they can be matched with their related Purchase Orders and Invoices for completion of the transaction.

KEY FEATURES

- **Simple drag and drop configuration with real time zone testing** available within the OnBase Client.
- **Process an unlimited number of documents** with no page-based processing limits.
- **Assign many forms to a single document type** to accommodate forms from all business partners or vendors.
- **Supports line item and table type data capture** with placement into Multi-Instance Keyword Groups.
- **Supports expanding and storing AutoFill Keyword Sets.**
- **Configurable character based confidence thresholds** allow the processor to provide more scrutiny when required.
- **Validation interface provides value to zone comparison**, automatically zooming to configured zones on the page.
- **Interactive Data Capture**, included, assists verifiers and manual indexers with value completion and click to index features.
- **Create XML document renditions** for integration or export with other business systems.

INTERFACE

The screenshot displays the OnBase (Local) software interface. The main window is titled "OnBase (Local)" and shows a document viewer in "Batch Indexing" mode. The document being viewed is "Application For Building Plan Approval - 8/13/2012 - CPA Number HSI1234". The document content includes the Hyland Software logo and a form with several questions. Captured values are highlighted in red: "Cuyahoga" for the county, "9" for the number of sheets, "New Building Construction" for the project type, "CPA96AB32S" for the preliminary plan review CPA number, and "CPA42LM6870" for the previous or related CPA number. The interface also shows a "Batch Indexing" sidebar with configuration options for document type, date, and keywords.

Captured values are highlighted during verification. The document viewer zooms automatically to the captured zone.

Advanced Capture Configuration

Configuration

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form **W-4** Employee's Withholding Allowance Certificate OMB No. 1545-0074
 Department of the Treasury Internal Revenue Service **2009**

1 Type or print your first name and middle initial **Andrew** Last name **Lincoln** 2 Your social security number **111 22 3434**

Home address (number and street or rural route)
315 W Cleveland Avenue

Single Married Married, but withhold at higher Single rate.
 Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

3 your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

4 (in the applicable worksheet on page 2)

5	1
6	\$ 0.00

7 Single Married Single, but with exemption.
 because I had no tax liability and I expect to have no tax liability.

8 my knowledge and belief, it is true, correct, and complete.

9 Office code (optional) 10 Employer identification number (EIN)

Date **4-4-09**

Cat. No. 10220Q Form **W-4** (2009)

Data Field Zone

Text Field Line Item Extraction

Grouped Line Item Extraction Optical Mark Field Signature Detection Field

Keyword type: **Marital Status**

OMR item group mode

Item #	Positive Value	Ne
1	Single	
2	Married	
3	Married, withhold at Singl...	

Page Location(s)
 Absolute page: 1 Relative page(s):
 First page First page (not only page)
 Interior pages Last page Last page (not only page)

Field only appears on a single page, always the same absolute page number (one-based)

Options

Mark frame detection:
 Framed Unframed Auto-detect

Sensitivity:
 Highest Low Lower Lowest

Support filled-in-error detection

Minimum Positive: 0 Maximum Positive: 0

Advanced filtering:
 VB script: <None>

Keyword association:

Activation groups:

Save Cancel

Batch Documents
 Document 1 - 2.9480 seconds - Unind
 Page 1

Tools
 Create/Assign Form Definition
 Process Current Document
 Process Entire Batch
 Next Unconfigured Document
 Default New Template/Zone Settings
 Assign Current Scan Queue Only
 Always Ask New Zone Type
 Form Identity or Registration
 Keyword Field
 Keyword Value Field
 Line Item Extraction
 Grouped Line Item Extraction
 Optical Mark Field
 Signature Detection Field
 Global Keyword Lookup/Replace
 Regular Expression Library
 Import/Export Configuration
 Advanced Options
 Save Configuration
 Discard Configuration Changes
 Exit Configuration

Zone configuration & testing is performed in the OnBase Client Imaging window

Learn more at Community.Hyland.com