



WORK INSTRUCTION

DOC TITLE:	ABBYY FLEXICAPTURE DEVELOPMENT NAMING STANDARDS
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1 Objective

This document details the naming standards for development of workflows in the J&J ABBYY FlexiCapture Enterprise platform. ABBYY FlexiCapture is an intelligent document processing (IDP) solution that extracts and structures data from business documents. ABBYY, within Johnson & Johnson (JnJ) is a standard technology to improve productivity with the AI-driven, intelligent document processing. ABBYY FlexiCapture puts the power of Optical character recognition (OCR), and Intelligent character recognition (ICR).

Adherence to this Work Instruction will ensure compliance with the requirements in ABBYY FlexiCapture development standards.

2 Scope

This WI applies to naming standards for the following areas:

- ABBYY FlexiCapture workflows
- Document Definition
- Batch type
- Document type
- AFL export file
- Image import profile, export profile
- Release Names

IRIS Configuration Management Database (CMDB)

- Business Service CI
- Application CI

3 Definitions

It is assumed the audience of this WI has an understanding of basic IT terms and acronyms and those are not required to be defined in this section.

3.1 Terms and Acronyms:

- **WI** – Work Instruction
- **SOP** - Standard Operating Procedure
- **ICR** – Intelligent Character Recognition

- **IDP** – Intelligent Document Processing
- **OCR** – Optical Character Recognition
- **WI** - Work Instruction
- **CMDB** - Configuration Management Database
- **CI** - Configuration Item

4 Role Descriptions

- **System Administrators** – Anyone having access to the ABBYY FlexiCapture Administration Station to administer or monitor the ABBYY platform.
- **Verification Station Users** – Anyone having access to the ABBYY FlexiCapture Verification Station application to perform data validation and correction. Typically, this is a business user performing human-in-the-loop activities.
- **Document Definition Developers** – Anyone who is responsible for constructing document definition files for the purpose of scanning documents and extracting data from those documents.

5 References

Doc ID	Title
SOP-9531	ABBYY FlexiCapture Platform Master SOP
WI-9533	ABBYY FlexiCapture Release Management
WI-9534	ABBYY FlexiCapture Access Management
WI-9535	ABBYY FlexiCapture CMDB Process Registration
SOP-5423	ISM Change Control SOP
SOP-5491	ISM Incident Management SOP

6 Naming Standards for ABBYY FlexiCapture Workflow Development

The following naming conventions are required across the ABBYY FlexiCapture platform.

6.1 Processes/Workflows

6.1.1 Folder Structure

- Segment -> Region -> Function->Process Name

6.1.2 Process Naming Standard

- <Region: Max 2 characters>_<Functional Area: Max 5>_< Process name>_< Sub process name>
- Note: A Maximum of 41 characters including underscores
- <REGION>

Region	Abbreviation
North America	NA
Latin America	LA
Europe, Middle East, Africa	EM
Asia Pacific	AP
Global / Multi-Region	GL

- <Segment>

Segment	Abbreviation
Customer and Logistics Services	CLS
Corporate	CORP
Technology Services	TS
Medical Devices	MD
Janssen (Pharmaceuticals)	PHM
Enterprise Supply Chain	SC
Enterprise Product Lines	EPL
Consumer Medical Devices	CMD

- <Function>

Function	Abbreviation
Supply Chain	SCM
Quality & Compliance	QnC
Corporate Systems	CS
Global Finance	FIN
Healthcare Compliance & Privacy	HCCP
Human Resources	HR
IT	IT
Legal	LGL
Procurement	PROC
Sales & Marketing	SnM
Research & Development	RnD
Facilities	FACIL

- Examples
 - NA_FIN_JBSACCRUALS
 - NA_FIN_ITRF_JournalPosting
 - EM_SCM_ITRF_SOCreation
 - LA_HR_LetterGeneration_EmplVer
 - AP_PROC_LetterGeneration_BusVisa

6.1.3 CMDB Naming Standard

Standard for J&J Application (in CMDB)

- JJ_<CMDB Application Name>_<Conditional: Instance/Partition/Version Name>_<Screen Name>
 - Example: JJ_COGNOS-BUSINESS-INTELLIGENCE_NAQFS_Home
- In the above example, Cognos-Business-Intelligence is the title of the Application in the CMDB. However, there are multiple instances of the application around the globe that could have slightly different configuration. Therefore, "NAQFS" is a specific partition of Cognos and was added as the unique identifier for the

Cognos environment that is being modeled. An application will not require this conditional attribute if it has just one instance/partition/version.

Standard for External Application (NOT in CMDB)

- EXT_<Application Name>_<Conditional:
Instance/Partition/Version Name>_<Screen Name>
 - Example: EXT_Google_Home

7 Naming Standards for Configuration Management Database (CMDB)

7.1 Business Service CI

- MAX of 45 Characters including underscores and should match the process name
- Example: ABBYY_<Region>_<Function >_<Process Name>

7.2 Application CI

- MAX of 45 Characters including underscores and should match the process name
- Example: ABBYY_<Region>_<Function >_<Process Name >_<Sub Process Name>

8 ABBYY FlexiCapture Naming Convention

- The Batch name naming will contain the process name followed by current date followed by an identifier for business
 - Example: <Region>_<Function>_<Process Name>_<Date>_<Identifier_for_Business>
- ABBYY Process Document Definition naming convention will follow the same rule as process name followed by TypeOfForm which will be followed by DocDef. (where TypeOfForm is Structured, Semi-Structured or Handwritten)
 - Example: NA_FIN_ITRF_JEPOSTING_Structured_DocDef
- ABBYY process Document Type and Batch Type Should be same as process name followed by DT and BT respectively.
 - Example: DOCUMENT TYPE- NA_FIN_ITRF_JEPOSTING_DT
 - Example: BATCH TYPE-NA_FIN_ITRF_JEPOSTING_BT
- For AFL export file which is created in Flexi Layout, the naming should be PROCESSNAME_MMDDYYYY_V1. (where MMDDYYYY is Date and V1 is for version if we have more files on a day)
- For Image Import Profile,(it's a hot folder location where images are picked by ABBYY) naming should be PROCESSNAME_InputLocation.

- For Export profile, the naming should be PROCESSNAME_TypeOfFileFormat_Output (where TypeOfFileFormat is XML, Excel, Json or DB etc,.)
- ABBYY Process Release Name must be SAME as the process name + suffixed with release version and release date in MMDDYYYY format
- R1.0 and R1.1 denote the same deployment cycle. For example, if a defect is raised in QA, then a minor version increment will be made to the update made due to the defect.
- A major version (R2.0) denotes a new deployment cycle.
 - Examples:
 - NA_FIN_ITRF_JEPOSTING_R1.0_05252018
 - NA_FIN_ITRF_JEPOSTING_R1.1_06252018
 - NA_FIN_ITRF_JEPOSTING_R2.0_09282018

9 Document History

9.1 Superseded Document(s)

- **Doc ID:** – N/A **Title:** – N/A **Effective Date:** – N/A

9.2 Revision History

Version	DD-Mmm-YYYY	Author	Change Summary	Major/Minor Change
1.0	30-Aug-2021	Madhawi Kumari	New	Major