"Big Business Processes Small Business Flexibility"

Acyutah's Offerings

Document Management System

Acyutah offers its robust Document Management System – FineDocs, which is a complete web based application with strong capabilities of handling enterprise wide Document Management Needs

Scanning Solution

Acyutah Scanning Solution – FineScan facilitates the organization to do production grade scanning including the standard image processing features with the integrated functionality with FineDocs – DMS.

Form Processing Solution

Acyutah's FineDocs-Form Processing application supports all extraction techniques like OCR, ICR, Barcode & MICR techniques for extracting data from Images.

FineDocs *Form Processing Solution*

Historically, forms processing solutions were designed to meet the document imaging and data capture needs of companies that handled not just large volumes of documents, but large volumes of documents with similar form or structure. The 'magic' of forms processing in these companies was driven by template-based imaging software. While these software was a definite improvement over manual data entry, it left plenty of room for improvement. Today, forms processing solutions have escaped the narrow bounds of templates and continue to make strides in unstructured data capture.

Acyutah has introduced its Form processing solution. Acyutah's FineDocs Form Processing Solution helped to automate the slow, labor-intensive data entry process. The result is efficient and accurate automated forms processing, data collection and input environments that scale to fit the needs of any size company. The forms processing works by collecting paper forms and documents and digitizing them, then delivering them to the right databases and other business applications as needed. It integrates seamlessly with databases and can be easily incorporated with the document management applications using the application programmers interface (API).

FineDocs Form processing Solution is a Windows-based client application for Production-level scanning. It is typically used for forms and transactional type of documents having structured information. It facilitates quick scanning and data entry by providing segregation of scanned documents into various document types automatically, based on user-defined separators like blank-page, barcode or fixed page count. By unifying the process of document capture, document separation. The capturing module provides a huge saving in terms of time and cost. This is especially applicable in the case of documents, such as Application forms, Answer sheets, where millions of pages need to be scanned. The application forms and answer sheets to be processed would be scanned and assembled through document capture module.

About FineDocs Form Processing Solution

FineDocs forms scanning works on a desktop module designed for enterprise-level forms processing. It features a flexible architecture that uses multiple workstations to distribute and streamline processing, and can be easily expanded as needs increase. It supports image processing, desktop viewing and noise cleaning with compensation of linear distortions using cornerstones. FineDocs Forms Processing solution has standard validation and automation rules to check spellings and contextual checking.

FineDocs Forms Processing has a built-in template designer to create templates along with various reference models like black squares, text, lines and images. Its sophisticated OCR/ICR technology can recognize hand print, machine print and mixed text, OMR for check boxes, radio groups any kind of mark and barcode recognition. The extracted data can be either store in a Database (ODBC) or in a File (XML, TXT, CSV, DBF, XLS) and the image of the form can be exported in standard picture format can be exported to FineDocs Document management system or to any 3rd party DMS.

Modules in FineDocs – Form Processing Solution

FineDocs Form Processing Solution has client-server architecture and consists of following different modules.

- ➢ **TEMPLATE DEFINITION**
- ➢ **BATCH CREATION**
- ➢ **EXTRACTION SERVICE**
- ➢ **VERIFICATION & VALIDATION**
- ➢ **PROCESS MANAGER**

Template Creation

This is a client based utility and the first stage of form processing. It is a Form-Template and rule definition module that allows definition of data zones and attaches validation rules. This module includes the following features:

- **Zone Definition**
  It helps in selecting the portion of images to be captured by mouse/keyboard by which user can define zone type for typographical - OCR, Handwritten - ICR, marks e.g.☒, ☑ - OMR, Barcode text - Barcode, check processing – MICR etc.

- **DataClass (Indexing) Association**
  By selecting defined zones users can associate descriptors (indexing fields) to the zones according to the data type defined as per the organization / process rules.

- **Validation**
  This module will help in Attaching Prefix and Suffix with the captured zone data – User can set any fixed prefix or suffix or both for any zone data. Users can also define the business Rules on the descriptor fields and data types. For ex. To Date should be greater than From Date, If Age < 25 then Designation="Jr. Executive", if Age > 25 and <30 then Designation="Executive", etc. This module also helps in Attach Predefined values with the zones. At the time of zone data validation, it automatically pickups the best matched value with the captured data for the zone.

- **Template Verification**
  This module will help to process the template form to Validate instantaneously of the defined template against any sample filled form. Perform data capture operations OCR, ICR, etc. on the form.

- **Database format**
  Database Format will help in configuring the database file format i.e. SQL, MDB, and CSV to be saved in the data server. Also configuring the images upload path.
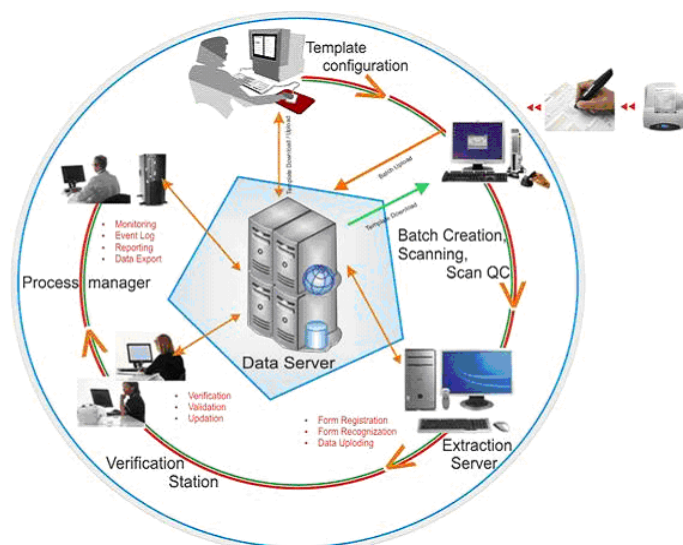
Upload Template

It will help in uploading the template files in the server, this template can be downloaded at any client station to attach with the batches.

Batch Creation

This is a client based utility and the 2nd stage of form processing. This module includes the following features:

Batch Scanning

Creation of Batch and attaching the Template is the 1st step for doing the batch creation. This module will help in creating the templates which can be created locally or downloaded from the server. Batch scanning module will provide the functionality for Scanning and auto image cleanup operation i.e. Deskew, Despackle, Border-remove, Dot-remove, line-remove, rotate, crop, dilate, etc. Finally batched will be uploaded to the extraction server from different client stations.

FineDocs – Form Processing Complete Process

Extraction Service

This is a windows auto-scheduled service and the 3rd stage of form processing. This module includes the following features:-

Form Registration

This module will help in Loading scanned form batches and loading Template to match scanned forms against the templates to automatically position the forms correctly. It also supports T mark in corners as registration marks

Data Extraction

Data Extraction module helps in importing zone template on the form. This extracts the data according to the zones defined by user. Data extraction facilitates the multiple Engine voting for extraction - The service integrates two third parties recognition engines (Lead Tools and Form Reader) for hand written character recognition ICR operation. Finally it saves the data in the pre-configured database format i.e. MDB, CSV, SQL

Verification & Validation

This is a system's utility and the 4th stage of form processing. This module includes the following features:

Data Verification

It facilitates to open batch and Display all extracted data along with the original zones of images. The less confident uncertainly recognized characters will be highlighted with Red color for user's ease. It will help the users to verify the extracted field data with the original piece of zone clips. It will provide the mechanism to validate field data against rules set in the template which enables the user to update extraction database with modified data.

Process Manager

This is a system's utility and independent of any stage of form processing. This module includes the following features:

Monitoring & Reporting

This Module will help in monitoring the whole form processing system and generate report based on details statistics and event log on Batch, Extraction process and Verification process. Reports can also be exported in the XLS, XML, TXT, CSV files format & images can be exported in PDF, TIFF, JPG, PNG, BMP, etc. files format

BENEFITS TO THE ORGANIZATIONS

Acyutah Form processing solution can unite users and systems, improving the overall business process. It enables you to speed the collection of high quality information and deliver it to the right place at the right time. With business forms to manage throughout their lifecycle, a primary benefit of an FineDocs – Form Processing Solution is cost savings by eliminating the manual data entry process for capturing the required information from the documents / images in a automated manner.

Below are some of the additional benefits provided by the FineDocs Form Processing Solution:-

Eliminates Manual Data Entry / Information Capture Process
All the Information available in the Images / documents can be extracted using the ICR, OCR, Barcode, MICR, OMR extraction techniques this eliminates the whole manual process of Data Entry / Information Capture.

Tracking, Auditing, and Process Awareness
Instant access to current and prior activity, including completed forms and processes, ensures that authorized users have immediate access to the information they need to assist in the every day decision making processes. Having visibility into the forms entire lifecycle reduces cost, improves quality, and speeds vital business information.

Accelerate the Delivery of Form-Based Information
The FineDocs Form processing engine automatically routes completed forms to the appropriate users for review/approval and can interact with external systems.

Reduce Errors and Improve Accuracy
Automated capturing / extraction of information from Images / documents eliminate the human data entry errors. System provides the Image assisted Q.C. module which facilitates the Q.C. user to validate the extracted information.

Speed Collection of Quality Information
Presenting users with FineDocs Form Processing Solution that appear like their paper-based predecessors eases participation in the form completion process and improves the quality of the information collected. Integrated form help, field pre-population and instant validation improve the end user experience

ABOUT ACYUTAH TECHNOLOGIES PVT LTD

Acyutah Technologies Private Limited, is based out of Noida, India is 100% subsidiary of its parent company Acyutah Technologies headquartered in Noida, INDIA. Acyutah Technologies Pvt. Ltd. focus on delivering world-class process automation solutions based on Document Management & Workflow technologies

Acyutah recognized the business needs of its customers for an automated solution for handling all the documents from its inception till destruction. To enable its customer to have a simple, user friendly, secure, scalable & flexible solution. Acyutah comes out with the following four proprietary products:

- ➢ **FineDocs**: A Complete Document Management Solution
- ➢ **FineFlow:** A complete Business Process Management Solution.
- ➢ **FineScan**:- A complete Document Imaging Solution
- ➢ **FineDocs Form Processing**: A Complete Form Processing Solution Using ICR, OCR, OMR and Barcode Recognition Techniques.