

# KnowledgeLake Advanced Capture

Increase enterprise-wide business productivity with KnowledgeLake and SharePoint

## Solution Overview

KnowledgeLake Advanced Capture is a supremely intelligent, accurate and scalable automated document processing solution that helps businesses across the industry spectrum. Advanced Capture lowers operating costs by reducing keystrokes and minimizing tedious and expensive data entry, and is based on Microsoft SharePoint 2010 technology. Documents can be automatically classified, recognized, verified and transferred into reliable, accurate, searchable and highly structured electronic data critical to business processes.

## Key Features

**The KnowledgeLake Advanced Capture Solution improves operational effectiveness, saves time, ensures accuracy and data integrity, while reducing processing costs.**

### Advanced Document Recognition & Classification

Simplify business processes by eliminating time consuming manual presorting and data entry for any type of business document.

#### How does it work?

The KnowledgeLake Automated Recognition & Classification process will identify a document using its visual appearance and textual content. It is able to identify a document even when the content has been scaled or shifted, and automatically detects and corrects page orientation. Use Automated Classification and Recognition for high-volume data capture with any type of document including:

- Fixed Forms (questionnaires, surveys, tests, application forms)
- Semi-Structured Documents (invoices, purchase orders, receipts, explanation of benefits)
- Multilingual Language Documents (multi-language document support for global businesses)

### Advanced Data Extraction & Indexing

Reduce the human error and cost associated with the manual processing of documents. Automated Data Extraction & Indexing enables organizations across the industry spectrum to accurately and efficiently process large volumes of forms.

#### How does it work?

Data is extracted from fields specific for each document, using multi-language recognition technologies. Advanced Data Extraction interprets machine-print (OCR) and isolated handprint (ICR). It also provides Barcode Recognition and mark-sense (OMR) for elements such as check-marks, on paper forms. Predefined validation rules can ensure data accuracy against external databases and manual verification can also be performed to approve the data and structure of documents, prior to releasing into SharePoint. This enables large batches to be processed more efficiently, because they are indexed many times faster and more reliably than a manual operator.

## Solution Benefits

- Streamline your paper and electronic content flow into Microsoft SharePoint
- Reduce manual document scanning preparation time
- Reduce risk of errors associated with manual data entry
- Ensure data integrity with database validation

## Technical Highlights

- Document Classification and Cleanup
- Supports OCR, ICR and OMR
- Scalable solution supports enterprise-wide deployment and automatically balances the workload to ensure best processing performance
- Data Extraction of Line Item Details

## Advanced Capture Business Applications

By utilizing SharePoint and extending Microsoft technologies that your business has already invested in, the KnowledgeLake Advanced Capture solution can streamline critical business processes and significantly reduce paper storage costs.

### Loan Processing Automation

Incoming applications (whether by email, fax, online or in paper form) can be automatically identified based on text and layout. Relevant data will be extracted based on pre-defined rules, and validated prior to releasing to SharePoint. Loan documents then enter a workflow process, facilitating faster information sharing between agents, customer service representatives, underwriters and other personnel; enabling them to make fast, informed loan decisions. In today's competitive financial environment, businesses must take advantage of streamlining processes to improve efficiency and customer satisfaction, all while reducing overhead costs of outdated loan processing procedures.

### Invoice Processing Automation

Upon receiving an invoice electronically or in paper-form, KnowledgeLake Advanced Capture will analyze the invoice to determine its structure and content. Invoice data is automatically extracted such as invoice number, invoice date, PO number, and line item detail with invoice total amounts. Based on business rules, the invoice can then be validated against Line of Business systems for Purchase Order amount/quantity and supplier matching prior to saving the document and metadata to SharePoint for secure storage and easy retrieval. The extraction of data becomes faster and more precise over time, reducing user interaction and increasing data integrity.

## KnowledgeLake Advanced Capture Solution

### Capture Content

Scan paper documents or import electronic documents



### Document Classification + Recognition

Automatically identifies the document type



### Data Extraction + Auto Indexing

Accurately extracts data from fields specific for each document type



### Validation + Verification

Pre-defined validation rules against external database



### Release Directly to Microsoft SharePoint

Ability to save to TIFF, PDF, PDF/A, Searchable PDF and XPS formats

