

Automate your document-driven business processes.

OpenForms 360 is an advanced document processing solution that enables you to automatically process structured, semi-structured and unstructured business forms and documents.

What is Nuance OpenForms 360

The AutoStore[®] family is all about capturing, processing and routing information from start to finish in the best possible workflow process. These processes include the conversion of documents and images to archive ready PDF/A compliant electronic documents. They also include the additional features such as barcode recognition and reading, data extraction from documents and the processing and addition of support data from other business systems. This ensures that information collected is verified and correct before being passed to the organizations back end systems.

One of the best ways of doing this is to reduce the impact that human intervention can have on the processing of the documents and

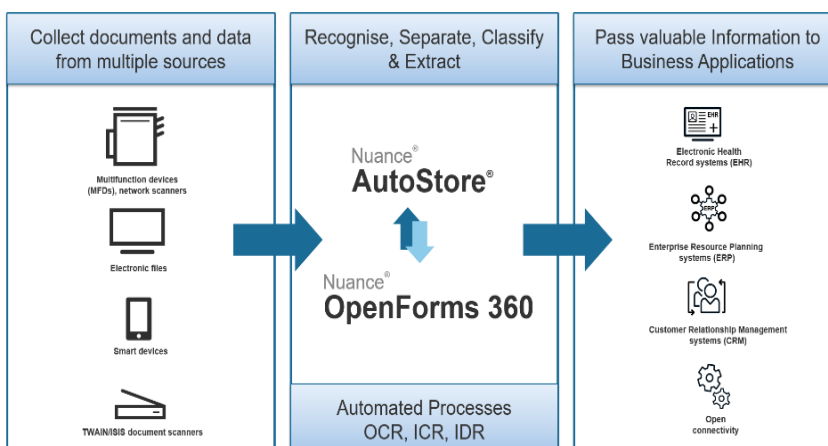
information. Using OCR, ICR, IDR and verification methods allows the process to run smoothly with human intervention only required for exceptions to the process.

The AutoStore add-on functionality provided by Nuance OpenForms[™] 360 allows advanced processing of structured, semi-Structured and unstructured documents into business processes within the organization.

OpenForms 360 allows tasks to be completed more quickly and more efficiently by reducing the need for manual data entry of information from documents being received by the organization. Speeding up the business process by using digital workflows and improving data quality can reduce compliance risks.

Key features

- Automatically extracts, validates and routes data from documents captured by Nuance AutoStore
- Reduces/streamlines the number of print queues needed for all printers
- Processes structured, semi-structured forms and unstructured documents
- Recognises hand writing, barcode, checkmark and machine print
- Performs data verification with intuitive tools



Automated recognition, the power of OpenForms 360

Organizations often need to automate document separation; classification and data extraction. OpenForms 360 provides several automation methods that can be configured according to the destination of the document. Some types of documents include:



Structured Documents

These are forms with a fixed location for each piece of data. Typical documents include application forms, standard forms, checkboxes.



Semi-Structure Documents

These are business documents such as Invoices, purchase orders and delivery notes. They follow a general layout pattern so that rules can be defined concerning where to look for certain pieces of business information, however unlike structured documents, there is no fixed location for the information.



Unstructured Documents

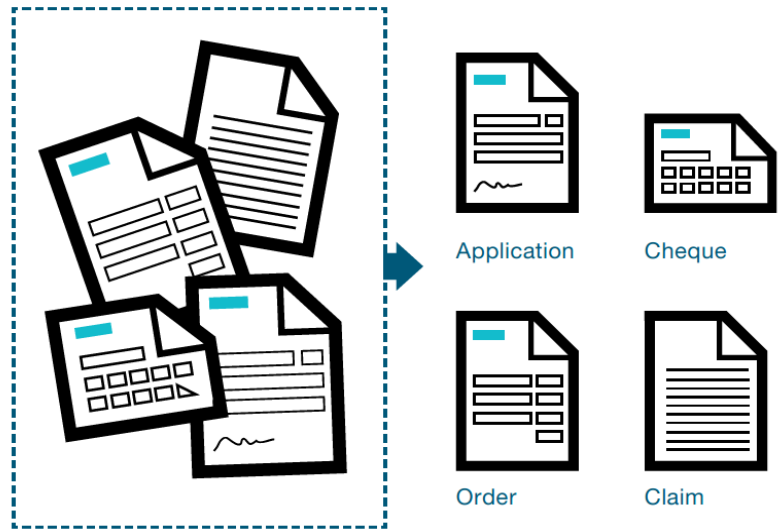
These are general business-to-consumer or business-to-business correspondence which follows no regular pattern. Only the syntax of the information and the semantic pattern can guide the search for information.

Document Separation

OpenForms 360 can assemble a batch of joined images into documents. The separation points in the process are defined by the content of the extracted data fields.

Document Classification

Document classification is used to determine the relevant business process for a particular document such as an invoice or other standard forms. Documents are classified into different categories that are then used to identify the metadata to be extracted from the document.



There are several options than can be combined to provide the best possible document classification process.

- **Adaptive Classification** is a learning algorithm which uses several samples from each document class and extracts the characteristic features of the documents. Each subsequent document is then compared against these features and classified accordingly. Allowing the system to learn. This method is well-suited for unstructured documents.
- **Rule-Based Classification** uses a set of classification rules to identify each document. These rules typically use phrases and combinations of keywords to locate information to be extracted from the page. This approach is best suited to semi-structured documents such as invoices, purchase orders.
- **Preset values** which are obtained by AutoStore at the point of capture can also be used to classify the document.

What is OCR, ICR and IDR

A scanned document is a collection of pixels. Optical Character Recognition (OCR) converts this into character code for each character on the document.

Intelligent Character Recognition (ICR) extends OCR to contextual algorithms. ICR also allows for the recognition of hand-printed characters.

Intelligent Document Recognition (IDR) analyses a document and finds specific information from an unknown document layout. IDR builds on top of the OCR/ICR results

Data Extraction

Data extracted from documents is used as metadata in the business process to ensure that the document is routed to the correct location or person. The set of extraction methods that can be applied to a document are any combination of the following:

- Barcode, Patch Code
- Optical Mark Recognition (tick or checkboxes, etc.)
- Forms reading (fixed, anchored location, hand print and machine print)
- Free Forms recognition (rule-based extraction)
- Adaptive Reading - learning through the validation operator
- Database-driven recognition (match a record in a database with the document data) is another form of classification.

Document Validation

OCR, ICR and IDR, although they have a high accuracy rate, do not always extract all required data. Due to dirt, document damages, and irregular fonts or very unusual document layout, some data may not be identified with a sufficient level of confidence. For these cases, a validation client is available to allow the operator to verify or correct data extraction, by manual entry or click on the correct information on the document.

Systems requirements:**Hardware**

- Microsoft® Windows® operating system (OS) running on a computer with at least a 2 GHz Processor
- Minimum 4GB of RAM
- Minimum of 50GB of hard disk space

Operating System

Supported Microsoft® Windows® operating systems:

- Windows Server 2008 R2
- Windows Server 2008
- Windows 7 (32/64 bit):
- Professional, Ultimate

Additional Software

- Microsoft® .NET Framework 3.5
- Microsoft® .NET Framework 4.0

To learn more about Nuance OpenForms 360 please call 1-800-327-0183 or visit nuance.com

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