

SYNERGIZE Forms Capture and Processing

Achieve Advanced Data Capture Capabilities, Increase Operational Efficiencies, and Reduce Processing Costs

Synergize Forms Capture and Processing enables organizations to cut costs associated with data entry operators, increase data accuracy, and reduce processing time for “unstructured forms” such as invoices and shipping documents.

Many organizations expend time and resources on manual document indexing and strive to find ways to increase their indexing throughput. Synergize remedies this by handling all data capture tasks. This includes scanning, recognition, classification, image enhancement, automatic validations, data and look-ups. Subsequent verification, delivery, and export to document management systems and business applications is also included.

Synergize uses industry leading Optical Character Recognition (OCR) engines, to deliver the most advanced level of accuracy to help capture data from scanned images. Intelligent document anchors are also used together with rules to locate, extract and validate the desired information.

Synergize Forms Capture and Processing provides Form recognition, OCR for machine print, Intelligent Character Recognition (ICR) for handwriting, and Bar Code Recognition (BCR).

Synergize Forms Capture processes both scanned paper-based and electronic documents (email, Microsoft Office files, etc.). For each form or document type, users map what data fields to extract in the template library, such as company name, tax amounts, and total. Synergize automatically finds best matches within the template library for incoming documents. As the appropriate template is applied, the intelligent document anchors are located and the desired data fields are pinpointed and extracted. Built-in data validation tests and user dictionaries help ensure accuracy and users are also able to verify that the data within the fields is correct. Once data is validated, it is exported to the appropriate department to advance business initiatives. This automatic capture of information significantly reduces manual data entry, enabling organizations to streamline their business processes and reduce costs.

The forms processing capability is also well suited to processing known electronic documents as well as images. Users can search and process PCL streams and PDF's into individual documents. When a vendor submits an invoice, the Synergize forms process can easily map out the data and extract the information with total accuracy. Once extracted and validated, information is exported in XML or ASCII text formats, enabling easy processing in your ERP systems.

Offering significant flexibility, Synergize seamlessly integrates with existing business applications so there is no complex setup or prolonged implementation period. Users are able to efficiently extract and significantly reduce the keying required to capture information from a familiar interface. Organizations instantly achieve an automated processing system that is scalable as business needs change.

SYNERGIZE FORMS CAPTURE AND PROCESSING FOLLOWS THESE STEPS:

Input – supports all scanned file types and many document formats. Image enhancements ensure that data can be accurately captured

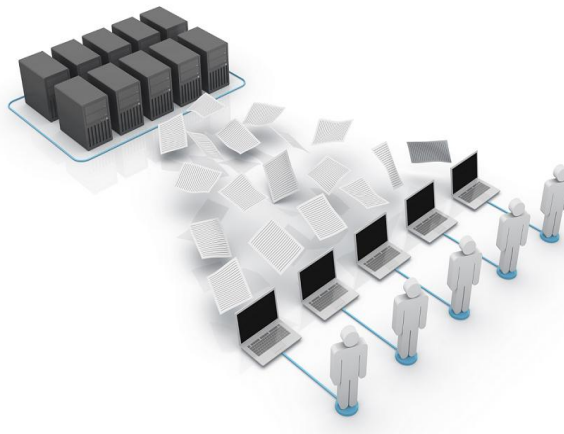
Matching – automatic best match searches connect incoming documents with the appropriate template from the template library

Process – desired data is extracted from each form as prescribed. The volume of forms processed is scalable according to specific business needs

Validation – built-in data validation tests help ensure accuracy

Verify – users can manually verify that data is correct

Export – data is sent to the appropriate department to advance business initiatives



TRAINING

Microdea's professionally designed and presented courseware provides hands-on training to smoothly advance users from conceptual understanding to practical skill set, enabling you to more quickly realize the business benefits of your Synergize® investment.

TECHNICAL SUPPORT

Microdea's Support and Upgrade Assurance (SUA) contract provides access to our in-house technical resources and to the latest developments in imaging technology. Clients with SUA contracts are entitled to the latest version of Synergize® at no additional cost.

ABOUT MICRODEA

As developers of the innovative Synergize Document Automation Solution, Microdea provides clients with advanced document, workflow and process management technologies. This cost-effectively automates and streamlines their paper-intensive business processes.

For more information on any of our products or services please visit us on the Web at: www.microdea.com

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ID No.	36982	Date	MM	DD	YY
Name	MELANIE JACOBS	Office Use Only			
Trip Started: CITY:STATE	BOSTON	MA	NYP	45936	
Trip Ended: CITY:STATE	BALTIMORE	MD	MA	98756	

Capture Machine Print

NYP
General Settings

Zone Type: Text
Name: NYP
Color: 215, 101, 73
Select Region Area
Test OCR Results: 45936 [Test]
Test OCR Confidence: 100

Using Synergize, organizations can automatically extract critical information from invoices, BOL's, applications, checks and other documents, without manually keying information. Synergize reduces the time and effort required to process documents by capturing files regardless of their format and automatically populating data into business applications with more efficiency and accuracy.

Name	MELANIE JACOBS
Trip Started: CITY:STATE	BOSTON MA
Trip Ended: CITY:STATE	BALTIMORE MD

Capture Handprint

Name
General Settings

Zone Type: Text
Name: Name
Color: Sienna
Select Region Area
Test OCR Results: MELANIE JACOBS [Test]

SYNERGIZE Forms Capture and Processing provides:

- Faster data entry than manual keying of information
- A uniform, intuitive Synergize Interface for all processing
- Reduced data input errors and costs associated with manual tasks
- Less time and resources needed to process forms
- The ability for users to select specific zones or data fields for automatic indexing
- Data validation using automatic table lookups in client databases
- Auditing capabilities to ensure data is properly validated
- No limit to the number or type of forms that can be processed
- Improved data accuracy and customer service