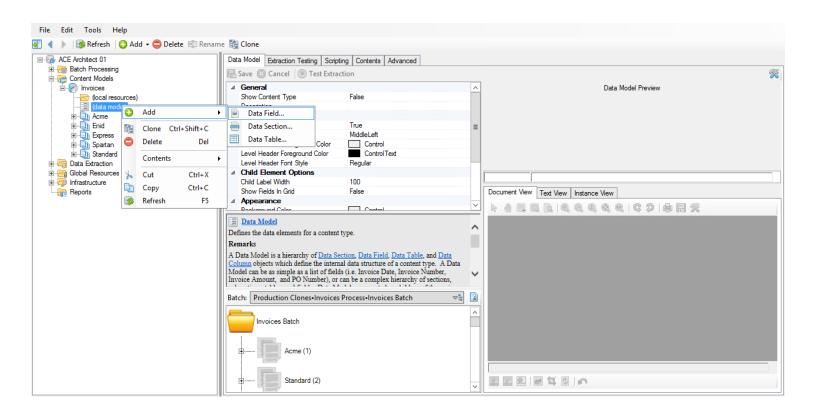
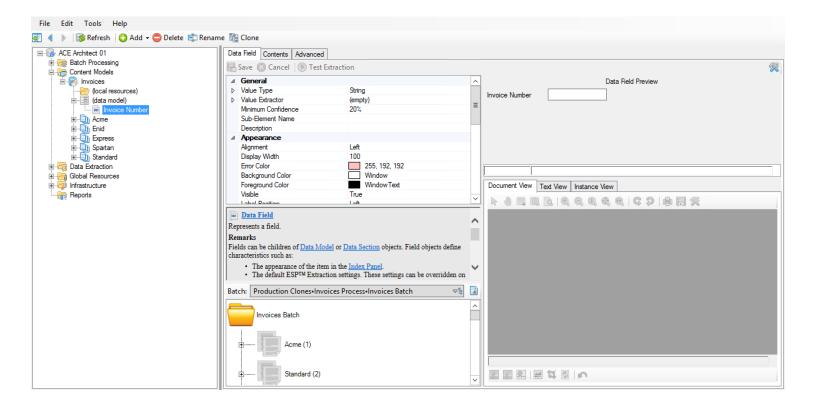
# Collect

## Data Field

- > Content Models / Invoices / (data model)
- 1. Right click and select  $Add \rightarrow Data Field...$
- 2. Name it Invoice Number.

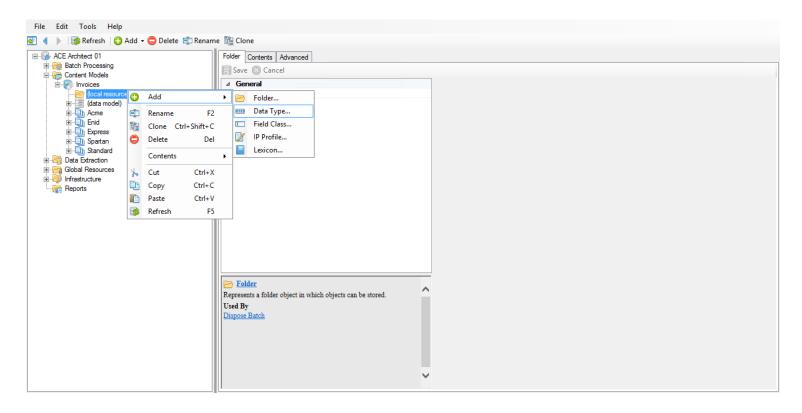


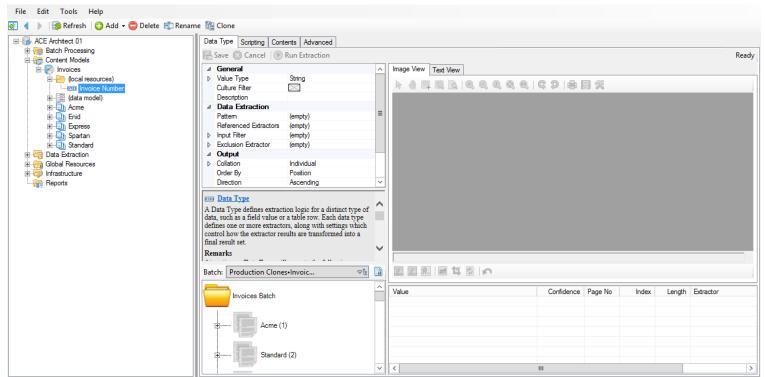


# Extractors

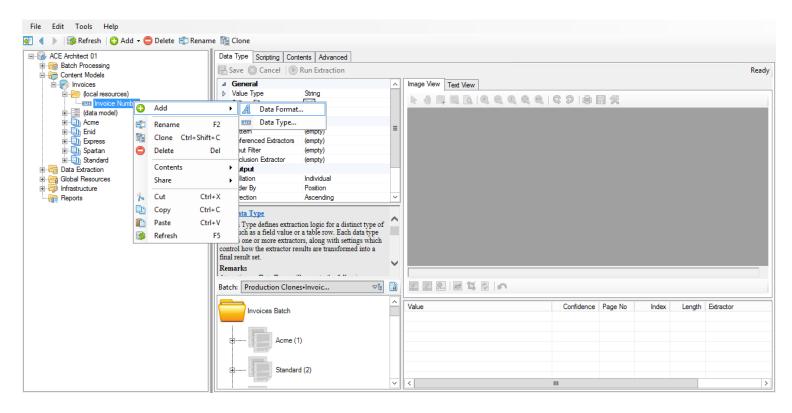
Creating the invoice number extractor

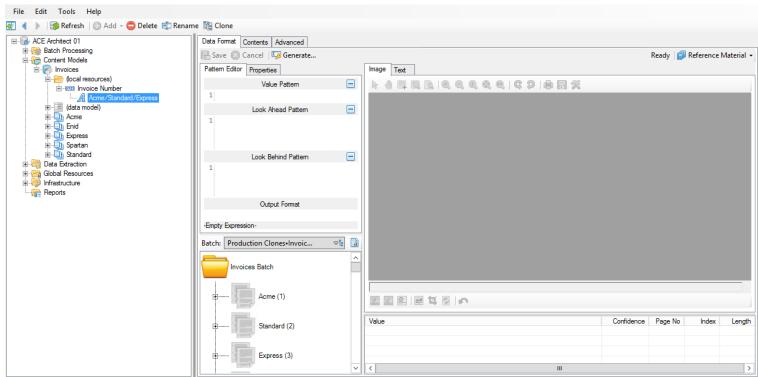
Content Models / Invoices / (local resources) 
 Right click and select Add → Data Type...
 Name it Invoice Number .





- > Content Models / Invoices / (local resources) / Invoice Number
- 1. Right click and select  $Add \rightarrow Data Format...$ .
- 2. Name it Acme/Standard/Express .



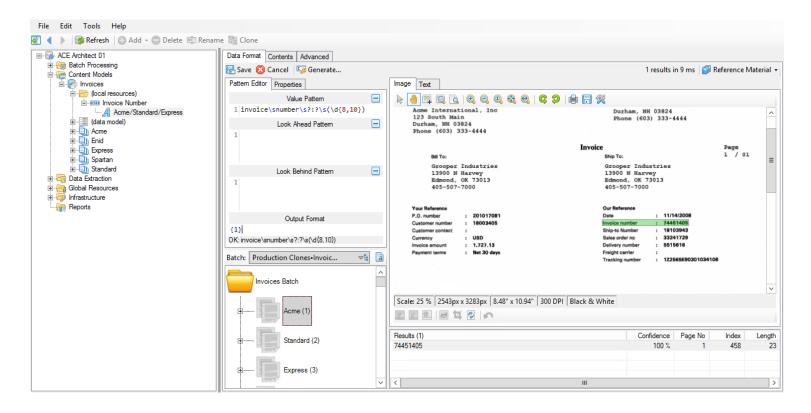


> Content Models / Invoices / (local resources) / Invoice Number / Acme/Standard/Express

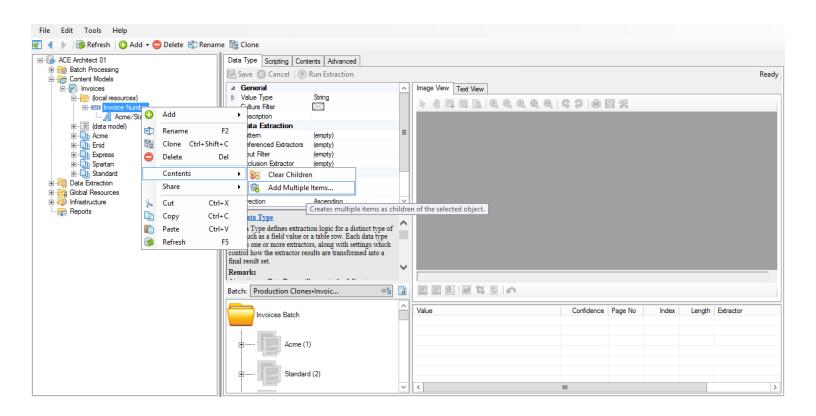


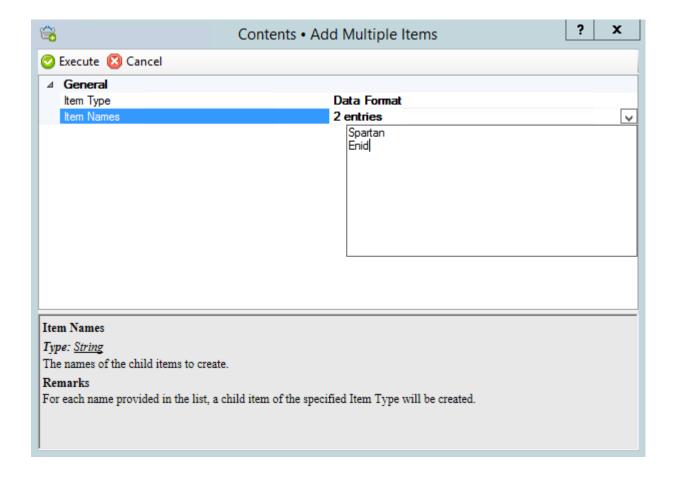
- 1. Select Acme (1).
- 2. Edit the pattern(s):





- > Content Models / Invoices / (local resources) / Invoice Number [72]
- 1. Right click and select  $\mid$  Contents  $\rightarrow$  Add Multiple Items.....
- 2. In the Contents Add Multiple Items | window, set | Item Type | to | Data Format |.
- 3. Edit the Item Names property and type out the names of the other formats:
  - Spartan
  - Enid
- 4. Press Execute.



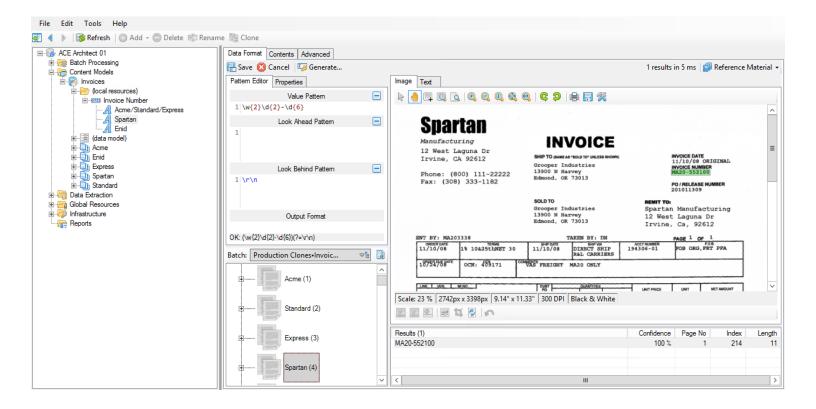


- ightarrow Content Models / Invoices / (local resources) / Invoice Number / Spartan  ${A}$
- 1. Select Spartan (4).
- 2. Edit the pattern(s):

Value Pattern

\w{2}\d{2}-\d{6}

Look Behind

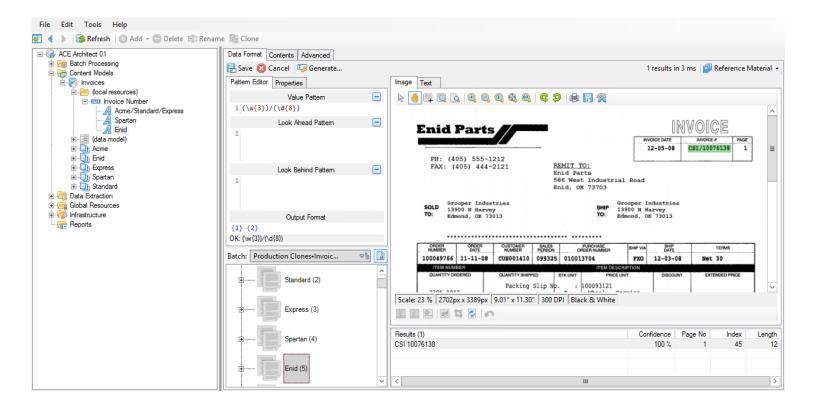


- ightharpoonup Content Models / Invoices / (local resources) / Invoice Number / Enid  ${A\over A}$
- 1. Select Enid (5).
- 2. Edit the pattern(s):

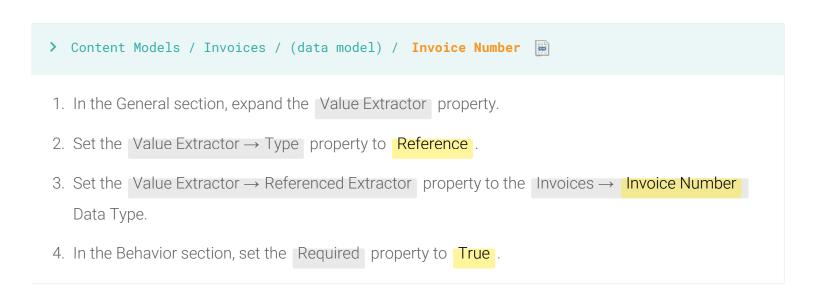
Value Pattern

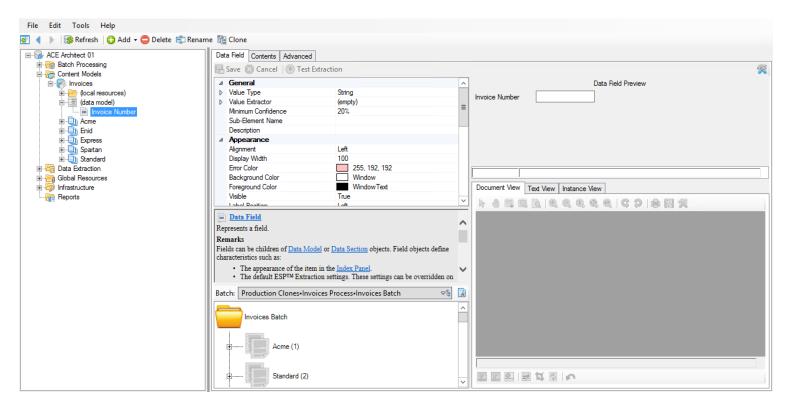
(\w{3})/(\d{8})

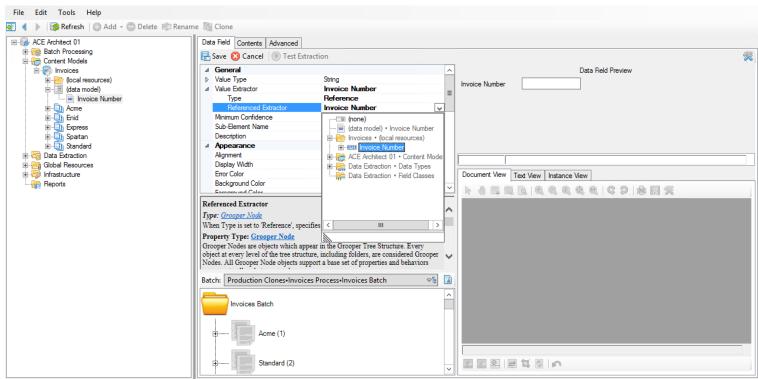
Output Format

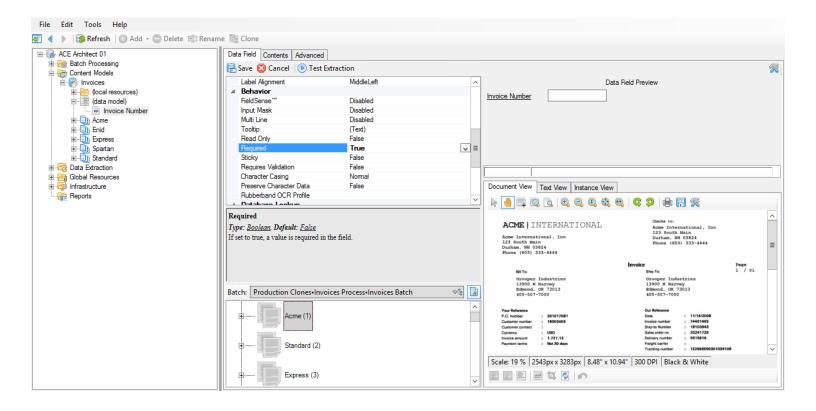


### Linking the extractor to the field









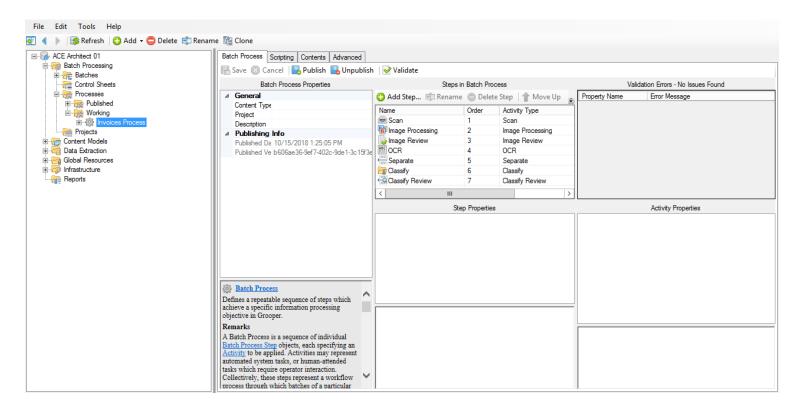
# Extraction & Data Review

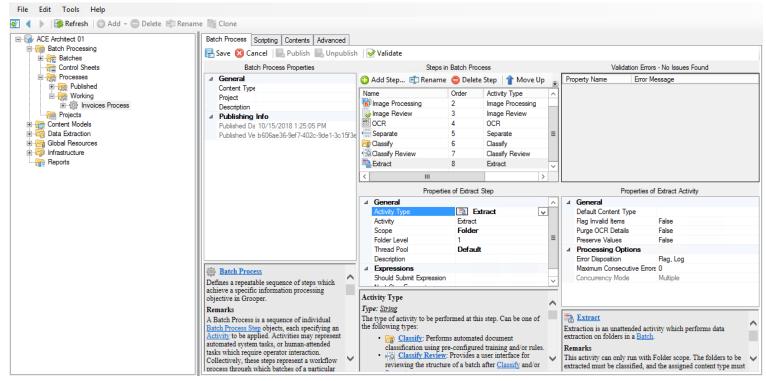
### Adding Extract and Data Review steps

> Batch Processing / Processes / Working / Invoices Process

1. Add a new step.

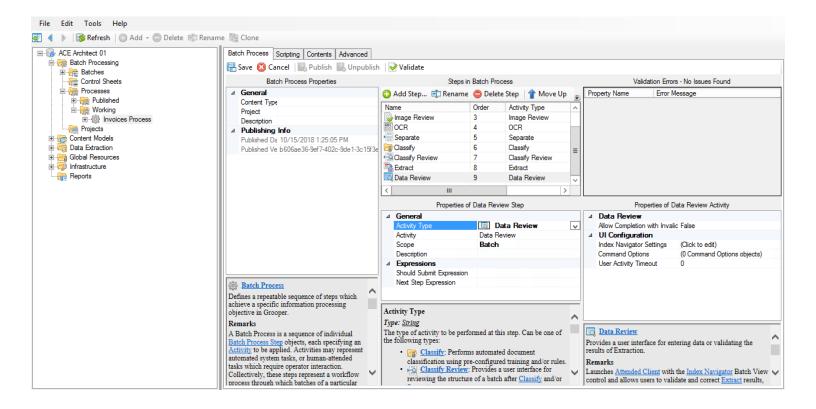
2. Set the Activity Type property of the new step to Extract.



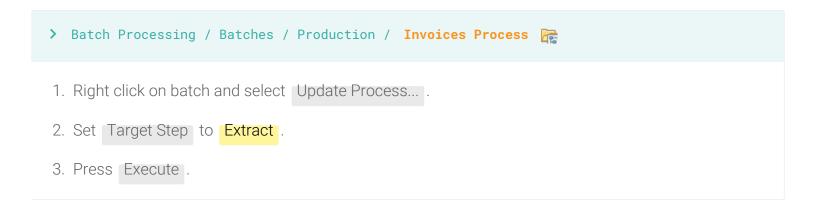


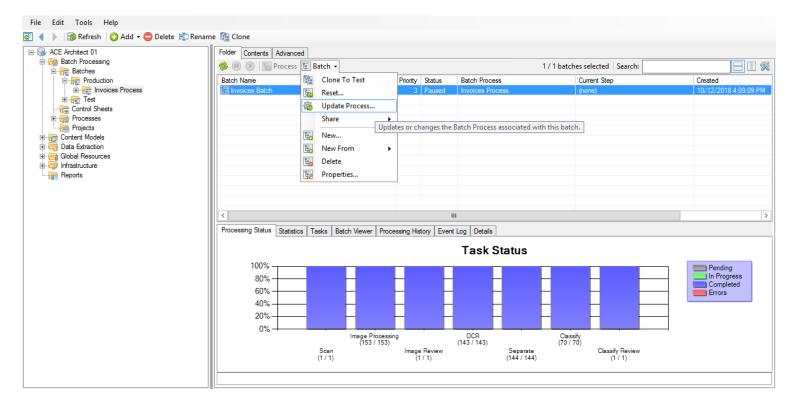
#### > Batch Processing / Processes / Working / Invoices Process

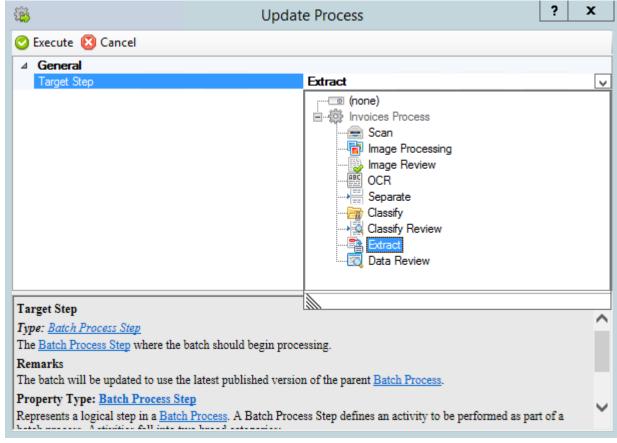
- 1. Add a new step.
- 2. Set the Activity Type property of the new step to Data Review.
- 3. Save and Publish.



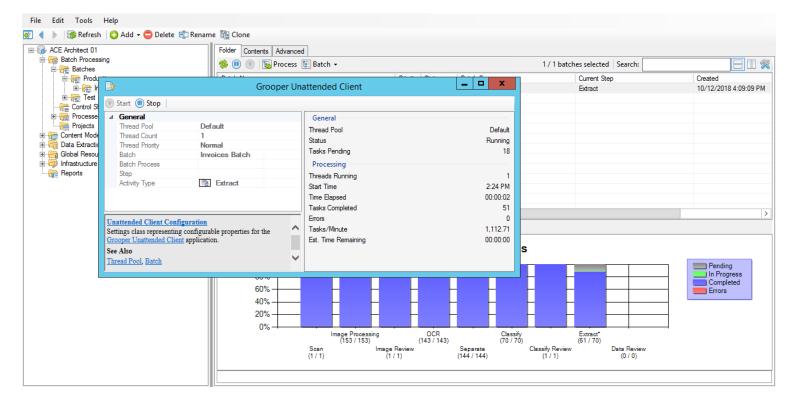
# Updating the production batch

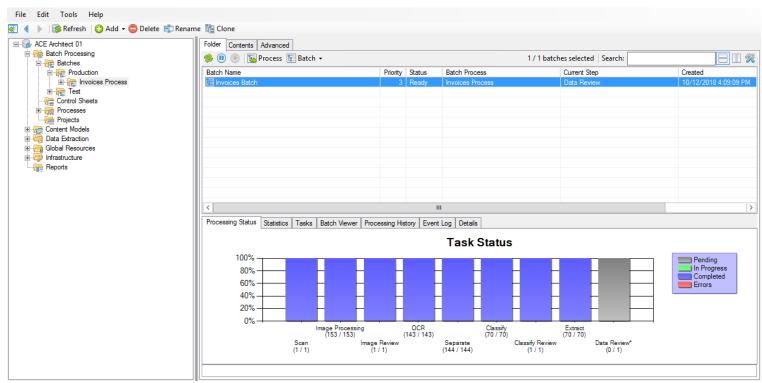






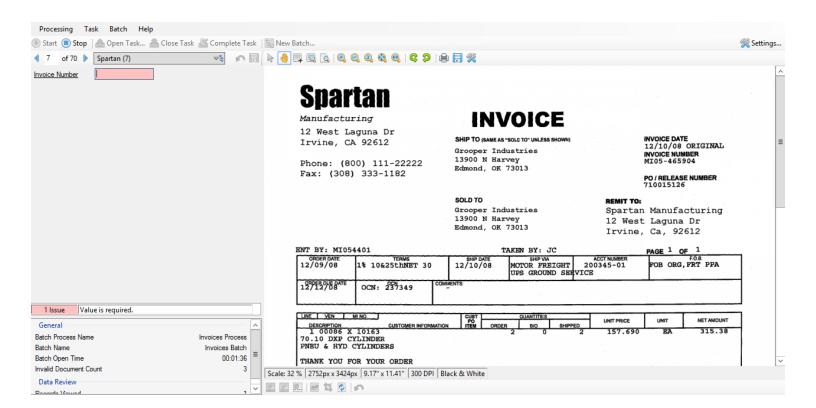
- > Batch Processing / Batches / Production / Invoices Process 📻
- 1. Resume the batch.
- 2. Press Process.





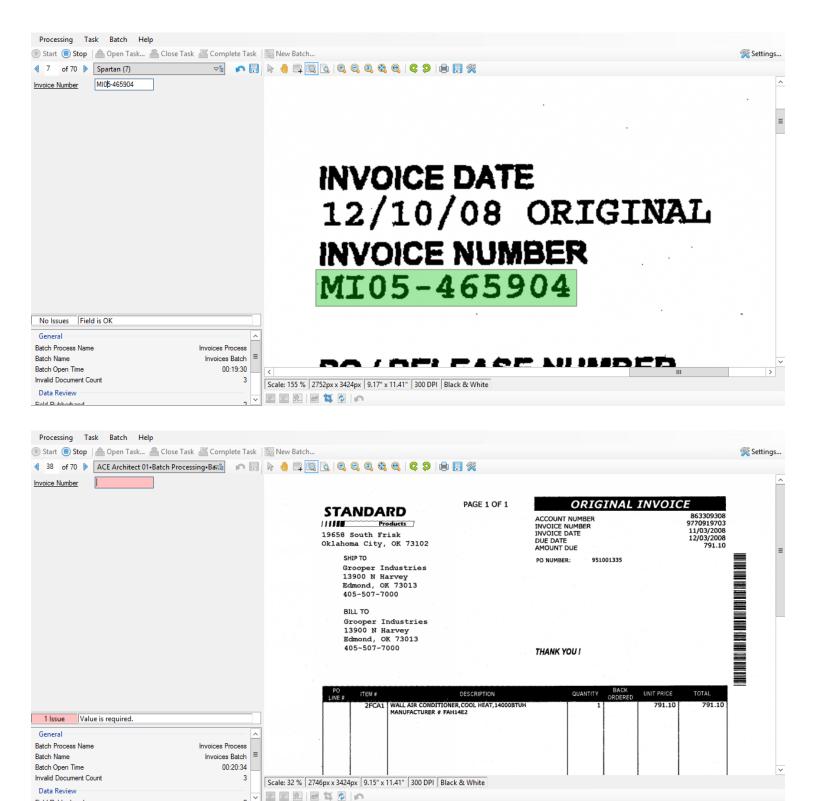
### Reviewing extraction results

- Batch Processing / Batches / Production / Invoices Process
- 1. After the Extract step has completed, press Process to start the Data Review step.
- 2. In Grooper Data Review, press Ctrl+I on your keyboard.



- Batch Processing / Batches / Production / Invoices Process

- 1. Fix the issue with the field.
- 2. Use Ctrl+I to jump to the next document with an issue.
- 3. Repeat until all documents are valid.
- 4. Press Complete Task.



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