

Organize

Overview

Thinking back to our real-world scenario, what might we need to do next if we were processing these documents by hand?

We probably don't want to throw all of our invoices into one giant file and call it a day, right? (Well, we might *want* to, but we have to at least pretend like we're responsible!)

If we were ultimately going to store these documents in a file cabinet somewhere, we would need to separate them using file folders so that one invoice doesn't get mixed up with another. We would also need to have some kind of label on the folders so we can easily identify what the folder contains and what information it has.

We have to do the same things with Grooper, and these are done in the **Organize** phase.

In this phase, we will:

- create a **Separation Profile**,
- use the new profile to separate our invoices into individual folders,
- learn about classification and content types,
- train Grooper to recognize our documents so it knows what information to get from them, and
- update our Batch Process to do all of this automatically in the future.

Let's get organized!

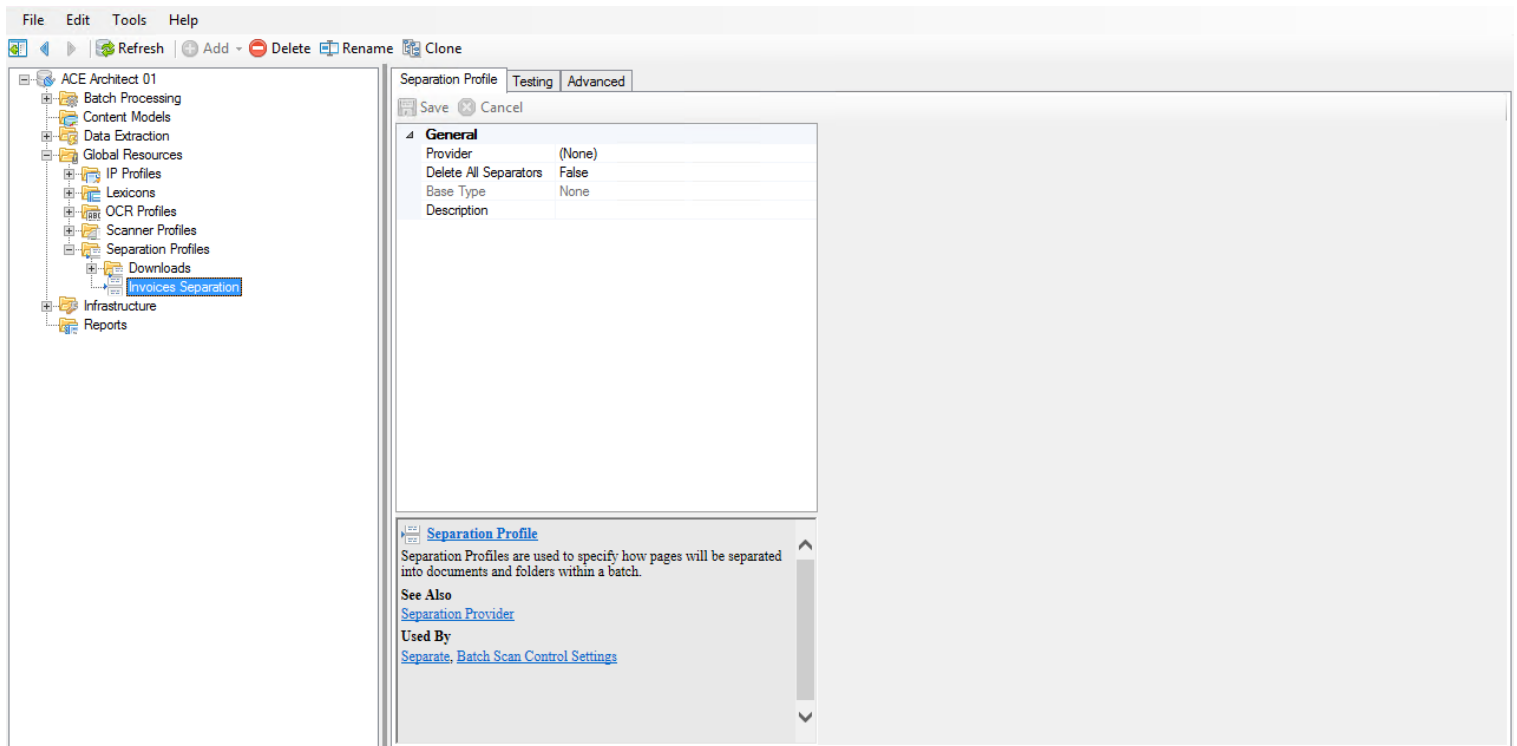
Separation

Before we can expect to get any kind of information from these invoices, we need to sort them. While we could get away with doing this manually, Grooper most certainly provides us with a better way.

Creating a Separation Profile

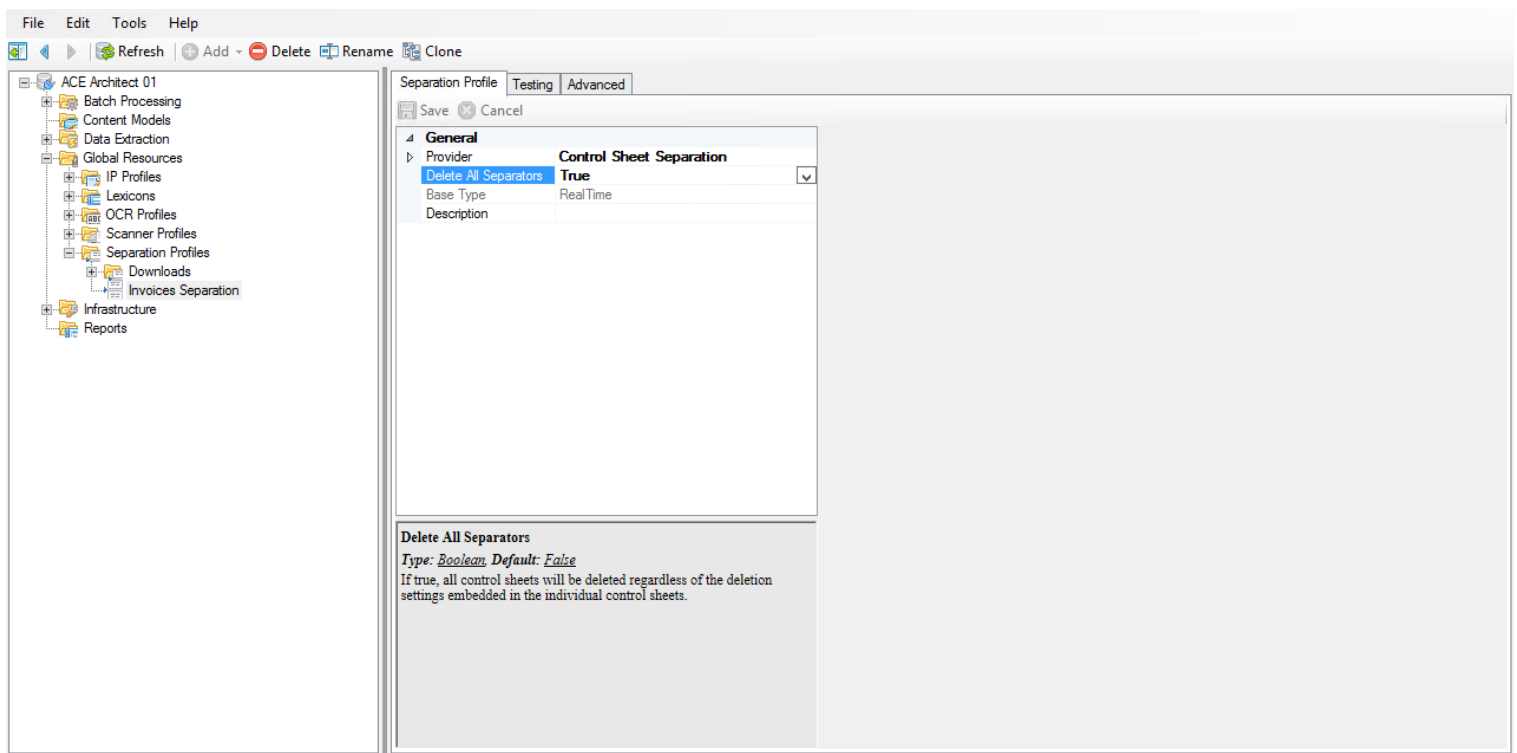
> Global Resources / Separation Profiles

1. Right click and select **Add → Separation Profile...** .
2. Name it **Invoices Separation** .



> Global Resources / Separation Profiles

1. Set **Provider** to **Control Sheet Separation** .
2. Set **Delete All Separators** to **True** .



Updating the production batch

> Batch Processing / Processes / Working / Invoices Process

1. Add a new step.
2. Set the **Activity Type** property of the new step to **Separate**.
3. Set the **Separation Profile** to the new **Invoices Separation** profile we created.
4. **Save** and **Publish**.

File Edit Tools Help

Refresh Add Delete Rename Clone

ACE Architect 01

- Batch Processing
 - Batches
 - Control Sheets
 - Processes
 - Published
 - Working
 - Invoices Process
 - Projects
 - Content Models
 - Data Extraction
 - Global Resources
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 - Reports

Batch Process Scripting Contents Advanced

Save Cancel Publish Unpublish Validate

Batch Process Properties

General

Content Type

Project

Description

Publishing Info

Published On: 8/7/2018 10:48:27 AM

Published By: 2f33fda2-7740-47dd-af6f-9b002661

Steps in Batch Process

Name	Order	Activity Type
Scan	1	Scan
Image Processing	2	Image Processing
Image Review	3	Image Review
OCR	4	OCR
Separate	5	Separate

Validation Errors - No Issues Found

Property Name	Error Message
---------------	---------------

Properties of Separate Step

General

Activity Type: Separate

Activity: Separate

Scope: Batch

Thread Pool: Default

Description

Expressions

Should Submit Expression

Next Step Expression

Properties of Separate Activity

General

Separation Profile: Invoices Separation

Processing Options

Error Disposition: Flag, Log

Maximum Consecutive Errors: 0

Concurrency Mode: Multiple

Batch Process

Defines a repeatable sequence of steps which achieve a specific information processing objective in Grooper.

Remarks

A Batch Process is a sequence of individual Batch Process Step objects, each specifying an Activity to be applied. Activities may represent automated system tasks, or human-attended tasks which require operator interaction. Collectively, these steps represent a workflow process through which batches of a particular

Batch Process Step

Represents a logical step in a Batch Process.

Remarks

A Batch Process Step defines an activity to be performed as part of a batch process. Activities fall into two broad categories:

- Attended Activities - Activities which require a human

Separation Profile

Type: Separation Profile

The Separation Profile to apply.

Property Type: Separation Profile

Separation Profiles are used to specify how pages will be separated into documents and folders within a batch.

> Batch Processing / Batches / Production / Invoices Process

1. Right click and select **Update Process....**
2. Set **Target Step** to **Separate**
3. Press **Execute**

File Edit Tools Help

Refresh Add Delete Rename Clone

ACE Architect 01

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Folder Contents Advanced

Process Batch

1 / 1 batches selected | Search:

Batch Name	Priority	Status	Batch Process	Current Step	Created
Invoices Batch			Invoices Process	(none)	8/6/2018 4:59:16 PM

Clone To Test

Reset...

Update Process...

Share

Refresh F5

Select All Ctrl+A

Delete Del

Properties...

New... Ins


Updates or changes the Batch Process associated with this batch.

Processing Status Statistics Tasks Batch Viewer Processing History Event Log Details

Task Status

Task	Status
Scan (1/1)	Completed
Image Processing (153/153)	Completed
Image Review (1/1)	Completed
OCR (143/143)	Completed

Legend: Pending (Grey), In Progress (Green), Completed (Blue), Errors (Red)



Update Process

?

X

✓

Execute

✗

Cancel

General

Target Step

Separate

Target Step

Type: [Batch Process Step](#)

The [Batch Process Step](#) where the batch should begin processing.

Remarks

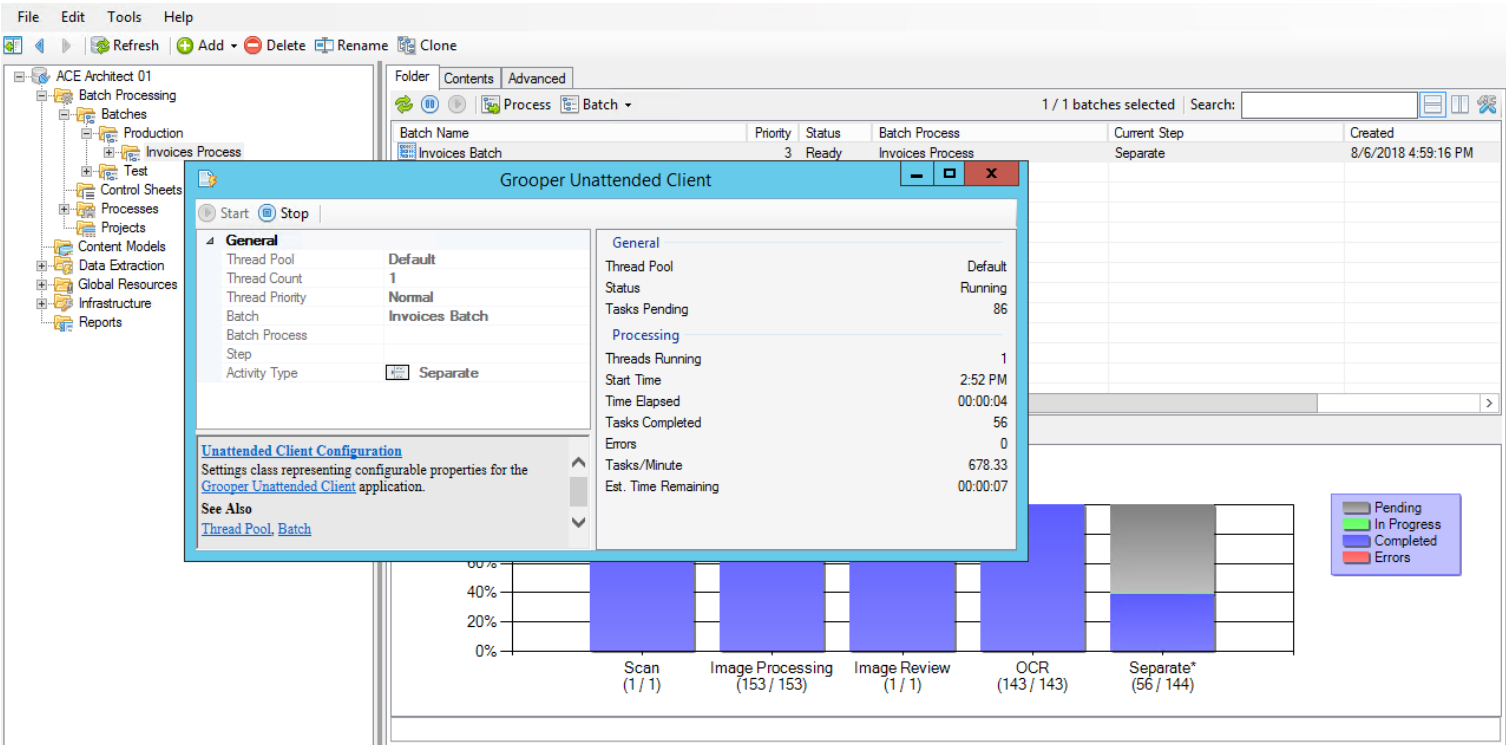
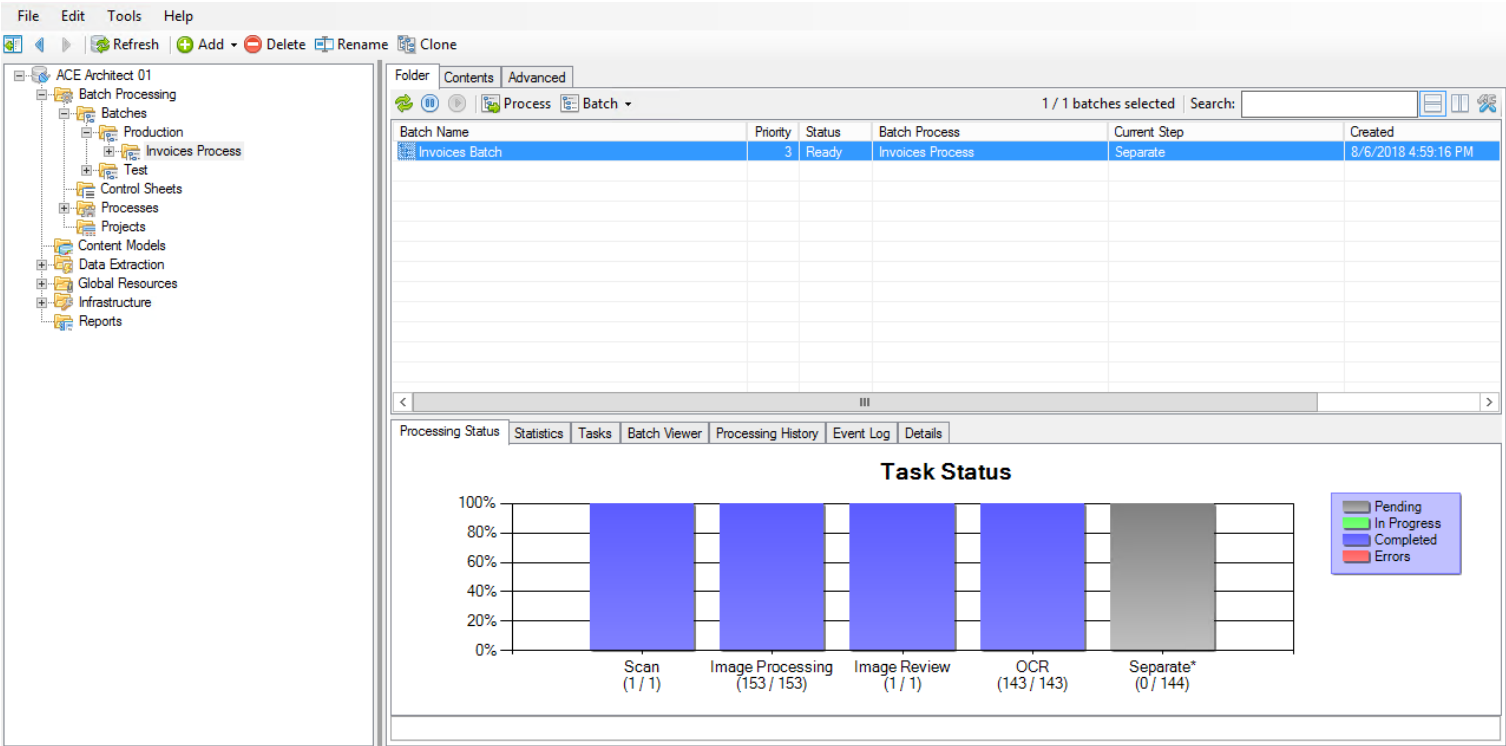
The batch will be updated to use the latest published version of the parent [Batch Process](#).

Property Type: [Batch Process Step](#)

Represents a logical step in a [Batch Process](#). A Batch Process Step defines an activity to be performed as part of a batch process. Activities fall into two broad categories:

> Batch Processing / Batches / Production / Invoices Process

1. Resume the batch.
2. Press Process .

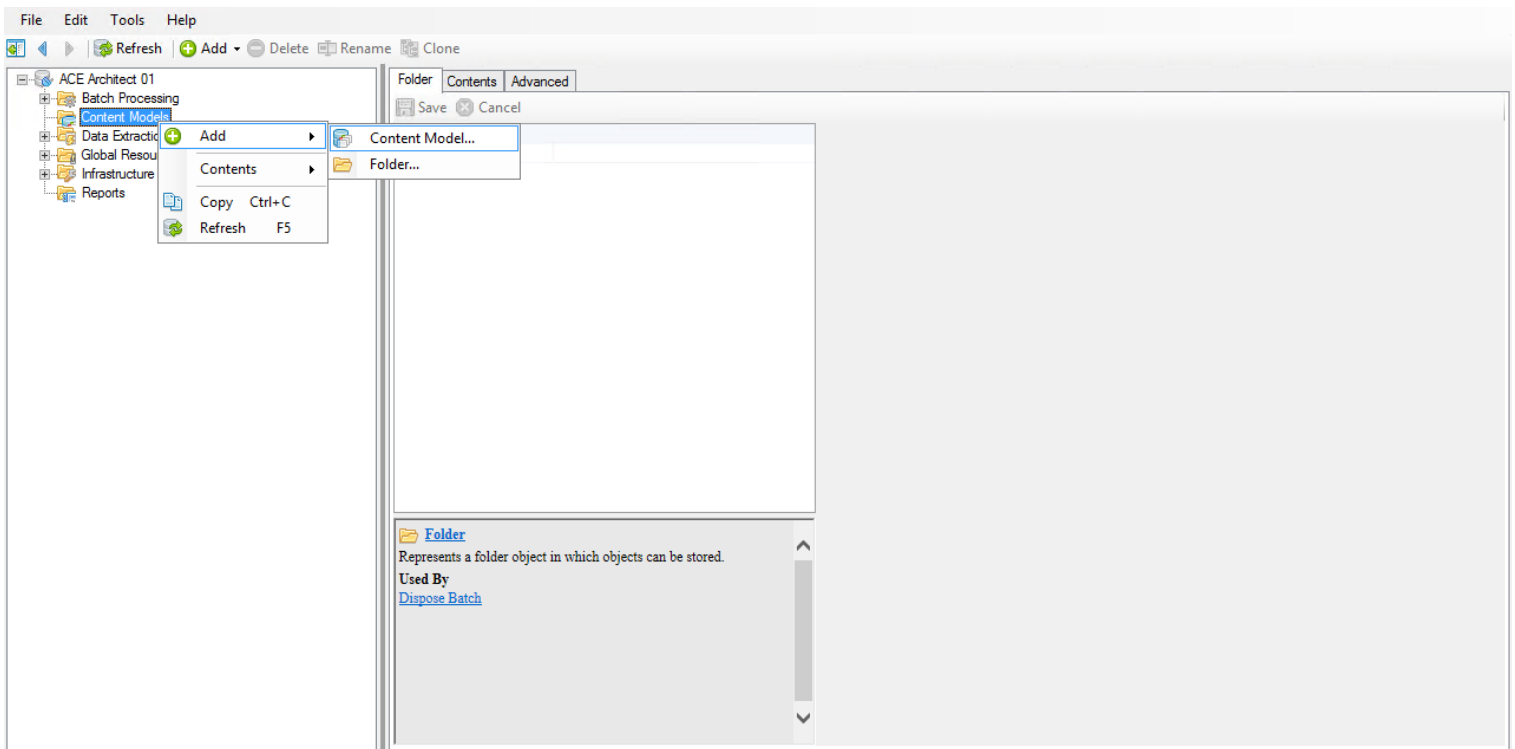


Classification

Setting up the Content Model

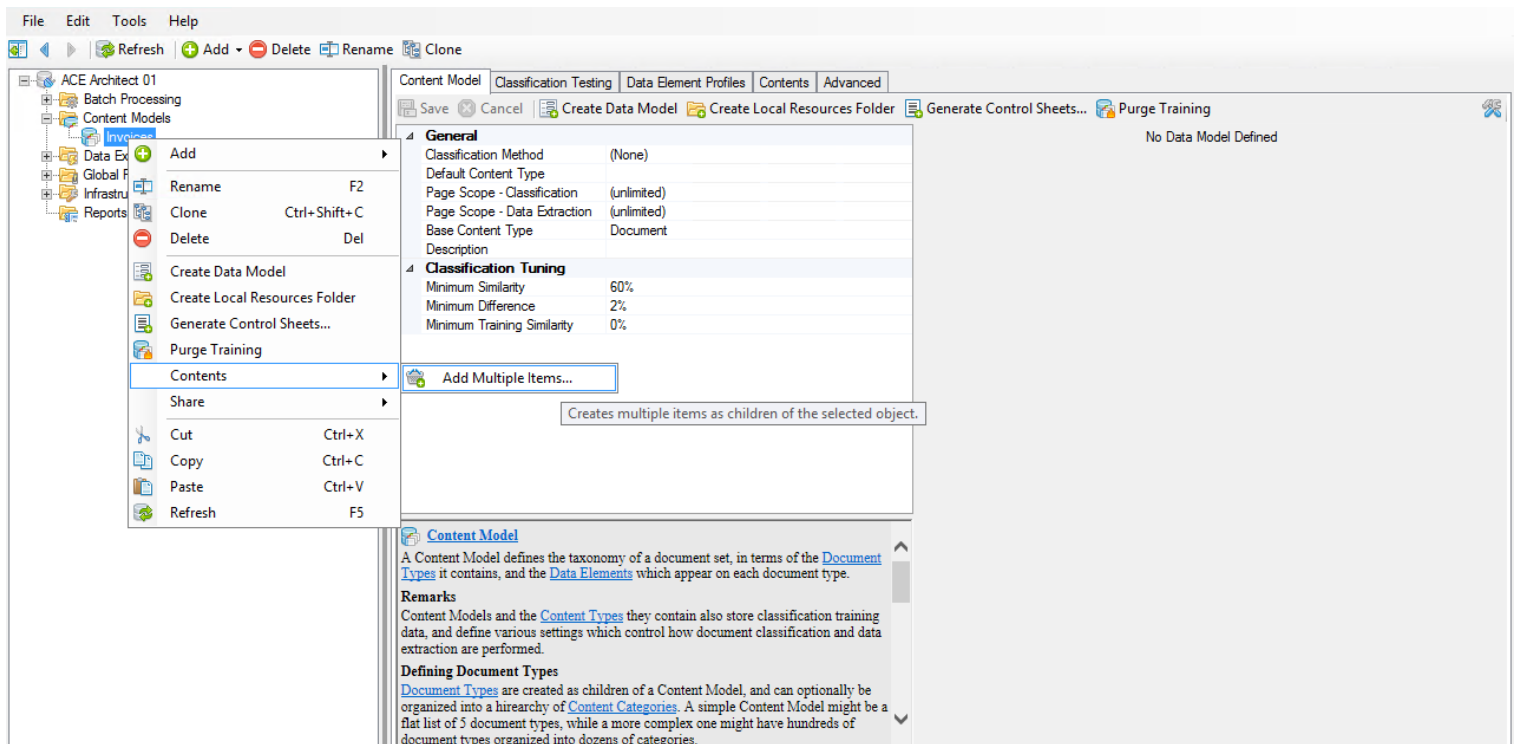
> Content Models

1. Right click and select **Add → Content Model...** .
2. Name it **Invoices** .



> Content Models / Invoices

1. Right click and select **Contents** → **Add Multiple Items...** .
2. In the **Contents • Add Multiple Items** window, set **Item Type** to **Document Type** .
3. Edit the **Item Names** property and type out the names of each vendor:
 - **Acme**
 - **Enid**
 - **Express**
 - **Spartan**
 - **Standard**
4. Press **Execute** to complete.



Contents • Add Multiple Items

Execute Cancel

General

Item Type	Document Type
Item Names	0 entries

Acme

Enid

Express

Spartan

Standard

Item Names
Type: String
The names of the child items to create.

Remarks
For each name provided in the list, a child item of the specified Item Type will be created.

Re-cloning the production batch

> Batch Processing / Batches / Test / Production Clones / Invoices Process / Invoices

Batch

Right click and select Delete .

File Edit Tools Help

Refresh Add Delete Rename Clone

ACE Architect 01

- Batch Processing
 - Batches
 - Production
 - Test
 - Production Clones
 - Invoices Process
 - Invoices Batch

- Control Sheets
- Processes
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- Global Resources
- Infrastructure
- Reports

Batch Batch Viewer Contents Advanced

Save Cancel Clone To Production... Reset... Update Process...

General

Priority 3

Current Step

Description

Batch Information

Created 8/6/2018 4:59 PM

Created By BIS\rdelk

Current Step No -1

Current Step Name (none)

Current Step Activity Name

A Batch is a hierarchy of folders and pages which serves as the fundamental unit of capture in Grooper.

Batches can exist in one of two environments: Test or Production. Test

Task Status

100%

80%

60%

40%

20%

0%

Scan (0 / 0)

Pending In Progress Completed Errors

> Batch Processing / Batches / Production / Invoices Process / Invoices Batch

Press Clone To Test .

File Edit Tools Help

Refresh Add Delete Rename Clone

ACE Architect 01

- Batch Processing
 - Batches
 - Production
 - Test
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Batch Batch Viewer Contents Advanced

Save Cancel Clone To Test Pause Reset...

General

Priority 3

Current Step

Description Clones this production batch to the 'Production Clones' folder of the test branch.

Batch Information

Created 10/12/2018 4:09 PM

Created By BIS\rdelk

Current Step No -1

Current Step Name (none)

Current Step Activity Name

Batch

A Batch is a hierarchy of folders and pages which serves as the fundamental unit of capture in Grooper.

Remarks

Batches can exist in one of two environments: Test or Production. Test

Processing Status Statistics Tasks Batch Viewer Processing History Event Log Details

Task Status

100%

80%

60%

40%

20%

0%

Scan (1 / 1)

Image Processing (153 / 153)

Image Review (1 / 1)

OCR (143 / 143)

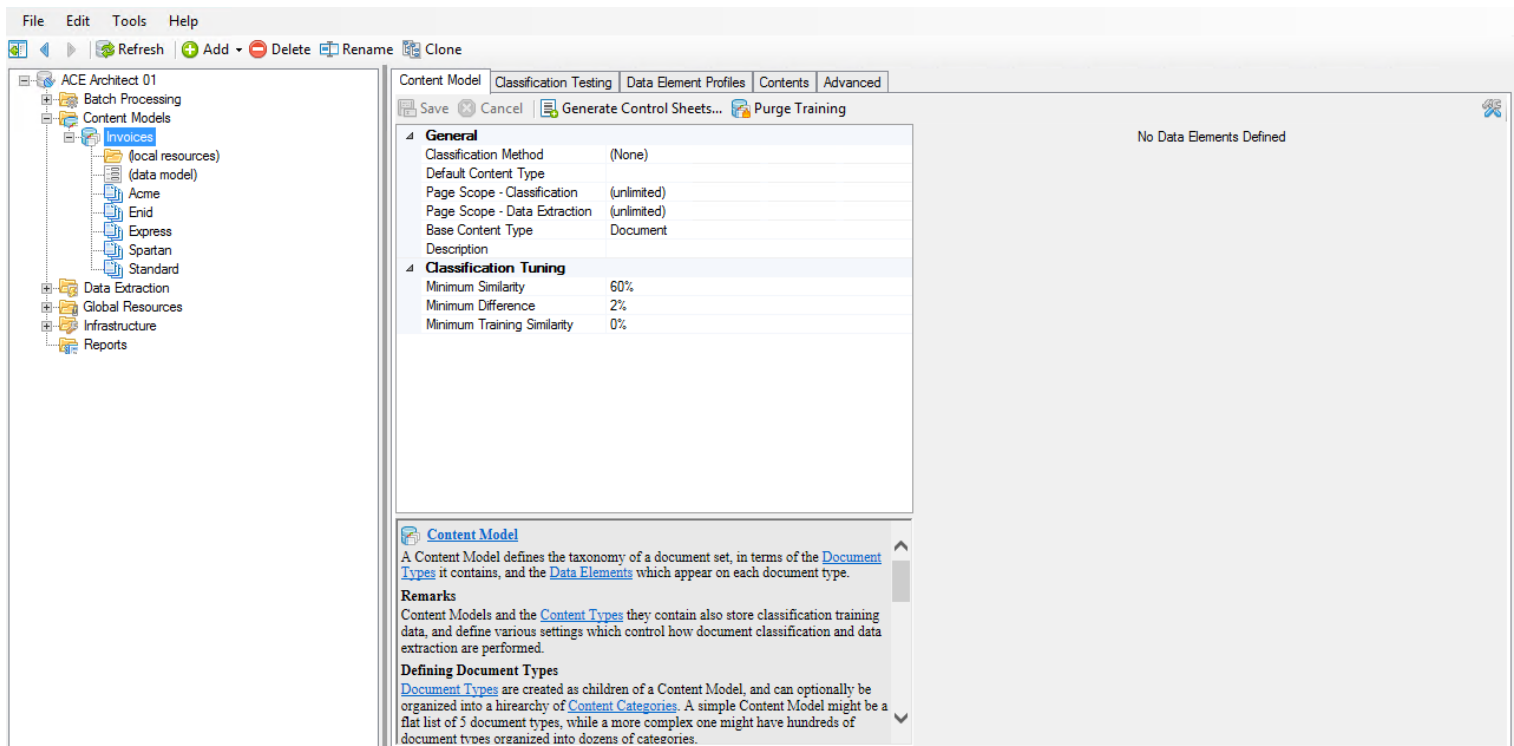
Separate (144 / 144)

Pending In Progress Completed Errors

Setting the classification method

> Content Models / Invoices

1. Right click and select **Create Data Model** .
2. Right click and select **Create Local Resources Folder** .



> Content Models / Invoices

1. In the General section, set the **Classification Method** property to **Lexical** .
2. Set the **Classification Method → Text Feature Extractor → Type** property to **Reference** .
3. Set the **Referenced Extractor** property to the **Data Extraction → Downloads → Features → Words (Stemmed)** Data Type.

File Edit Tools Help

Refresh Add Delete Rename Clone

ACE Architect 01

- Batch Processing
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 - Invoices
 - (local resources)
 - (data model)
 - Acme
 - Enid
 - Express
 - Spartan
 - Standard
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Content Model Classification Testing Data Element Profiles Contents Advanced

Save Cancel

General

Classification Method: **Lexical**

Default Content Type: (None)

Page Scope - Classification: **Lexical**

Page Scope - Data Extraction: Visual

Base Content Type: Visual

Description:

Classification Tuning

Minimum Similarity	60%
Minimum Difference	2%
Minimum Training Similarity	0%

No Data Elements Defined

Classifies documents based on their text content, using preconfigured training and/or rules. Lexical classification is configured by defining a set of Document Types, and then teaching Grooper to recognize each document type. This can be done by training Grooper with one or more samples of the document, or by defining hand-coded rules which identify the document type. Training-Based ClassificationThe training-based approach measures document similarity by analyzing the frequency of features which appear in the document. In the simplest case, a "feature" is an individual word, and training is a process of recording the word frequencies of each document type. At classification time, the word frequencies found on a document will be compared to the word frequencies of document types in the training database, generating a similarity value for each document type. Training can be performed using the Content Type - Classification Testing tab, using the Classify Review activity, or using an instance of the Review

Classification Method

Type: [Classify Method](#)

Specifies the method to be used for training and classifying documents. Can be one of the following values:

- [Lexical](#) - Classifies documents based on their text content, using preconfigured training and/or rules.
- [Visual](#) - Classifies documents or pages based on their visual appearance.

Remarks

If no classification method is specified, all documents will be classified as the Default Content Type.

Current Value: [Lexical](#)

File Edit Tools Help

Refresh Add Delete Rename Clone

ACE Architect 01

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Content Model Classification Testing Data Element Profiles Contents Advanced

Save Cancel Generate Control Sheets... Purge Training Rebuild Training

General

Classification Method: **Lexical**

Text Feature Extractor: **Words (Stemmed)**

Type: **Reference**

Referenced Extractor: **Words (Stemmed)**

Image Feature Extractor: (empty)

EPI Extractor: (empty)

Use Class Frequency: False

Sublinear TF Scaling: False

Smooth IDF: True

Default Content Type: (unlimited)

Page Scope - Classification: (unlimited)

Page Scope - Data Extraction: (unlimited)

Base Content Type: Document

Description:

Classification Tuning

Minimum Similarity	60%
Minimum Difference	2%
Minimum Training Similarity	0%

No Data Elements Defined

Referenced Extractor

Type: [Grooper Node](#)

When Type is set to 'Reference', specifies the external extractor to execute.

Property Type: [Grooper Node](#)

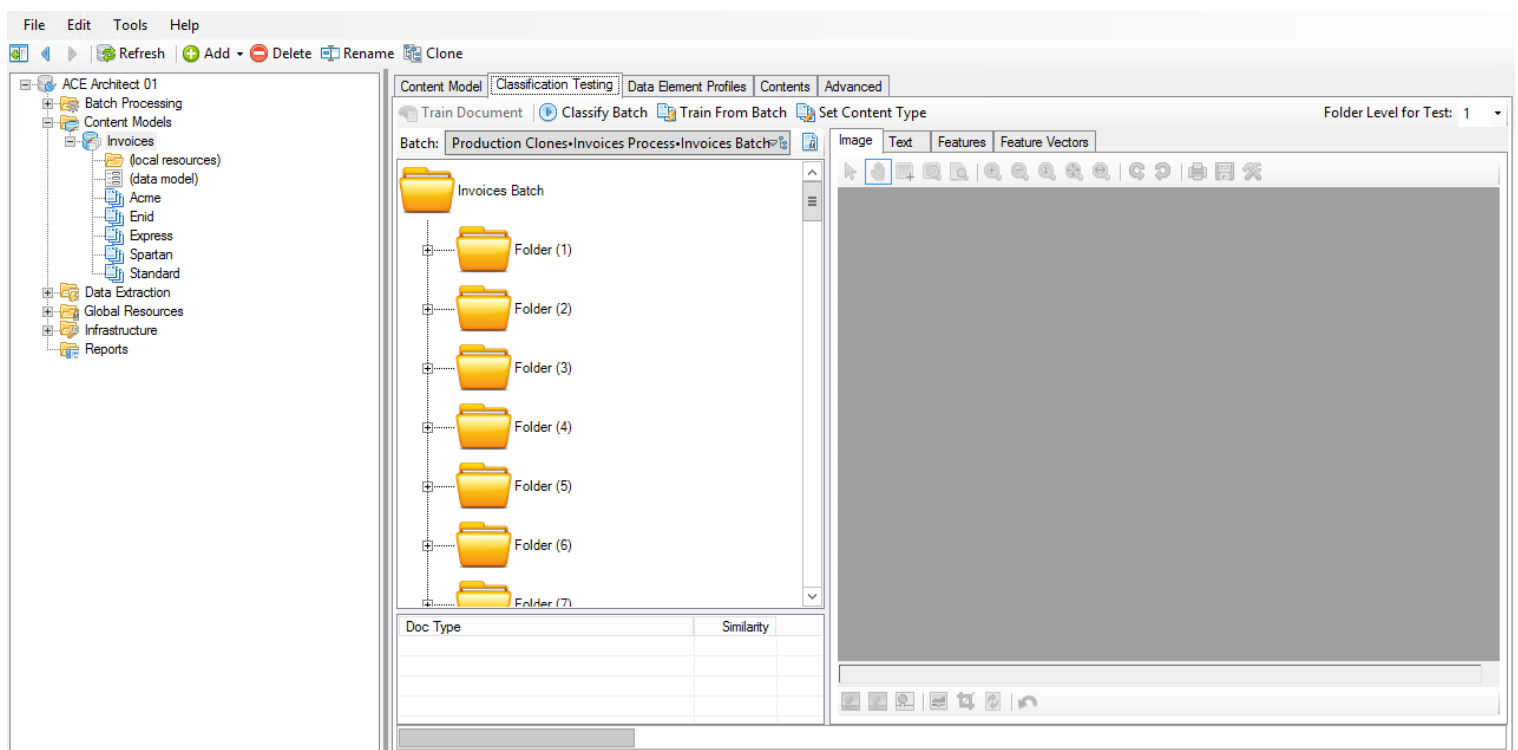
Grooper Nodes are objects which appear in the Grooper Tree Structure. Every object at every level of the tree structure, including folders, are considered Grooper Nodes. All Grooper Node objects support a base set of properties and behaviors common to all node types, such as:

- Name Property** - All node types have a name property.
- Allowed Child Types** - Each node type defines a set of allowed child types, defining what type of objects may be added as children. For example, a [Data Type](#) object may have [Data Types](#) or [Data Formats](#) and children, but cannot

Training and testing classification

> Content Models / Invoices

1. Switch to the **Classification Testing** tab.
2. Select **Folder (1)**.
3. In the toolbar, press **Train Document**.
4. Select the **Acme** Document Type from the list.
5. In the toolbar, press **Classify Batch**.



File Edit Tools Help

Refresh Add Delete Rename Clone

ACE Architect 01

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Content Model Classification Testing Data Element Profiles Contents Advanced

Train Document Classify Batch Train From Batch Set Content Type

Folder Level for Test: 1

Batch: Production Clones-Invoices

Train a Content Type from the contents of the selected document. This does not classify the document.

Invoices Batch

- Folder (1)
- Folder (2)
- Folder (3)
- Folder (4)
- Folder (5)
- Folder (6)
- Folder (7)

Doc Type Similarity

ACME | INTERNATIONAL

Checks to:
Acme International, Inc
123 South Main
Durham, NH 03824
Phone (603) 333-4444

Invoice

Ship To:
Grooper Industries
13900 N Harvey
Edmond, OK 73013
405-507-7000

Page 1 / 01

Your Reference
P.O. number : 201017081
Customer number : 18003405
Customer contact :
Currency : USD
Invoice amount : 1,727.13
Payment terms : Net 30 days

Our Reference
Date : 11/14/2008
Invoice number : 74461405
Ship-to Number : 18103943
Sales order no : 33241729
Delivery number : 6515616
Freight carrier :
Tracking number : 122565690301034108

Invoice Details

Item	Material Description	Quantity	Unit Price	Value
000020	GB.C103003-00001	2 EA		
BRACKET				

Scale: 21 % | 2543px x 3283px | 8.48" x 10.94" | 300 DPI | Black & White

File Edit Tools Help

Refresh Add Delete Rename Clone

ACE Architect 01

- Batch Processing
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 - (data model)
 - Acme
 - Enid
 - Express
 - Spartan
 - Standard
 - Data Extraction
 - Global Resources
 - Infrastructure
 - Reports

Content Model Classification Testing Data Element Profiles Contents Advanced

Train Document Classify Batch Train From Batch Set Content Type

Folder Level for Test: 1

Batch: Production Clones-Invoices

Use the training from the current Content Model to classify the documents in the Batch.

Invoices Batch

- Acme (1)
- Folder (2)
- Folder (3)
- Folder (4)
- Folder (5)
- Folder (6)
- Folder (7)

Doc Type Similarity

ACME | INTERNATIONAL

Checks to:
Acme International, Inc
123 South Main
Durham, NH 03824
Phone (603) 333-4444

Invoice

Ship To:
Grooper Industries
13900 N Harvey
Edmond, OK 73013
405-507-7000

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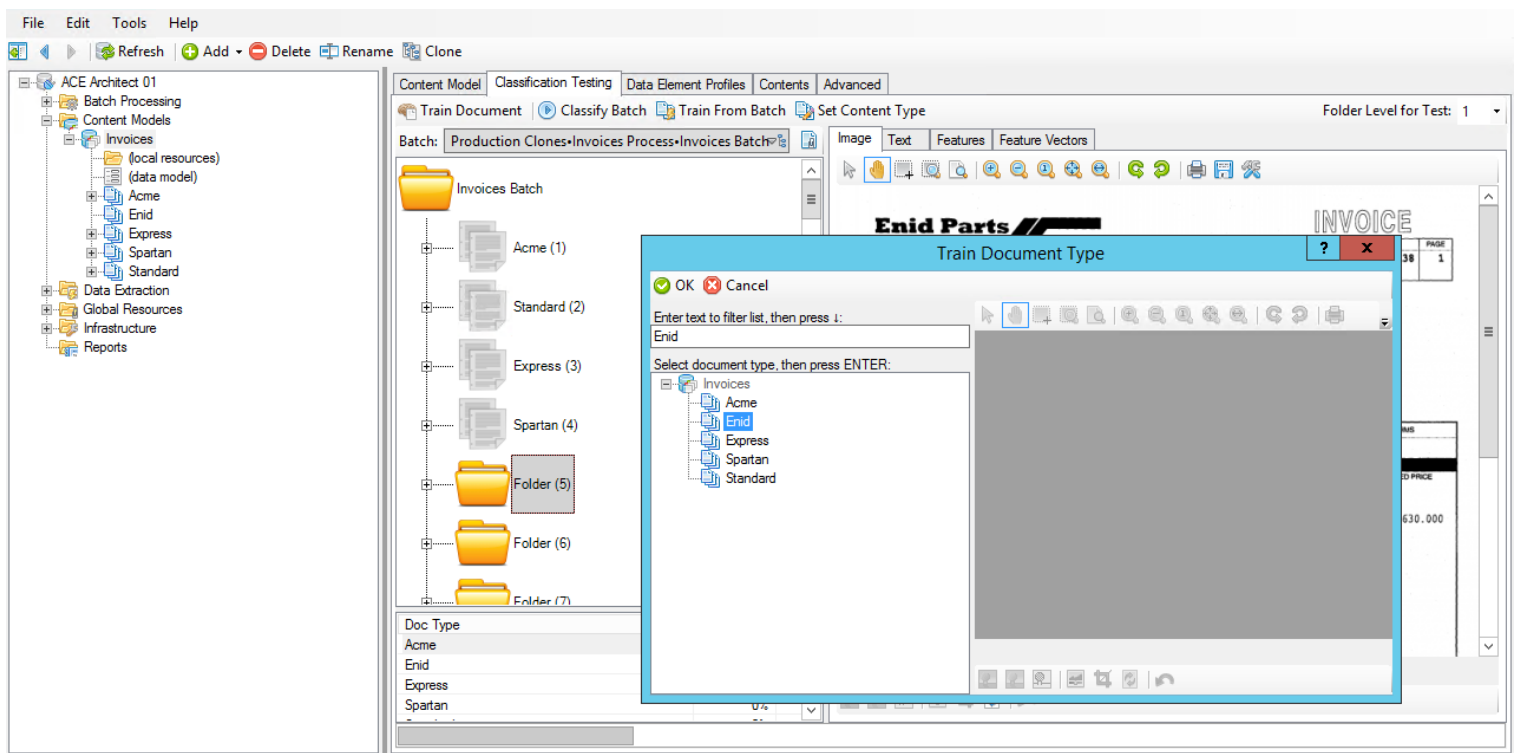
Your Reference
P.O. number : 201017081
Customer number : 18003405
Customer contact :
Currency : USD
Invoice amount : 1,727.13
Payment terms : Net 30 days

Our Reference
Date : 11/14/2008
Invoice number : 74461405
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Invoice Details

Item	Material Description	Quantity	Unit Price	Value
000020	GB.C103003-00001	2 EA		
BRACKET				

Scale: 21 % | 2543px x 3283px | 8.48" x 10.94" | 300 DPI | Black & White

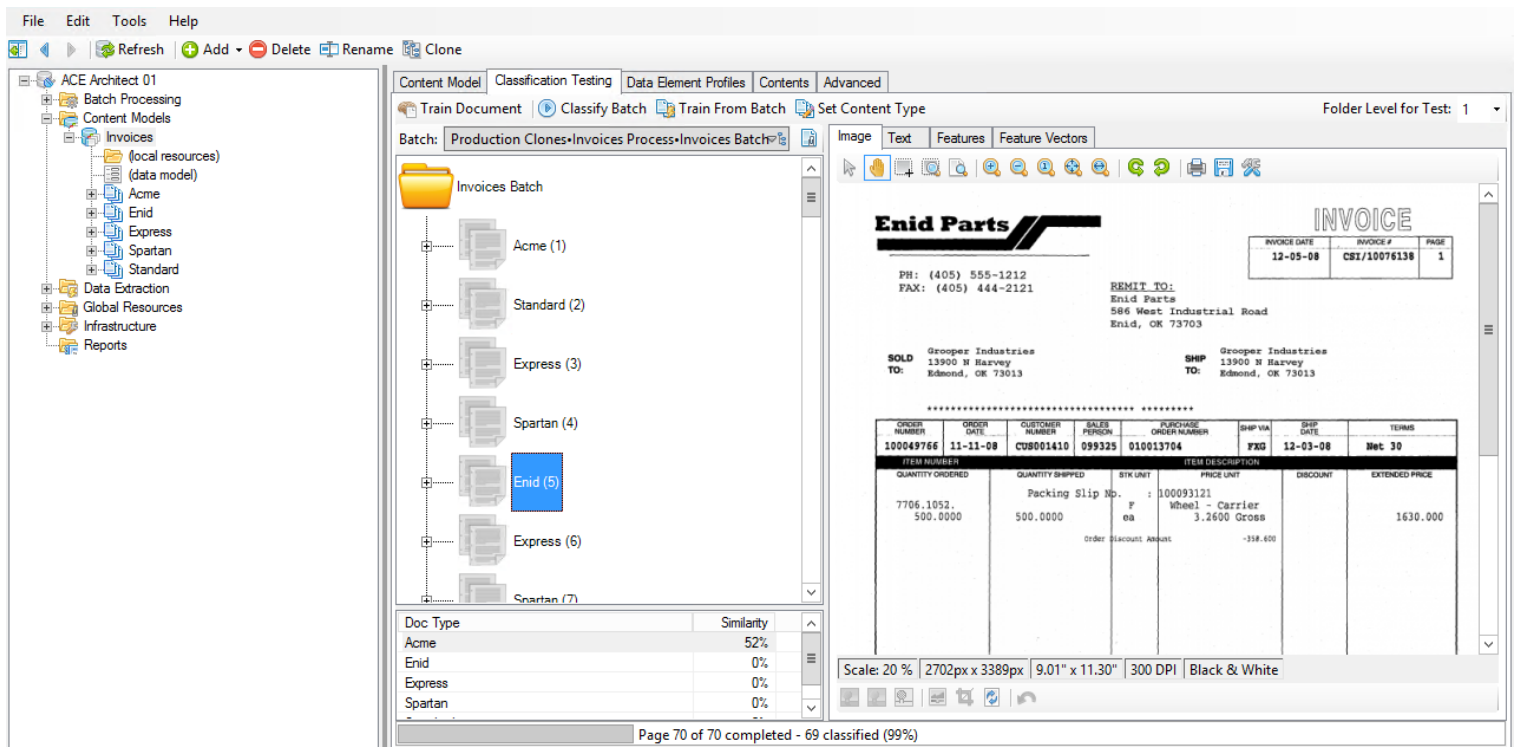
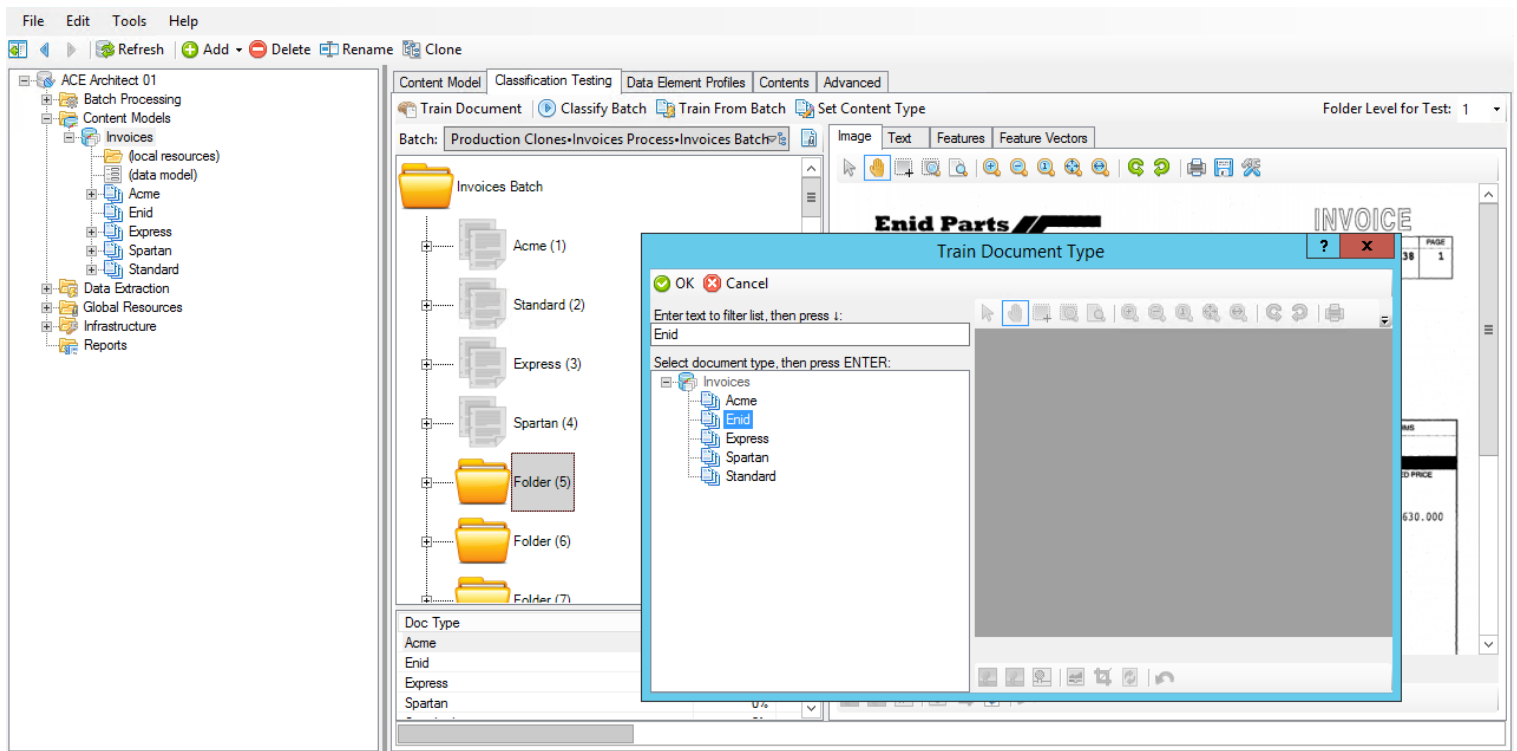


> Content Models / Invoices

1. Train the other four vendors:

- Folder (2) → Standard (2)
- Folder (3) → Express (3)
- Folder (4) → Spartan (4)
- Folder (5) → Enid (5)

2. In the toolbar, press **Classify Batch**.



Classify Review

Adding a Classify Review step

> Batch Processing / Processes / Working / Invoices Process

1. Add a new step.
2. Set the **Activity Type** property of the new step to **Classify**.
3. Set the **Content Model Scope** to our **Invoices** Content Model.

The screenshot displays the ACE Architect 01 software interface. On the left, a tree view shows the project structure, with 'Invoices Process' selected under 'Processes' > 'Working'. The main window is titled 'Batch Process' and contains several tabs: 'Batch Process', 'Scripting', 'Contents', and 'Advanced'. The 'Batch Process' tab is active, showing 'Batch Process Properties' and 'Steps in Batch Process'.

Batch Process Properties

- General**
 - Content Type
 - Project
 - Description
- Publishing Info**
 - Published On: 10/12/2018 4:50:26 PM
 - Published By: 6da14fd6-2be2-4311-93be-b37594

Steps in Batch Process

Name	Order	Activity Type
Scan	1	Scan
Image Processing	2	Image Processing
Image Review	3	Image Review
OCR	4	OCR
Separate	5	Separate

Validation Errors - No Issues Found

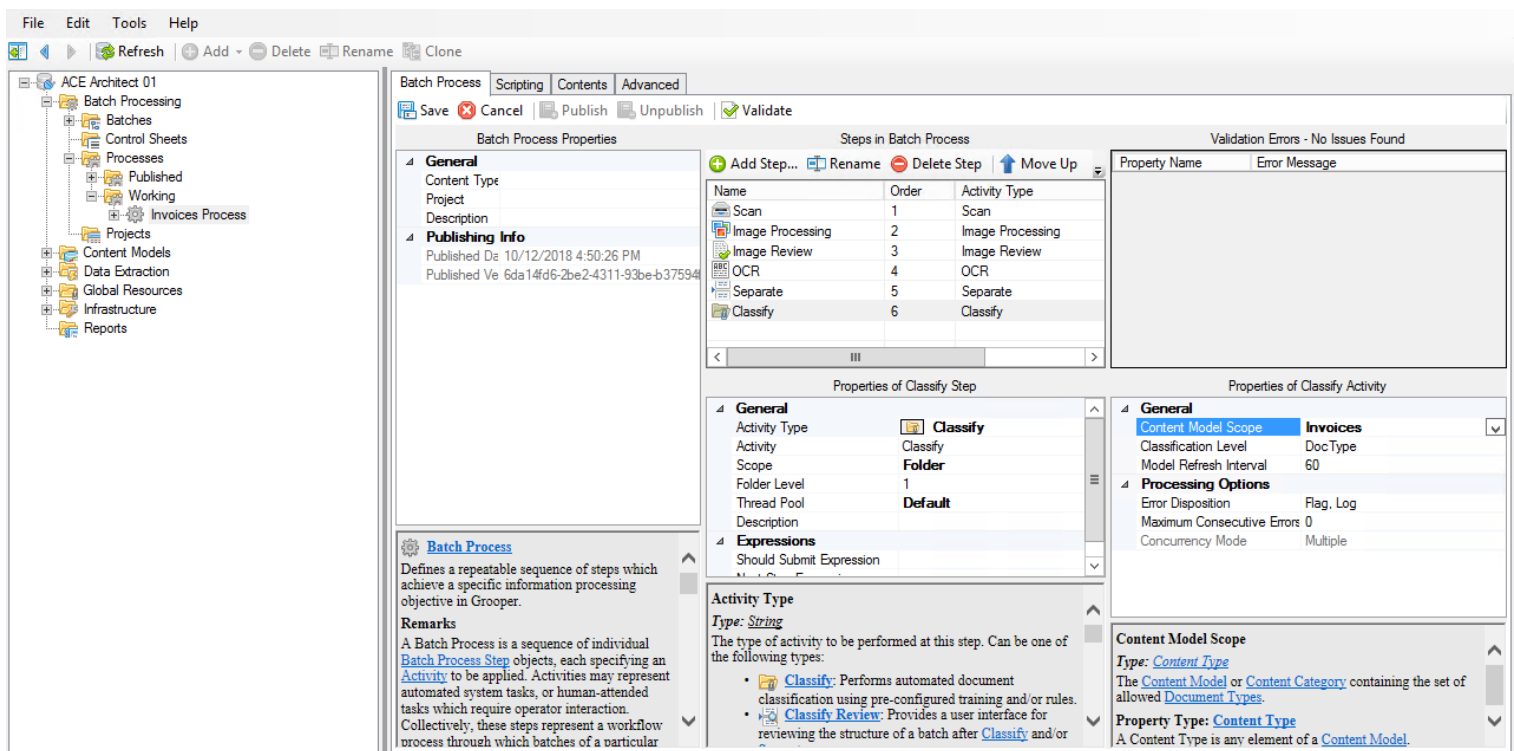
Property Name	Error Message
---------------	---------------

Batch Process

Defines a repeatable sequence of steps which achieve a specific information processing objective in Grooper.

Remarks

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> Batch Processing / Processes / Working / Invoices Process

1. Add a new step.
2. Set the **Activity Type** property of the new step to **Classify Review**.
3. Set the **Classification Viewer Settings** → **Content Model Scope** to our **Invoices** Content Model.
4. **Save** and **Publish**.

File Edit Tools Help

Refresh Add Delete Rename Clone

ACE Architect 01

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Batch Process Scripting Contents Advanced

Save Cancel Publish Unpublish Validate

Batch Process Properties

General

Content Type

Project

Description

Publishing Info

Published On: 10/12/2018 4:50:26 PM

Published By: 6da14fd6-2be2-4311-93be-b37594

Steps in Batch Process

Name	Order	Activity Type
Scan	1	Scan
Image Processing	2	Image Processing
Image Review	3	Image Review
OCR	4	OCR
Separate	5	Separate
Classify	6	Classify
Classify Review	7	Classify Review

Validation Errors - 1 Issue Found

Property Name	Error Message
Classify Review • Ac...	Value is required.

Properties of Classify Review Step

General

Activity Type: **Classify Review**

Activity: Classify Review

Scope: **Batch**

Description

Expressions

Should Submit Expression

Next Step Expression

Properties of Classify Review Activity

General

Classification Viewer Settings: (Click to edit)

Allow Flagged Folders: False

Allow Unclassified Folders: False

UI Configuration

Command Options: (0 Command Options objects)

User Activity Timeout: 0

Classification Viewer Settings

Type: [Classification Viewer Settings](#)

Settings for this control. This optional class allows [Attended Client](#) activities to expose these settings at the [Batch Process Step](#) during configuration in [Grooper Design Studio](#). The settings class must inherit from [BatchView.ControlSettings](#).

Batch Process

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Remarks

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File Edit Tools Help

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ACE Architect 01

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Batch Process Scripting Contents Advanced

Save Cancel Publish Unpublish Validate

Classification Viewer Settings

OK Cancel

General

Content Model Scope: **Invoices**

Classification Level: DocType

Allow Training: False

Flag Messages: (empty)

Content Model Scope

Type: [Content Type](#)

The [Content Model](#) or [Content Category](#) containing the set of allowed [Content Types](#).

Property Type: [Content Type](#)

A Content Type is any element of a [Content Model](#).

Validation Errors - 1 Issue Found

Property Name	Error Message
Classify Review • Ac...	Value is required.

Properties of Classify Review Activity

General

Classification Viewer Settings: (Click to edit)

Allow Flagged Folders: False

Allow Unclassified Folders: False

UI Configuration

Command Options: (0 Command Options objects)

User Activity Timeout: 0

Classification Viewer Settings

Type: [Classification Viewer Settings](#)

Settings for this control. This optional class allows [Attended Client](#) activities to expose these settings at the [Batch Process Step](#) during configuration in [Grooper Design Studio](#). The settings class must inherit from [BatchView.ControlSettings](#).

Batch Process

Defines a repeatable sequence of steps which achieve a specific information processing objective in Grooper.

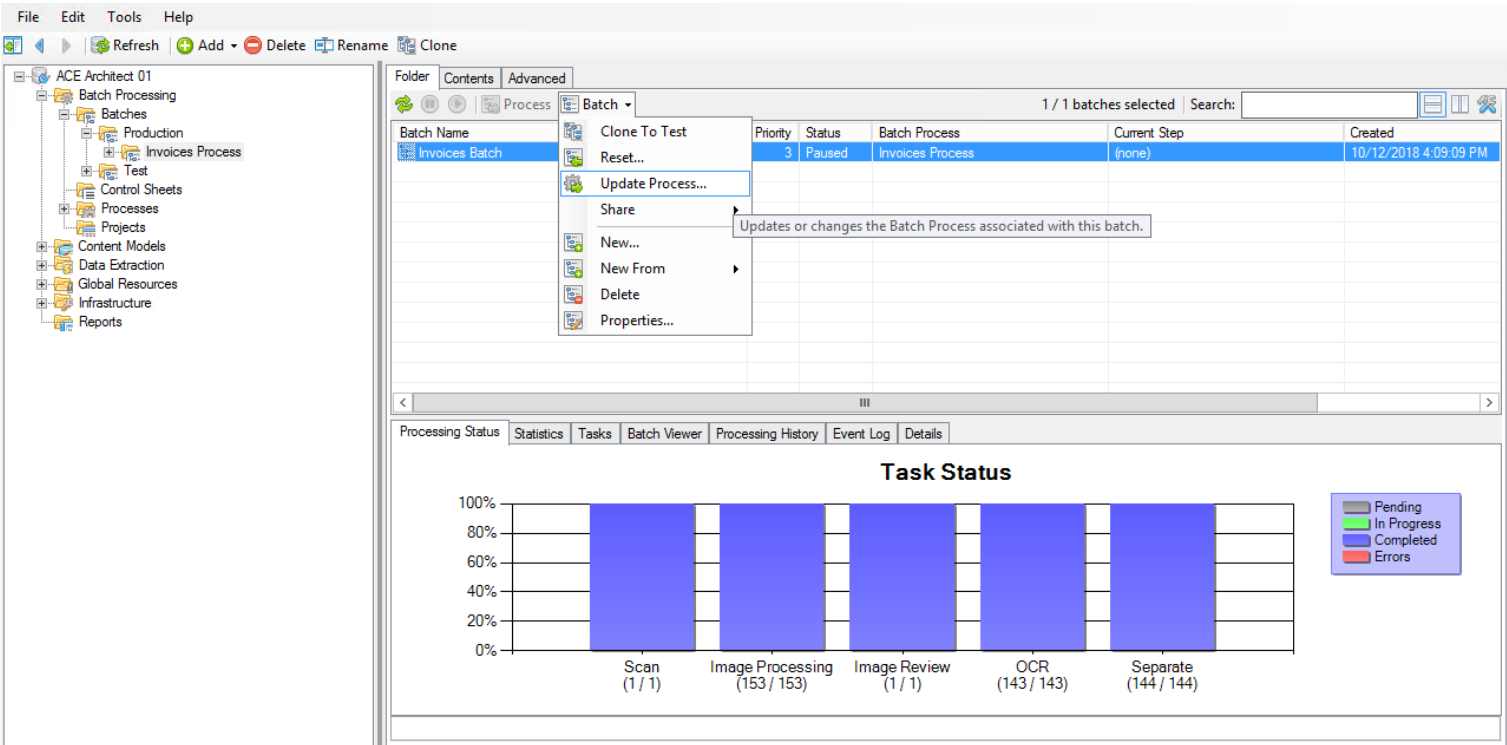
Remarks

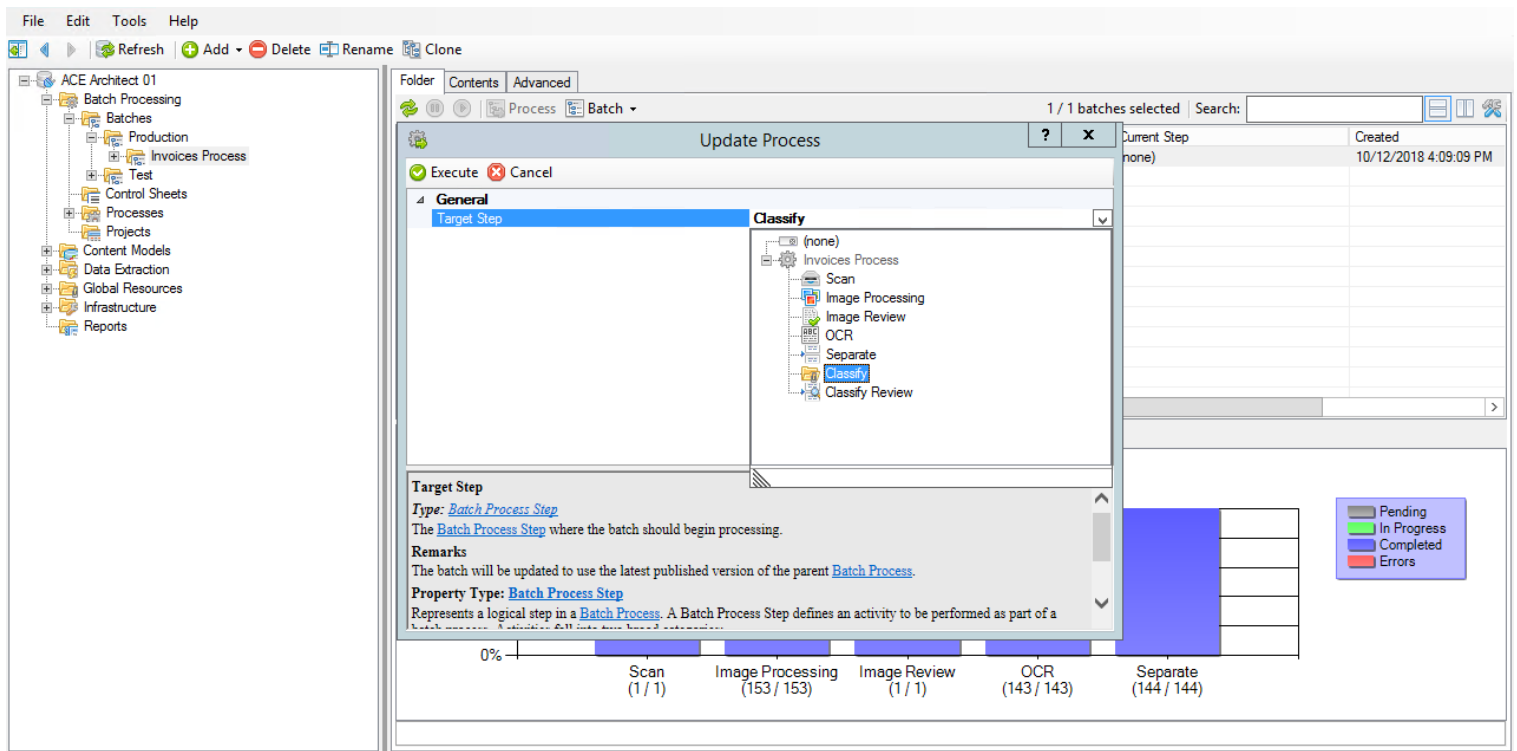
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Updating the production batch

> Batch Processing / Batches / Production / Invoices Process

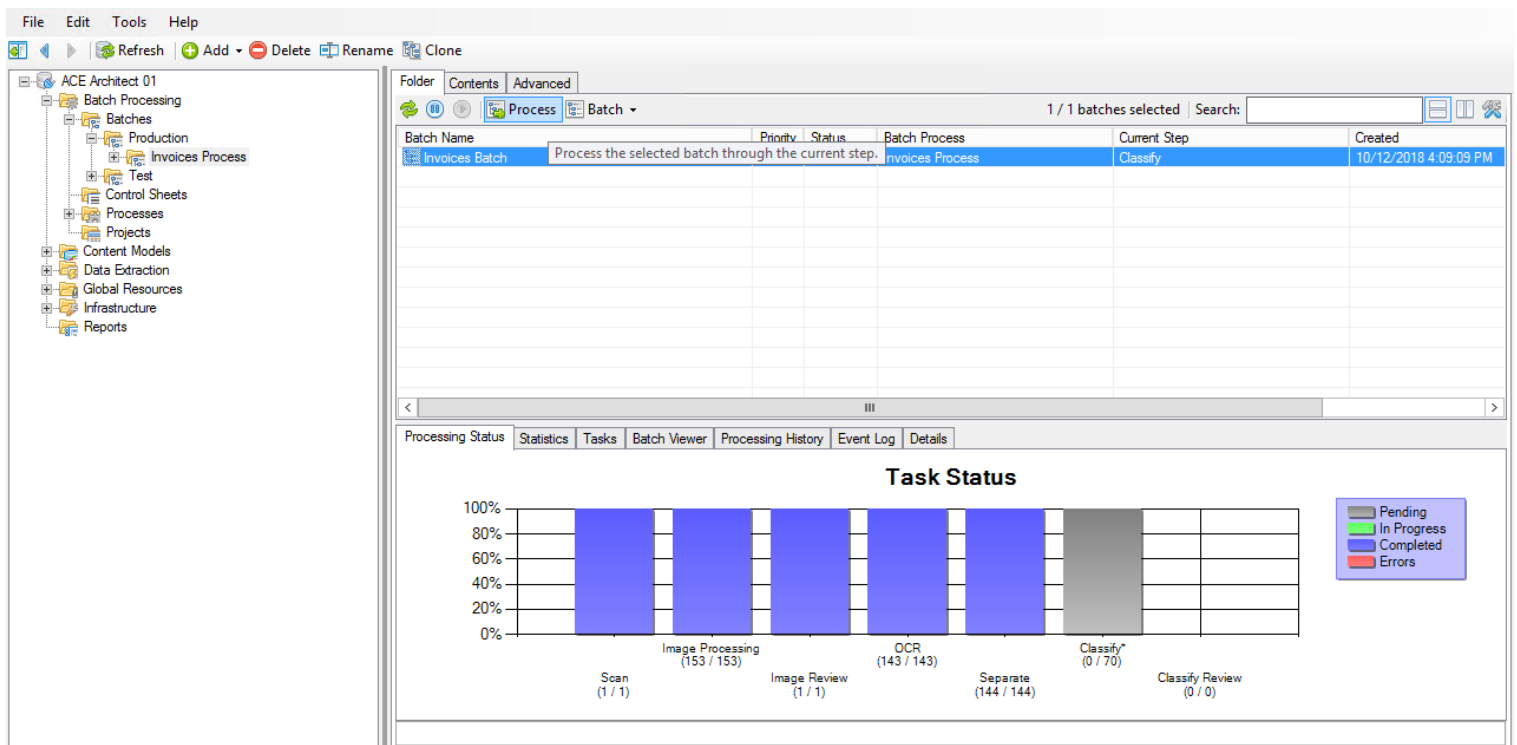
- 1. Right click and select Update Process...
- 2. Set Target Step to Classify
- 3. Press Execute





> Batch Processing / Batches / Production / Invoices Process

1. Resume the batch.
2. Press **Process**.



Reviewing and correcting classification

- 1. After the Classify step has completed, press **Process** to start the Classify Review step.
- 2. In Grooper Classify Review, right click on **Folder (18)** and select **Assign Content Type**.
- 3. Select the **Enid** Document Type from the list and press **OK**.
- 4. In the toolbar, press **Complete Task** to finish this activity.

Processing Task Batch Help

Start Stop Open Task... Close Task Complete Task New Batch...

Settings...

Invoices Batch

Acme (1)

Standard (2)

Express (3)

Spartan (4)

Enid (5)

Document Type Candidates	%
Acme	100%
Enid	28%
Express	20%
Standard	19%
Spartan	17%

General

Batch Process Name

Batch Name

Batch Open Time

Invoices Process

Invoices Batch

00:00:35

ACME | INTERNATIONAL

Acme International, Inc
123 South Main
Durham, NH 03824
Phone (603) 333-4444

Bill To:
Grooper Industries
13900 N Harvey
Edmond, OK 73013
405-507-7000

Your Reference
P.O. number : 201017081
Customer number : 18003405
Customer contact :
Currency : USD
Invoice amount : 1,727.13
Payment terms : Net 30 days

Checks to:
Acme International, Inc
123 South Main
Durham, NH 03824
Phone (603) 333-4444

Invoice

Ship To:
Grooper Industries
13900 N Harvey
Edmond, OK 73013
405-507-7000

Our Reference
Date : 11/14/2008
Invoice number : 74451405
Ship-to Number : 18103943
Sales order no : 33241729
Delivery number : 5515616
Freight carrier :
Tracking number : 1Z2565E90301034108

Page
1 / 01

Scale: 34 % | 2543px x 3283px | 8.48" x 10.94" | 300 DPI | Black & White

Processing Task Batch Help

Start Stop Open Task... Close Task Complete Task New Batch... Settings...

Standard (15)

Acme (16)

Express (17)

Folder (18)

Acme (19)

Express (20)

Document Type Candidates

Enid

Acme

Express

Spartan

Standard

General

Batch Process Name

Batch Name

Batch Open Time

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Delete Del

Append to Previous Ctrl+P

Assign Content Type Ctrl+F

Flag Item...

Go To Next Issue Ctrl+TV

Goto Next Flagged Item Ctrl+P

New Folder Ins

Unclassify Ctrl+U

Batch Operations

Contents

Send To

Move Up Ctrl+Up

Move Down Ctrl+Down

Item Properties...

Assigns a Content Type to the currently selected folder.

Enid Parts

PH: (405) 555-1212

FAX: (405) 444-2121

REMIT TO:

Enid Parts

586 West Industrial Road

Enid, OK 73703

SOLD TO:

Grooper Industries

13900 N Harvey

Edmond, OK 73013

SHIP TO:

Grooper Industries

13900 N Harvey

Edmond, OK 73013

INVOICE

INVOICE DATE	INVOICE #	PAGE
12-08-08	CSI/10076269	1

ORDER NUMBER	ORDER DATE	CUSTOMER NUMBER	SALES PERSON	PURCHASE ORDER NUMBER	SHIP VIA	SHIP DATE	TERMS
100050218	12-04-08	CUS001605	099321	201017541	FXG	12-05-08	Net 30

ITEM NUMBER	QUANTITY ORDERED	QUANTITY SHIPPED	STK UNIT	PRICE UNIT	DISCOUNT	EXTENDED PRICE
7710.1111.	5.0000	4.0000	E	Housing, Cold Head		2877.120
7710.1104.	4.0000	5.0000	G	719.2800 Gross		
7710.1140.			ea	Arm, Latch Cold Head		
			ea	194.4000 Gross		972.000
			E	Cover Rear Hot Head		

Scale: 32 % 2750px x 3437px 9.17" x 11.46" 300 DPI Black & White

Processing Task Batch Help

Start Stop Open Task... Close Task Complete Task New Batch... Settings...

Standard (15)

Acme (16)

Express (17)

Enid (18)

Acme (19)

Express (20)

Document Type Candidates

Enid

Acme

Express

Spartan

Standard

General

Batch Process Name

Batch Name

Batch Open Time

Classify Review

Assign Content Type

Invoices Process

Invoices Batch

00:01:21

1

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