

## IBM Software Demos FileNet P8 Capture Solutions

### {Turning Paper into electronic documents – IBM FileNet Capture Family}

In this demonstration we will see how a fictitious company called **Focus Corporation** has leveraged **IBM FileNet Capture Solutions** to capture and import non electronic information. **Capture Desktop** is an ideal solution for simple workgroup requirements, while **Capture Professional** serves high volume and automation needs. Additionally, **Remote Capture Services** addresses capture requirements across the web. Finally, **Capture Advanced Document Recognition** or **ADR** adds powerful data extraction capabilities.

<0:36>

### {Capture Professional Scenario}

We begin with **Lisa** in the scanning operation. As you can see here, **Lisa** is utilizing **Capture Desktop**. **Capture Desktop** is a simple, intuitive and wizard driven solution that works well in small workgroups. At **Focus Corporation**, **Lisa** also utilizes the more robust **IBM FileNet Capture Professional** to scan a batch of paper documents. This modular and highly configurable application allows **Lisa** to automate several functions such image enhancement, document separation, data extraction, zonal OCR, routing and barcode recognition. Documents can also be routed to this capture application from Fax or via batched file import. **Lisa** indexes the document and proceeds to commit the document. Upon committal, the document is seamlessly stored in the IBM FileNet Content Repository.

<1:26>

### {Capture ADR Scenario}

With 80% of corporate data in paper and processing volumes in the range of 1M pages a day, **Focus Corporation** also utilizes **Capture ADR's** advanced data extraction. Let's take a look at how different document types such as structured forms with well defined layouts to unstructured free form correspondence are handled.

## IBM Software Demos FileNet P8 Capture Solutions

<1:47>

Here we see **John**, a document processor scanning a batch of purchase orders. Notice how **Capture ADR** has the ability to recognize typed print, also known as OCR, hand printing also known as **ICR**, and checkbox marks also known as **OMR**. Similarly table data and bar code are also identified. Notice how the original image, extracted data and the corrections are presented to **John**. Once the processor has completed all the corrections, the documents are routed to completion where additional validation can be configured. Here are a couple of examples. In the first case, **John** is prompted because of a field missing data, in this case, the first name. Another example is the use of rules tied directly to your business parameters; in this case any orders over \$40 are routed for manual processing. This gives organizations control over the level of automation in their operations. Next, we look at a more advanced example of forms processing. Here **John** is processing a set of industry standard health claims forms, known as **HCFA**. These forms are printed in red ink posing unique challenges for the scanners. However, with **Capture ADR**, notice how the scanned form completely drops out the red ink, leaving only the printed data further easing the document processors job.

<3:13>

Let's now take a look at unstructured documents. Here we see a batch of letters all with similar type of information, in this case, an alphanumeric string representing the Account Number. However, they are not found in the same location. **Capture ADR** can be configured to look for special patterns and extract the related data regardless of where in this document it is found. Now **John** can quickly review the extracted values and complete his task. It is important to note that as part of the completion, some of the index data can also be retrieved from other databases or calculated based on extracted values. With integrated classification, this extracted data can also be utilized

## IBM Software Demos FileNet P8 Capture Solutions

to further automate classification of these correspondences and relate it to the right business functions.

<4:01>

With **IBM FileNet Capture solutions, Focus Corporation** can increase the level of automation and accuracy of their document capture and processing operations. By further leveraging Capture's tight integration to the P8 family of products you can apply robust and scalable document management, highly agile business process management and zero click records management over your paper based documents and related processes.

<4:29>