

OCR *for* AnyDoc®

Automate the scanning and processing
of your documents and data.



OCR for AnyDoc[®] eliminates manual data entry — a costly and slow method of gathering data.

OCR for AnyDoc, installed at thousands of locations worldwide, has helped businesses large and small improve productivity by up to 400 percent – while dramatically reducing the cost and time incurred by a manual data entry process.

OCR for AnyDoc extracts data from nearly any document, and works with machine print, hand print, mark sense and bar codes. Once data is extracted, you can customize business rules to validate and normalize the data prior to human verification. Verified data is then delivered to your backend system, content management system, and/or workflow for use in analysis, reporting and retrieval.

THE BENEFITS

» **Expedite documents into your business workflow**

The sooner you have access throughout your company to the documents structured or non-structured, and more important, the data on these documents, the better and faster you can make business decisions.

» **Process all your documents**

When you have one solution that is versatile enough to do almost every document, you leverage your investment in the software, maximizing your return.

CIO: “OCR for AnyDoc is a protected investment for us. As our business needs change, the software grows and adapts with us.”



» **Shorten cash flow cycles**

When used in invoice processing, OCR for AnyDoc shortens your cash flow cycles because invoice information is available sooner.

» **Minimize manual data entry costs**

Data is automatically extracted and validated in seconds — and customizable verification procedures using your business rules, help you ensure accuracy with minimal human intervention.

» **Improve data accuracy**

Eliminating manual data entry can improve your data accuracy. OCR for AnyDoc includes automated image cleanup, built-in and custom rules, table lookups and verifier review, and provides an array of tools for higher data accuracy.

» **Eliminate manual sorting**

Sorting of documents is minimal, if needed at all. OCR for AnyDoc does it for you.

» **Improve customer service**

Faster document processing means service reps get information faster. Customer issues are resolved more quickly, boosting satisfaction.

» **Leverage your investment as your business evolves**

If your daily processing needs start with a handful of pages and grow to tens of thousands of pages, OCR for AnyDoc will grow with you.



THE PROCESS



CAPTURE

Documents can be scanned and converted to images right out of the envelope. Scan from the mailroom, a central location, or thirty remote locations — whatever best fits your business model. Once scanned, document images are digitally viewable in seconds. Using another system to scan your images? Retrieving them online? No problem, you can import them and still get all the benefits of automated document processing.



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 over ten years of image enhancement 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 barcodes, specific words, or matching the format of a document to others, AutoID works fast to recognize your commonly used forms and eliminates the need for manual pre-sorting.



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 up for quick attention in accordance to your escalation procedures and monitored until resolution. The process eliminates problem document backlogs and the costs associated with a large pile of unresolved documents.



AUDITOR

OCR for AnyDoc also provides the ability to review the work of the verification operators. With the AUDITOR module, 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).



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 percent 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.

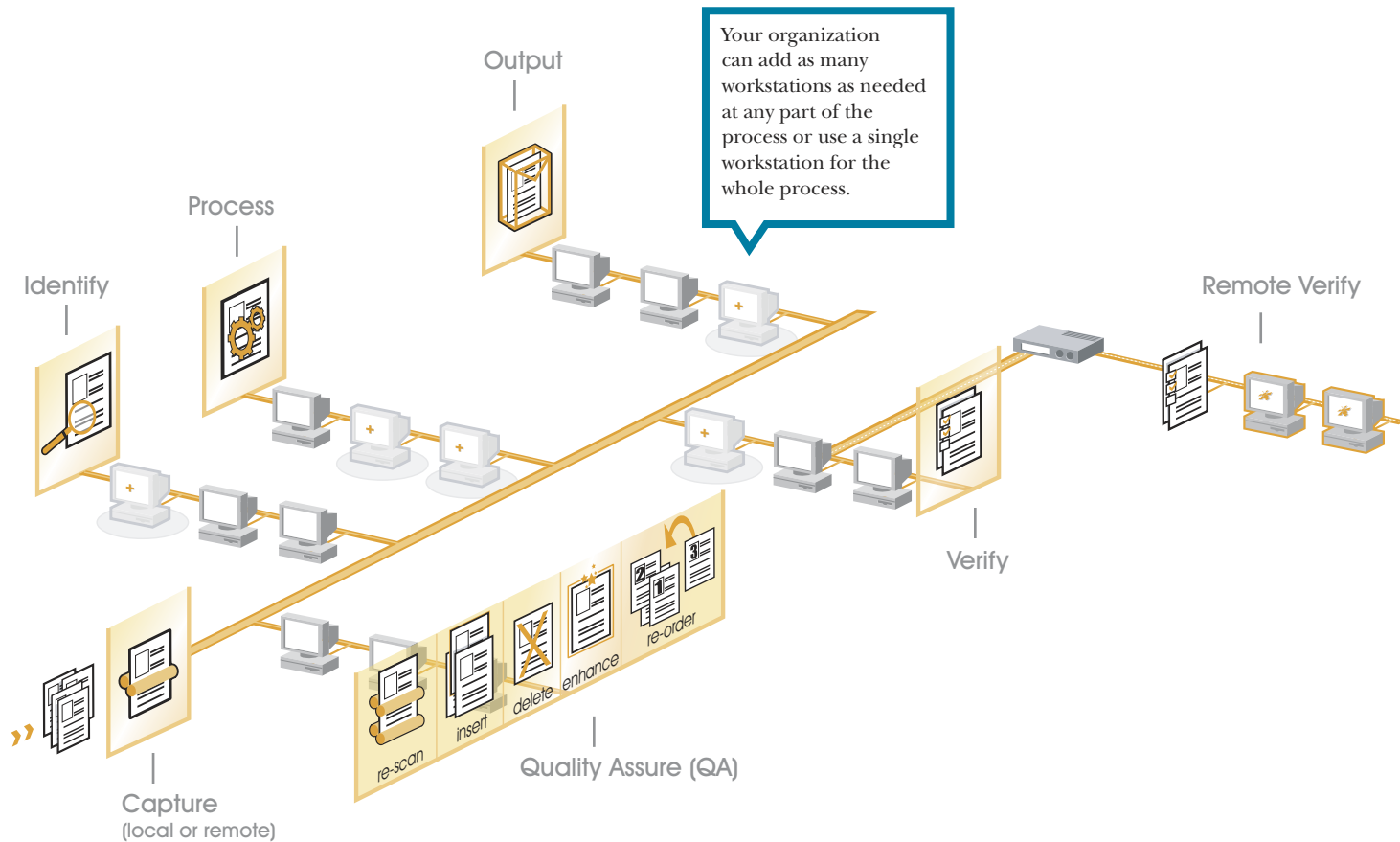


OUTPUT

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

OCR for AnyDoc®

Automation Process Diagram



Gain a powerful edge throughout your organization.

Get the data to drive your business. All of OCR for AnyDoc's functions are performed with minimal or no human supervision or intervention.

OCR for AnyDoc is installed at thousands of organizations worldwide and has helped businesses large and small double, triple and even quadruple their productivity while dramatically reducing their data entry costs.

 ocrforanydoc.com

The technology that drives accurate data capture

The data that organizations need appears in varying formats from one document to the next. OCR for AnyDoc was developed with this in mind and will carry your data from paper to enterprise, regardless of how that data is presented on a document.

OCR for AnyDoc uses a variety of technological methods to recognize varying documents.

- » Process unstructured and semi-structured documents with **AnyApp™ technology**, which greatly reduces the need for zonal templates and key-from-image processes. Users define data attributes, such as a field label (e.g., “remittance amount,” “name,” “city,” etc.). Then, AnyApp uses those attributes to automatically find and capture data from scanned documents, then applies your business rules to insure accuracy.
- » For those structured documents, that have the data you need in consistent locations, the template method provides high accuracy and exceptional speed. In a **template**, users define the type of data to capture, the location of this data on the form, and how the data will be presented on the form. OCR for AnyDoc then analyzes the user-defined business rules to locate and extract data with remarkable accuracy.
- » **QuickApp™ technology** reduces key-from-image processes when capturing data from occasional or seldom-seen documents. As operators point-and-click to capture data, on-the-fly profiles are created for use in future instances, reducing operator interaction—and in some cases fully automating data capture—the next time around.
- » Using **Key-from-Image (KFI)**, an operator views the digital image of a scanned form and manually inputs the data on the form into pre-defined fields. You define the layout. You define the business rules. Both designed for efficiency and accuracy.

OCR for AnyDoc uses a variety of technological processes to recognize varying data types.

- » **Optical Character Recognition (OCR)** analyzes computer-generated text located on paper documents and translates this into usable data. Algorithms identify characters, based upon pixilation, curvature and line direction.
- » Using techniques similar to OCR, **Intelligent Character Recognition (ICR)** software analyzes and translates handwritten characters.
- » **Voting** is a technique where two data recognition engines are involved, compared, and the best solution is provided.
- » **Optical Mark Recognition (OMR)** captures responses to questions based upon a selected checkbox or bubble – a data type known as mark sense.
- » **Barcode Recognition (BCR)** functionality reads 1D and 2D barcodes and translates them into usable data.



Accounts payable manager:

“Our invoice data is more accurate now. Inaccurate and late payments are a thing of the past.”

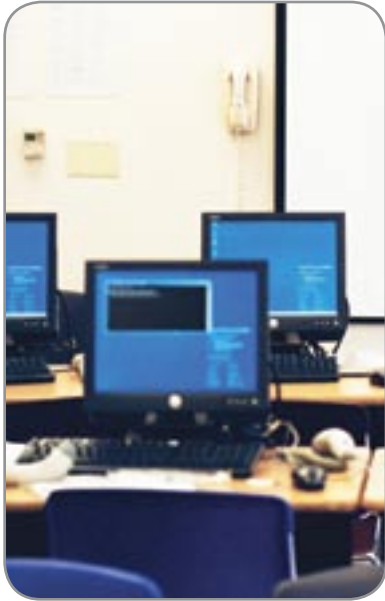
“This is one solution that provides a method to process just about every one of our documents. It’s as universal as they come.”



What can AnyDoc Software do for you?

Want to learn how AnyDoc Software can impact your organization? [Contact us today.](#)

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813.222.0414



"I never thought it would be this easy to process my paper documents..."

"By switching to an automated system, we saw a 60% leap in productivity..."

"Multiple people can access the identical image at the same time..."

"Now the turnaround time for each document...is immediate!"

"Things are running much smoother...thanks to AnyDoc Software."

Complete Line of AnyDoc Software Products

Since 1991, AnyDoc Software has met the data capture and processing needs of thousands of companies worldwide with one core platform. Our current suite of products all operate from that stability and enhanced functionality built on years of experience and innovation. One vendor, every document, no headaches.

Additional Software

- » **AnyDoc® Auditor**
Selectively review and assess operator efficiency and accuracy. Define monitoring by operator, form, and even down to the zone level. Zone history is logged to a database for reporting.
www.anydocauditor.com
- » **OCR for AnyDoc®**
A comprehensive software solution for automatic data capture and processing from business forms. The software eliminates the costs and inaccuracies of manual data entry for thousands of companies worldwide.
www.ocrforanydoc.com
- » **AnyDoc® BROKERit™**
Store all of your extracted data and images and perform intelligent queries for quick and effective retrieval.
www.anydocbrokerit.com
- » **AnyDoc® CAPTUREit™**
Easily scan documents from anywhere in the world, perform quality assurance and send images over the Internet to a central location for processing.
www.anydoccaptureit.com
- » **AnyDoc® DESIGNit™**
Professionally design your own forms for printing or for use as a template in OCR for AnyDoc processing.
www.anydocdesignit.com
- » **AnyDoc® EXCHANGEit™**
Easily convert extracted data to a variety of file formats for use among multiple applications. EDI, XML, ASCII and others are all available, as are APIs to leading document management solutions.
www.anydocexchangeit.com
- » **AnyDoc® MANAGEit™**
Optimize resources and keep your OCR for AnyDoc workflow on track with real-time batch information, graphs and alerts.
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Market Solutions

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Automatically process HCFA, UB92 and dental healthcare claim forms.
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- » **AnyDoc® EOB**
Extract data from complex explanation of benefits (EOB) documents with the power of AnyApp™ technology.
www.anydoceob.com
- » **AnyDoc® INVOICE**
Automatically process invoices to lower manual data entry costs by up to 75%.
www.anydocinvoice.com

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