

Capture Process Properties, Variables, and Capture Activities

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KOFAX

Training Scenario

- XYZ Bank offers **Personal Loans** to customers
- A Customer submits a paper based loan application:
- To date in the training you have created a Business Process to:
 - **Capture** Documents (in this training course using a web front end)
 - Separate based on single page documents
- You now need to:
 - Configure the **Process Capture Properties** to use the objects you created in the previous modules
 - **Build Forms** for the process to allow users to scan and take manual activities
 - **Train** the system to **Classify** (recognise) documents and **Review** classification results
 - **Train** the system to **Extract** document data and **Validate** extracted data

Training Scenario – Sample Application Document

KOFAX® Online Banking


HLA#

XYZ Bank - Personal Loan Application

1. Personal details – main applicant

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☒ Other ☐

Surname DEVON

First name(s) ANN

Gender Male ☐ Female ☒

Address 1 52 BRUSKET LANE

Address 2

Zip code 92604

State TEXAS Full state name e.g. Utah

Date of Birth 11/3/1950

Telephone 412354333

Email annnd@hotmail.com

2. Employment details – main applicant

Occupation SOCIAL WORKER

Status Employed ☒ Self Employed ☐ Unemployed ☐

Total Income 1000.00 Per month

Financial Status Have you ever been insolvent, bankrupt, or been involved in court proceedings for debt?
Yes ☐ No ☒ If yes, please attach details.

3. Loan details

Loan Purpose HOLIDAY

Loan Amount 2000.00

Loan Period Years 02 Months 06

4. Applicant Signature

Signature Ann Devon Date 9/24/2013

Hand printed

Scan Create New Job Form

The screenshot displays the KOFAX TotalAgility Workspace interface. The 'File Import' tab is active, and a 'Browse' button is highlighted. A file selection dialog is open, showing a list of files in the 'Documents' folder. The 'Open' button is highlighted, and a 'Select documents' label points to it.

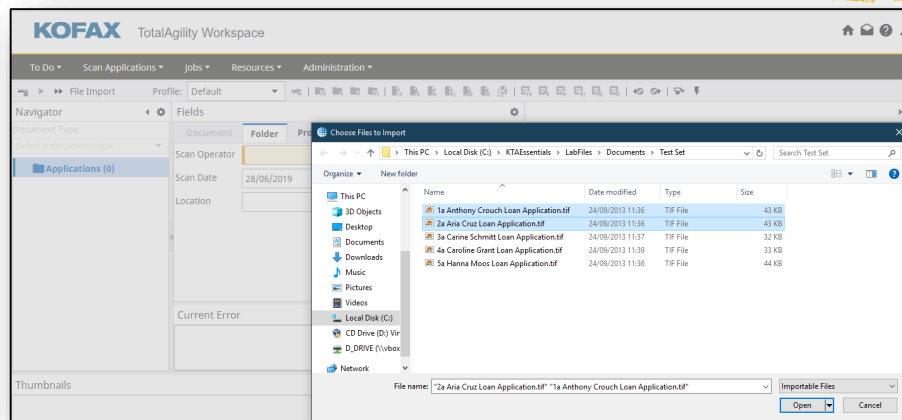
File Selection Dialog:

Name	Date modified	Type	Size
1a Anthony Crouch Loan Application.tif	24/09/2013 11:36	TIF File	43 KB
2a Aria Cruz Loan Application.tif	24/09/2013 11:36	TIF File	43 KB
3a Carine Schmitt Loan Application.tif	24/09/2013 11:37	TIF File	32 KB
4a Caroline Grant Loan Application.tif	24/09/2013 11:39	TIF File	33 KB
5a Hanna Moos Loan Application.tif	24/09/2013 11:36	TIF File	44 KB

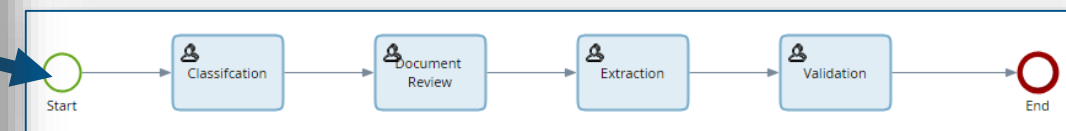
File name: "2a Aria Cruz Loan Application.tif" "1a Anthony Crouch Loan Application.tif"

Buttons: Import Files, Open, Cancel

Create a Capture Process (Business Process)



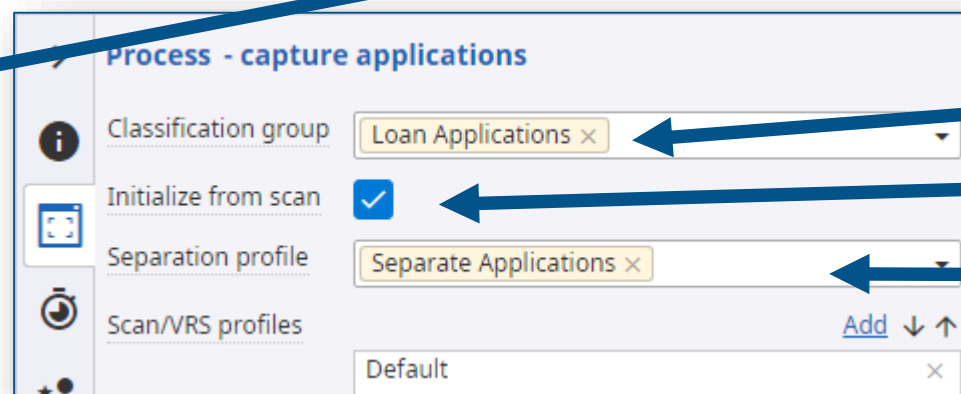
Scan create new job form connected to process.
Process properties are read from process and determine the separation profile and whether it is a scan enabled process (a folder variable is required).



Applications Folder	APPLICATIONS_FOLDER	Folder	Applications	✓	⋮
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Folder Initialization
Variable determines
Folder type that is created

Folder



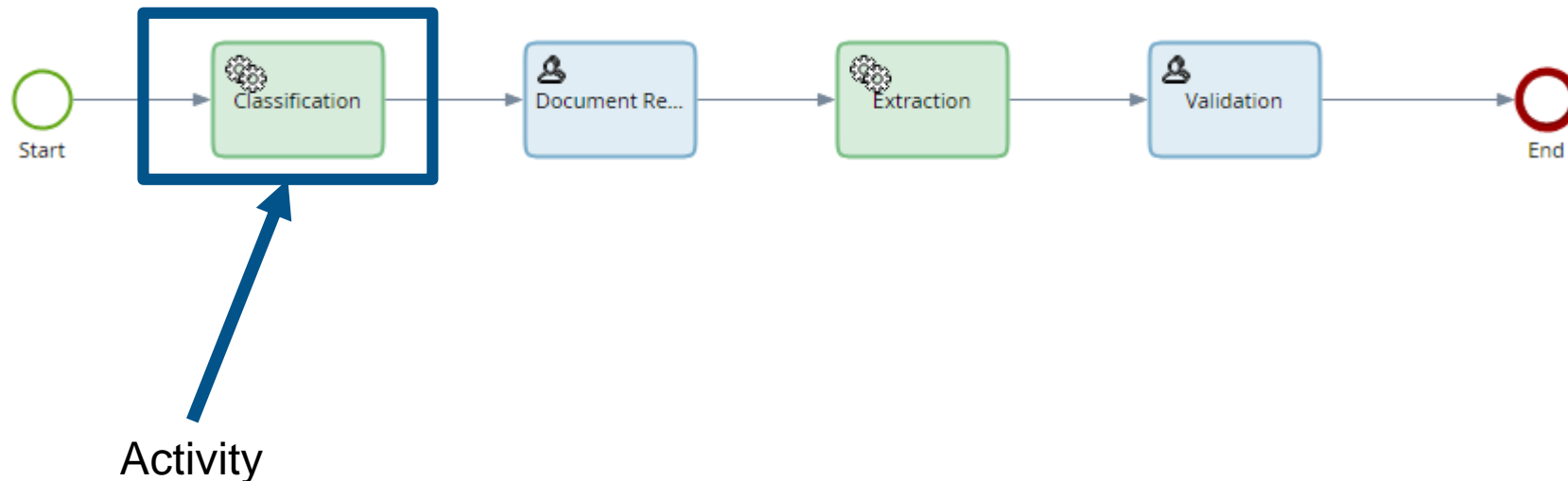
Consume classification group

Initialize from Scan

Separate on scan

Create a Capture Process (Business Process)

- Process consists of activities
- Each Capture activity has a type e.g. Classification
- Can have parallel activities/paths within a process
- Activities can be manual (performed by people) or automatic (performed by the system)



Overview of Capture Activity Terminology



- **Classification**

- Classify document types based on sample document layouts or content, that the system has been trained to recognise

- **Document Review**

- Optional manual activity to review classification results

- **Extraction**

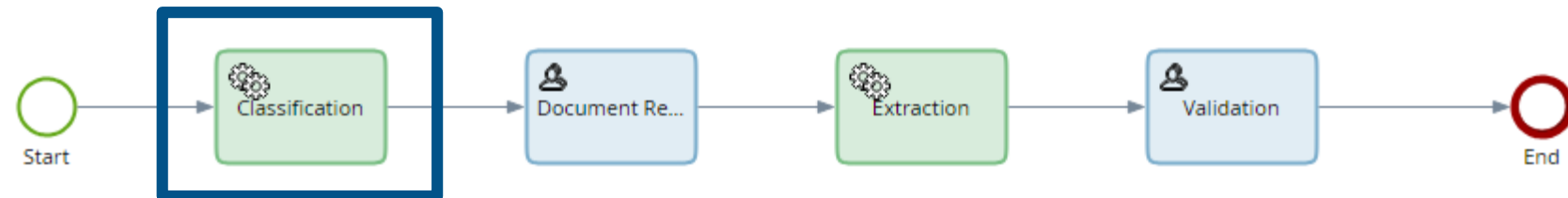
- Extract data (fields) from documents using locators

- **Validation**

- Optional manual activity to validate extraction results

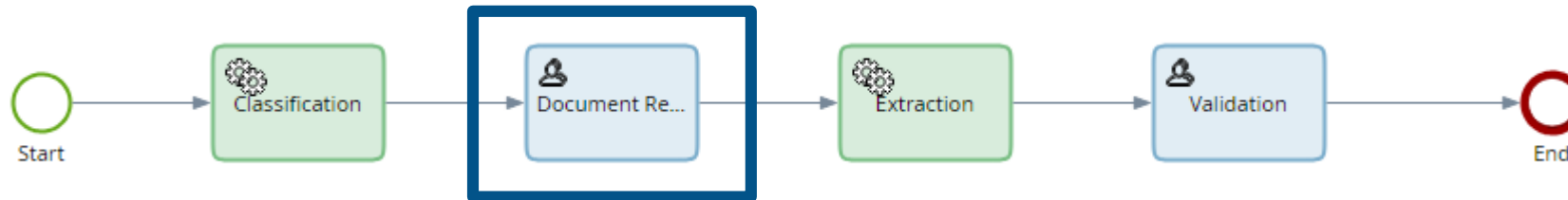
Classification Activity

- **Automatic** activity that will attempt to classify an image to a document type e.g. Loan Application, Driver's License, or Utility Bill
- **Classification Confidence** is set for each document



Document Review Activity

- Optional **Manual** activity to review classification results



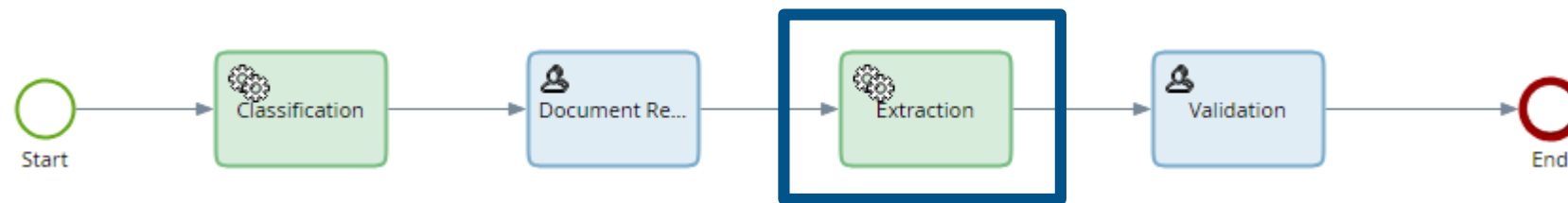
The screenshot shows the TotalAgility Workspace interface. The top navigation bar includes 'To Do', 'Scan Applications', 'Jobs', 'Resources', 'Administration', and 'Test Val'. The left sidebar contains a 'Navigator' panel with a table of applications:

Name	Type	Confid...
Application...		
1: Stan...	Standard	95.0%
2: Stan...	Standard	91.8%
3: Varia...	Variant	100.0%

The main content area displays a document titled 'XYZ Bank - Personal Loan Application'. The document header includes the 'KOFAX' logo and 'Online Banking'. The document content shows the title 'XYZ Bank - Personal Loan Application' and the first section, '1. Personal details – main applicant'. A barcode is visible on the right side of the document.

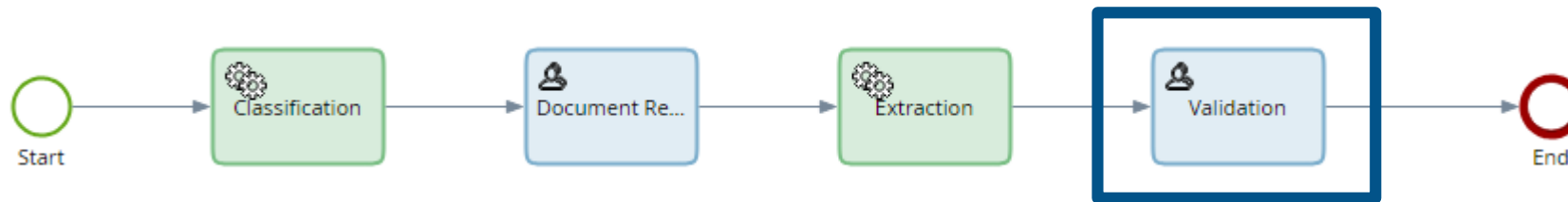
Extraction Activity

- **Automatic** activity that extracts data (using locators) from documents based on the fields defined in the document type



Validation Activity

- Optional Manual activity to allow users to validate extracted fields



TotalAgility Workspace

To Do ▾ Scan Applications ▾ Jobs ▾ Resources ▾ Administration ▾ Test Val ▾

Navigator

Document Type: Standard

Applications (3)

- 1: Standard (1)
- 2: Standard (1)
- 3: Variant (1)

Fields

Document	Folder	Activity
First Name	ANTHONY	
Last Name	CROUCH	
Addresss	90 Bell LANE	
State	ARKANSAS	
Zip Code	92602	
Employment Status	Employed	
Amount	3500.00	

Current Error

The field extraction was not certain.

Page 1 of 1

CROUCH

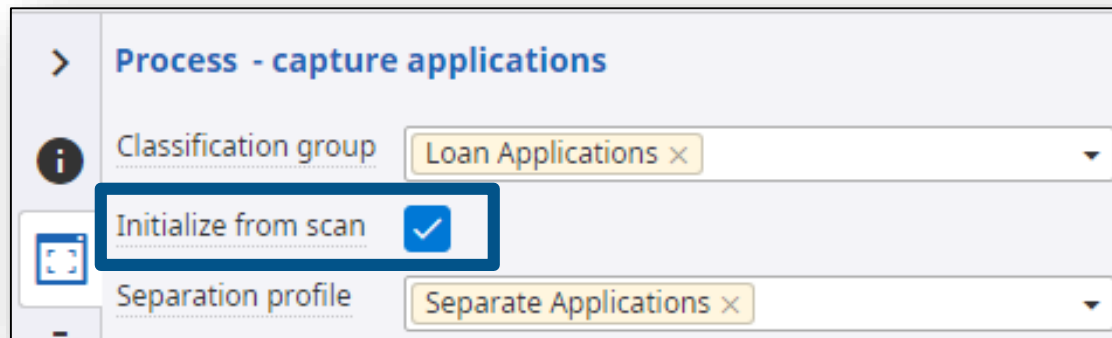
s) ANTHONY

Male ☒ Female ☐

90 BELL LANE

Configuring a Process for Capture

- If you are developing a Capture process, and the process will be initialized by a scan, you should configure the following process properties:
 - Initialize from scan
 - Classification group
 - A Document or Folder Initialization variable must be defined



The screenshot shows a configuration window titled "Process - capture applications". It contains three main settings:

- Classification group:** A dropdown menu with "Loan Applications" selected.
- Initialize from scan:** A checkbox that is checked, highlighted with a blue box, and has a blue checkmark icon to its right.
- Separation profile:** A dropdown menu with "Separate Applications" selected.



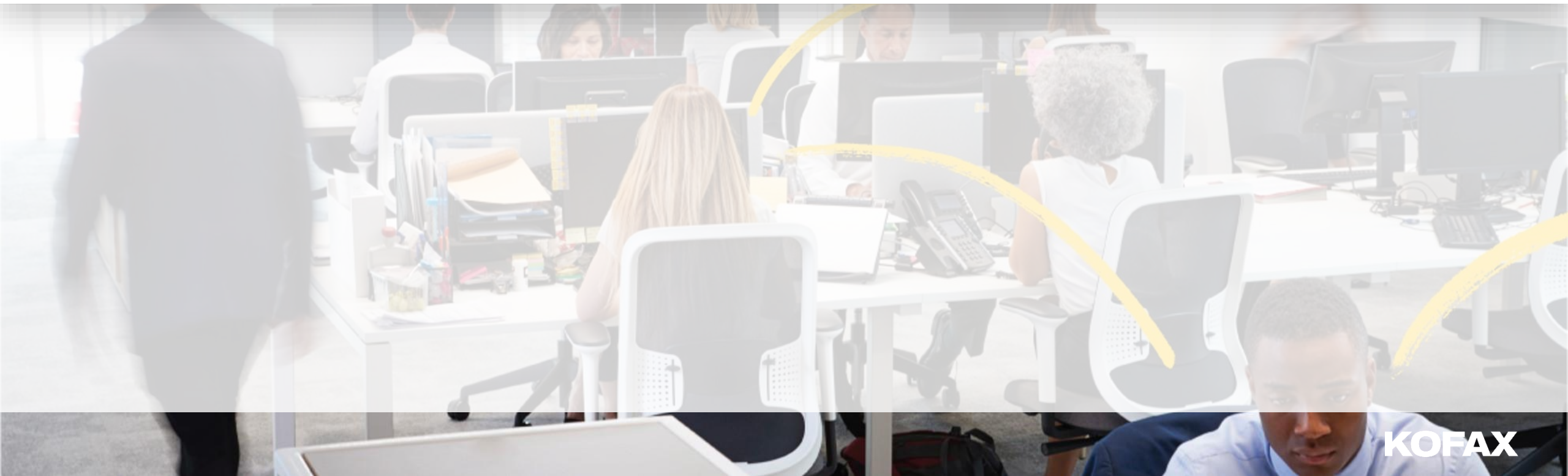
Setting the Classification group at the process level is a user interface convenience, it does **not** mean that classification will take place on initializing the process.

A Note on Initialize from Scan

- Initialize from scan applies to documents ingested via the following mechanisms :
 - Scan
 - Imported Files
 - Mailbox
 - Watched Folders
 - Mobile capture
 - MFP device
 - Fax

- In other words...any capture source

Variables



Variables



- Data is stored in **Variables**
- Variables have a type e.g. String, Date, Folder, Document etc.
- Variables have scope – process and server level
- **Process initialization** Variables
 - Initialize a job with data when the job is first created
 - Folder variable is passed into the process

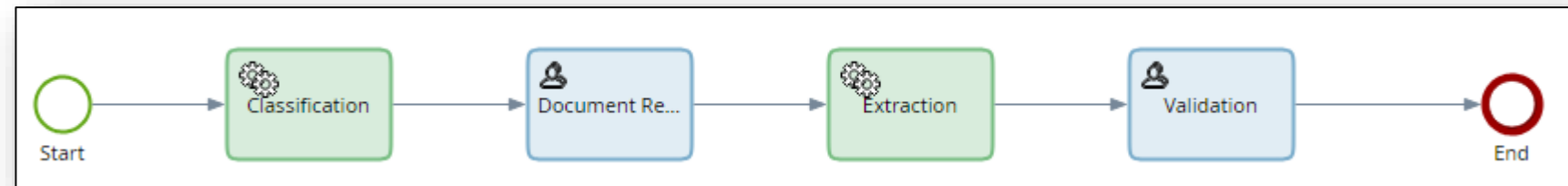
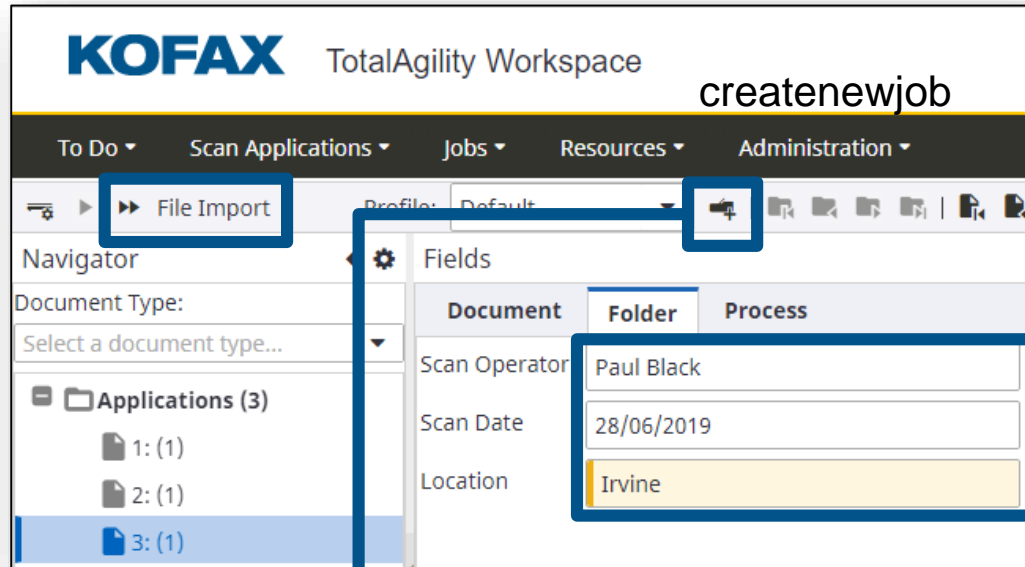
Variables

- Two special variable types exist for a scan initiated process:
 - Folder – a collection of documents and optionally subfolders
 - Document – holds reference to a single document
- Need to define a Folder variable as an initialization variable in our process
- The folder variables **Value** property determines the Folder that is created
- The separated scanned documents are automatically passed into the folder when the job is created

Applications Folder	APPLICATIONS_FOLDER	Folder	Applications	✓	⋮
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Capture Applications - Initialization Variables

- Folder variable (Applications) holding Scan Details (Operator, Date, Location) and Documents/Subfolders

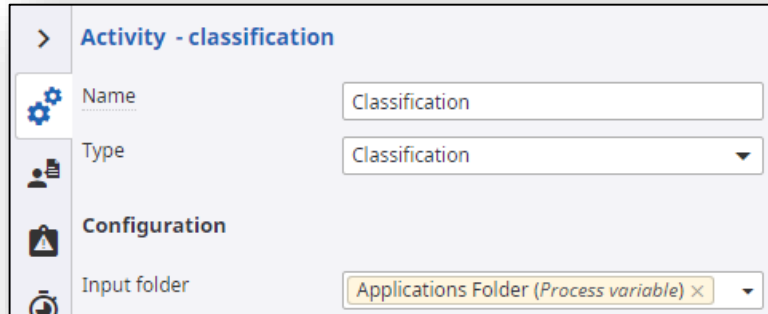


Configure Capture Process Activities

- Each Capture activity needs to be provided with an **Input Folder** (the scanned folder of documents)
- The **Classification Group** can be inherited from the process

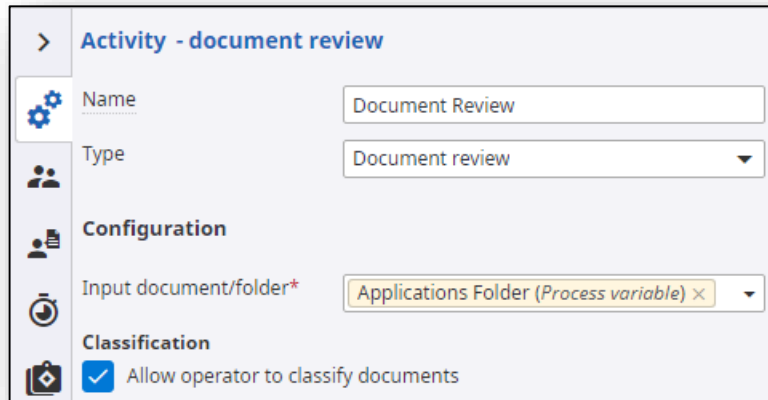
Configure Capture Process Activities

■ Classification activity



The screenshot shows the configuration panel for a 'Classification' activity. It includes a sidebar with icons for settings, users, configuration, and a timer. The main area has fields for 'Name' (set to 'Classification'), 'Type' (set to 'Classification'), and 'Input folder' (set to 'Applications Folder (Process variable)').

■ Document Review activity



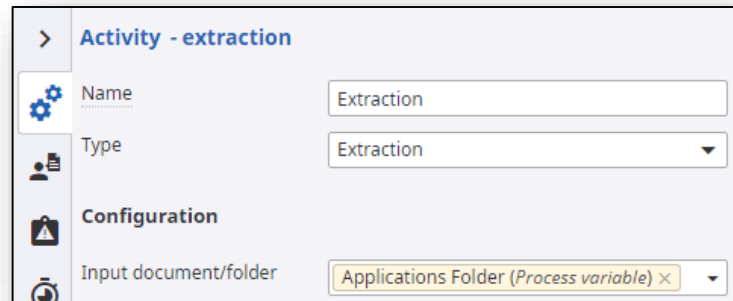
The screenshot shows the configuration panel for a 'Document Review' activity. It includes a sidebar with icons for settings, users, configuration, a timer, and a camera. The main area has fields for 'Name' (set to 'Document Review'), 'Type' (set to 'Document review'), and 'Input document/folder*' (set to 'Applications Folder (Process variable)'). There is also a 'Classification' section with a checked checkbox labeled 'Allow operator to classify documents'.



If Allow operator to classify documents is checked, the classification panel is displayed when the document review activity is taken and displayed on a form.

Configure Capture Process Activities

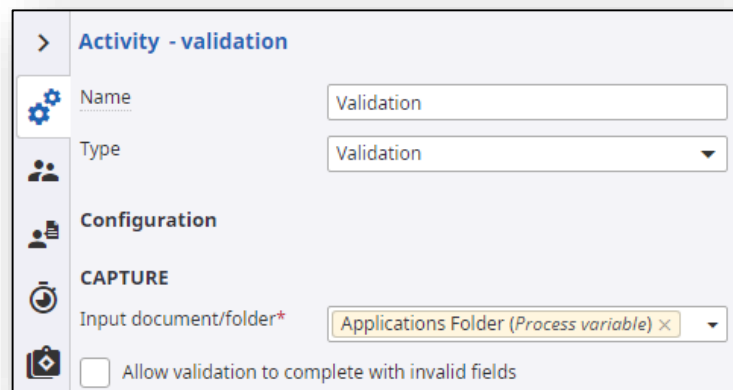
- **Extraction activity**



The screenshot shows the configuration interface for an 'Extraction' activity. It includes a sidebar with icons for settings, users, configuration, and a timer. The main area contains the following fields:

- Name:** A text input field containing the word 'Extraction'.
- Type:** A dropdown menu with 'Extraction' selected.
- Configuration:** A section header.
- Input document/folder:** A dropdown menu with 'Applications Folder (Process variable)' selected.

- **Validation activity**



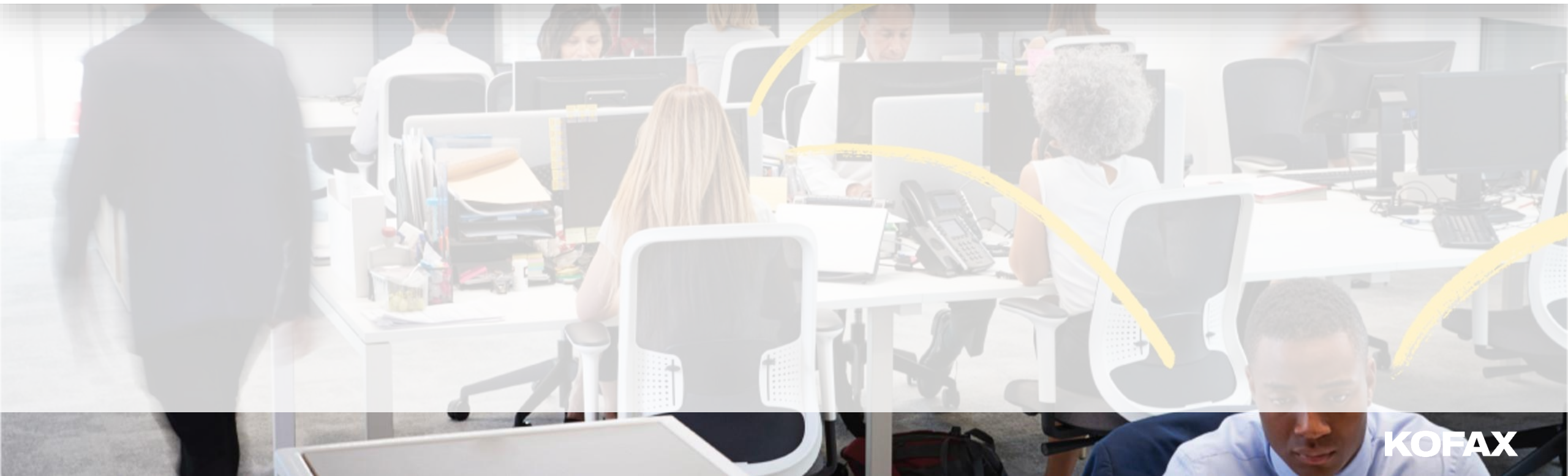
The screenshot shows the configuration interface for a 'Validation' activity. It includes a sidebar with icons for settings, users, configuration, a timer, and a camera. The main area contains the following fields:

- Name:** A text input field containing the word 'Validation'.
- Type:** A dropdown menu with 'Validation' selected.
- Configuration:** A section header.
- CAPTURE:** A section header.
- Input document/folder*:** A dropdown menu with 'Applications Folder (Process variable)' selected.
- Allow validation to complete with invalid fields:** An unchecked checkbox.



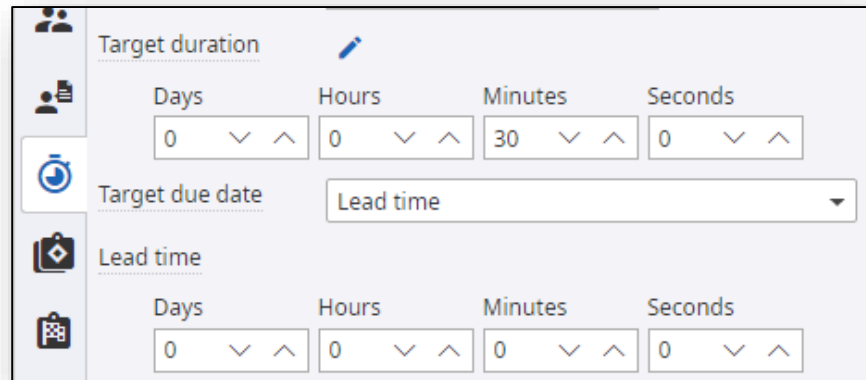
If Allow operator to classify documents is checked, end users can re-classify documents during validation.

SLA's



Configure an Activity SLA

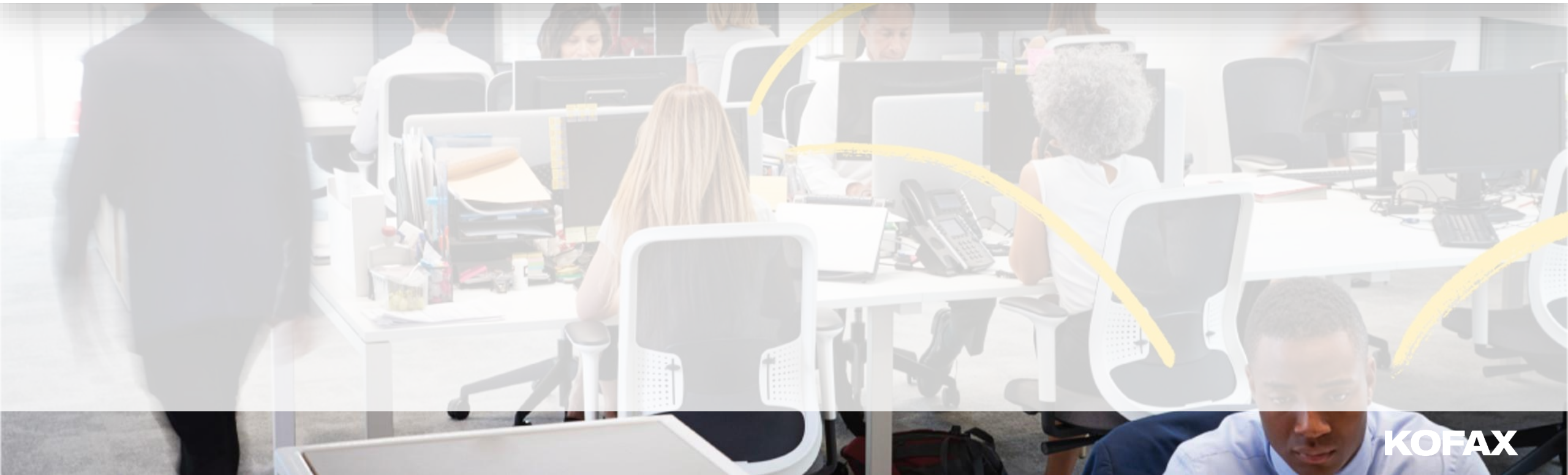
- You can set a Target Duration and/or Target Due Date for an activity
- **Target duration**
 - When a user takes an activity TotalAgility records the amount of actual time the activity was open
- **Target due Date**
 - If you are only interested in due dates, use the Target due Date property



The screenshot displays a configuration panel for SLA settings. On the left is a vertical sidebar with icons for users, documents, a clock, a location pin, and a calendar. The main panel has three sections: 1. 'Target duration' with a pencil icon, containing four spinners for Days (0), Hours (0), Minutes (30), and Seconds (0). 2. 'Target due date' with a dropdown menu currently set to 'Lead time'. 3. 'Lead time' with four spinners for Days (0), Hours (0), Minutes (0), and Seconds (0).

- It is possible to escalate against SLA breaches e.g. send an email to a supervisor

Folder and Document Variables



Folder Variables

- A folder variable is used to store a reference to a folder in the TotalAgility database
- When you create a job on a process that uses a folder variable, the runtime instance ID of the folder is stored in the folder variable
- **Note**
 - For a scan enabled process, you can set the variable for process initialization only when it has the root (top level) folder as its value i.e. you cannot use a sub folder as its value
 - However, for a normal process, the variable value can be a root folder or sub folder

Where to use Document or Folder Variables

- Use a document or folder variable in activities such as Ordinary, Email, Business Rule, .NET and in Decision activities
- Use fields or the System properties of a field from a document or folder variable:
 - Any place within a process or rule where a variable can be used
 - In an activity of any type in a process where a variable can be used



You must initialize a document or folder variable before using it in a process or activity; otherwise the job is suspended.

Variables – continued



- In Module 11 other Variable types are covered in more detail. For this lab, only a Folder Variable is required