

# OCR *for* AnyDoc®

Automate your document processing and data capture.



## Eliminate manual data entry — a costly and slow method of gathering data — with the power of OCR for AnyDoc®.

**OCR** for AnyDoc is used daily by more than 3,000 companies and 70,000 users worldwide in 45 countries. This robust automated solution helps businesses of all sizes improve productivity by up to 400% (with no additional staff required) while dramatically slashing the cost and time incurred by manual document processing.

OCR for AnyDoc captures data from nearly any document, and works with machine print, hand print, mark sense, bar codes, and more. Once 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 your ECM, ERP/accounting, BPM, document management, or other back-end system in a fraction of the time required for manual processing, ready for use in analysis, reporting, and retrieval.

### THE 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 manual document preparation, labor costs can be slashed. And even with peak document volumes, working weekends and overtime can be eliminated.

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



» **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.



## 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.

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 years of image enhancement 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.



### 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 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).

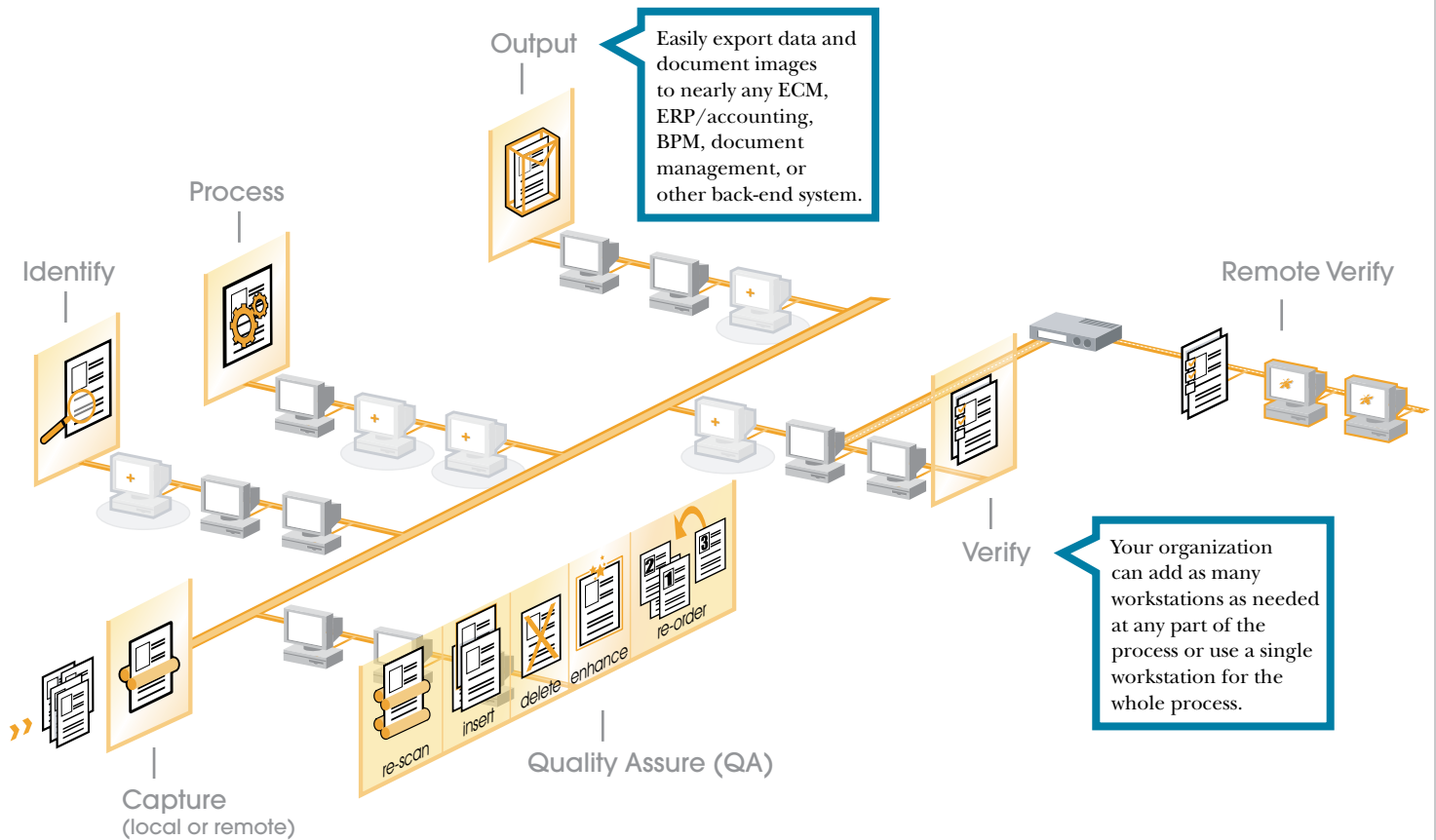


### OUTPUT

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.

# 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](http://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.

- » Using Any Doc's **AnyApp™ Technology**, data is captured regardless of where it is located on the document, including line-item details, without the use of templates. Using a powerful combination of methodologies, AnyApp quickly and easily locates the desired data fields and remembers their location the next time that particular document type is encountered, speeding processing.
- » For structured forms containing data in consistent locations, the **template method** of data capture provides high accuracy and exceptional speed. In a template, users define the type of data to be captured, the location of this data, and how the data will be presented on the form. OCR for AnyDoc then uses user-defined business rules to locate, analyze, and extract data with remarkable accuracy.
- » When occasional or seldom-seen documents are encountered, **QuickApp™ Technology** creates on-the-fly profiles almost instantly. With a simple point-and-click technology to capture data, operator interaction is reduced. A memory profile is generated to automate data capture the next time around – a big time-saver in processing speed.
- » With **Key-from-Image (KFI) Technology's** “rope and expand” capabilities, operators key significantly less data than with a manual processing system. Operators view the digital image of a scanned form and input the data on the form image into predefined fields. Customizable layouts and predefined business rules ensure 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.”

“Even detail line information can be captured and auto-balanced, eliminating key stroke and calculation errors ”



### What can AnyDoc Software do for you?

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

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## Customer Comments

"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..."

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

"We've seen ROI even sooner than we projected..."

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

## Online Presentations

Take a closer look at AnyDoc's complete line of products and solutions. [www.anydocsoftware.com](http://www.anydocsoftware.com)

## Case Studies

See how you can save time and money at your own company. [www.anydocsoftware.com/casestudies](http://www.anydocsoftware.com/casestudies)

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## Complete Line of Products

AnyDoc Software has been developing award-winning document, data capture, and classification solutions since 1989. More than 3,000 clients and 70,000 users worldwide in 45 countries rely on AnyDoc solutions to eliminate millions of hours of manual data entry while improving productivity and accuracy. Our products and solutions all operate from the ease-of-use, stability, and enhanced functionality obtained from years of experience and innovation.

## Software Products

### OCR for AnyDoc®

Automatically capture data from nearly any business document. Eliminate the costs and errors associated with manual data entry.

### Infiniworx®

Simplify and automate how your company processes documents with this innovative drag-and-drop workflow development platform.

### AnyDoc®CAPTUREit™

Scan documents from anywhere in the world, perform quality assure, and send images over the Internet to a central location for processing.

### AnyDoc®DESIGNit™

Easily design your own professional forms for printing or to use as a template in OCR for AnyDoc processing with easy-to-use click and select toolbar features.

### AnyDoc®EXCHANGEit™

Convert extracted data to a variety of file formats for use among multiple applications. EDI, XML, ASCII, and others are available, as are APIs to leading document management solutions.

### AnyDoc®MANAGEit™

Optimize your AnyDoc processing with real-time monitoring of batch level status, station activity, pending work, and more.

### AnyDoc®VERIFYit™

Perform data verification at a central location or off-site—allowing you to save valuable office space. Ensure data accuracy, no matter where your employees are located.

## Market Solutions

### AnyDoc®CLAIM™

Automatically process CMS-1500, UB04, and dental healthcare claim forms.

### AnyDoc®CLASSIFY™

Automatically sort, batch, and route all your documents, quickly and easily.

### AnyDoc®EOB™

Automatically capture, validate, and balance EOB data from all your payers—and increase productivity and decrease processing time while lowering costs.

### AnyDoc®INVOICE™

Automatically process invoices to lower manual data entry costs and turn incoming invoices around in hours instead of days.

### AnyDoc®REMIT™

Automatically capture remittances and checks and the associated critical data for much quicker input into your financial or ERP systems.

### AnyDoc®Patient Records™

Minimize human error by automatically identifying, sorting, indexing, and capturing information from patient records.

### AnyDoc®MORTGAGE™

Get critical loan information into your mortgage processing system quickly and with even greater accuracy by minimizing manual data entry and pre-sorting.

### AnyDoc®NOTICE™

Provides quick identification and data capture of insurance policy notices—speeding processing and increasing opportunities for revenue generation.

**AnyDoc**<sup>®</sup>  
SOFTWARE

**OCR for AnyDoc**<sup>®</sup>

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