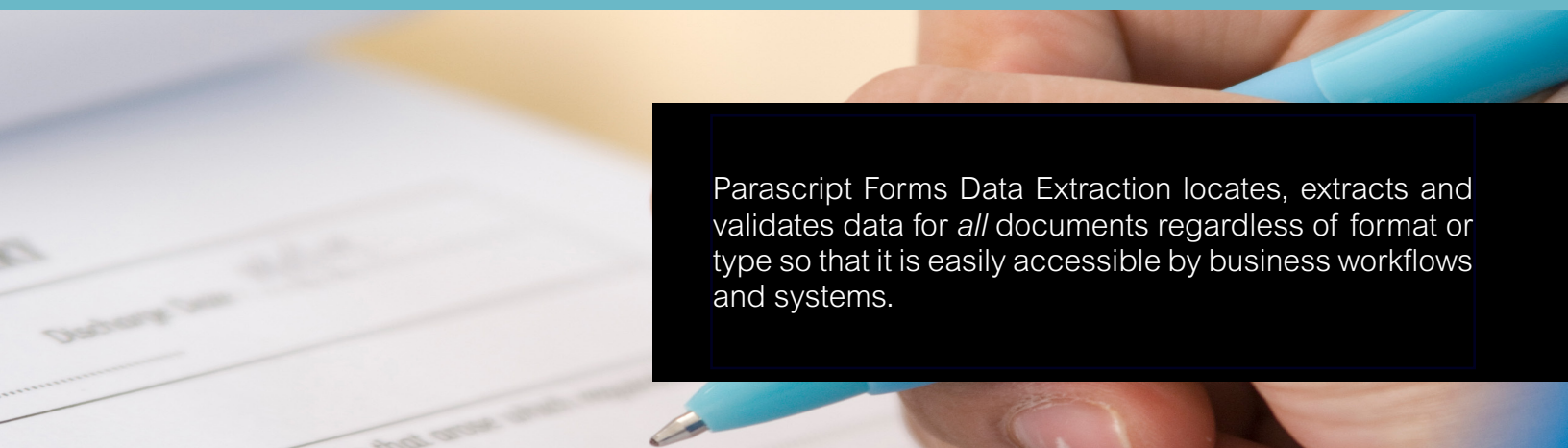


## Parascript® Forms Data Extraction



Parascript Forms Data Extraction locates, extracts and validates data for *all* documents regardless of format or type so that it is easily accessible by business workflows and systems.

### Overview

Over 90 percent of business processes begin with forms and applications. Necessarily, the data within these documents is critical. Streamlining these workflows through automation enables a new level of information transparency and cost efficiency. Parascript Forms Data Extraction solution supports time-sensitive business processes:

- Classifies, locates, extracts, and validates data for all forms regardless of format or type.
- Processes information so that it is accessible by workflows and business systems.
- Validates form processing from point-of-receipt through to business systems.

### Automate and Streamline

Parascript *FormXtra* Capture streamlines forms processing through automating document classification, data location, extraction and validation. It automatically processes multi-page forms with machine print, constrained and unconstrained handprint, and even cursive handwriting that drives reduction in human processing time resulting in increased productivity, accuracy, and savings.

### Complete Workflow with Secure Data Validation

Parascript *FormXtra* Capture helps eliminate manual data entry along with the security issues and errors introduced in repetitive, manual data handling. *FormXtra* automatically processes high volumes of incoming data, ensures greater form security, and facilitates higher accuracy. Form-centric and field-centric validation workflows support a broad range of scenarios enabling just the single field or snippet (such as social security number, date of birth, and account numbers) to be sent for confirmation which ensures privacy of sensitive information and increases productivity.

Parascript Forms Data Extraction solution, leveraging *FormXtra* Capture, delivers critical information into business processes faster and with greater accuracy for increased productivity and lower costs.

## Form Flexibility

*FormXtra* Capture supports a wide range of document types, which is necessary in forms processing. Some customers have structured forms that are highly standardized while others need to process forms that are complex in terms of both data and layout. Still other customers require both needs within the same process or even on the same form.

*FormXtra* Capture processes every type of form from the simplest layouts to the most complex semi-structured and unstructured forms. It processes all forms within a single workflow, which maximizes the breadth of business services while reducing overall complexity by delivering all functionality on the same platform.

## Comprehensive Data Type Support

Forms processing needs can run the full spectrum from simple machine print in structured forms to complex table data common on benefits forms. *FormXtra* also handles handwritten forms that would otherwise require manual data entry for unconstrained fields. With *FormXtra* Capture, data location and extraction capabilities support every form processing need including even poor quality machine print associated with dot-matrix printers. Parascript was the first to offer high quality handwriting data extraction of both constrained and unconstrained fields. All of which means that BPOs can increase the range of forms that are processed automatically and leave data validation to a basic quality control effort.

## Field & Page-based Data Validation

When it comes to data quality control, data validation and data correction are the most costly processes that services providers manage. While most forms processing platforms approach validation and correction from a page-level process, *FormXtra* provides an additional capability: field-level validation. Instead of requiring staff to scan a full page to review and correct data, individual data fields can be sent to specific staff, allowing increased efficiency and speed for reviewing and making corrections. In cases where complete access to a form may have data or privacy risks, workflows can be created where no single staff member has a complete view of the data. Validation of certain fields can be restricted to specific staff members.

## Detailed Data Quality Reports

Often it is not enough to have good validation processes. continuously monitoring the quality of the data is necessary during various stages including after form data extraction, during validation, and after validation. When data quality falls below service levels, staff can be easily alerted and react quickly. *FormXtra* Capture provides an extensive array of data quality reporting that enables proactively managing data extraction and data validation rules.

## Sophisticated Data Validation Workflows

Quality data begins with the ability to create specific rules that govern the entire validation workflow. *FormXtra* Capture supports multiple levels of validation including pre- and post-form data extraction and before/during/post data review. *FormXtra* also supports rules that govern when a reviewer can accept a field or page and move to the next one. At every stage, it is possible to validate automated data extraction or manual correction with any file-based or database third-party source. Rules can be created at the batch level that route data validation at the page or field level, based upon individual staff performance so that the most challenging data can easily be routed to more experienced staff. This helps ensure high quality data with automated processes instead of time-consuming manual audits.

## Technical Product Specifications

### Included Software Components

- Form Definition Studio
- Scanner Interface Application
- Vocabularies and Postal Database

### Requirements

- **FormXtra Server:** Dual-core 3GHZ or higher, 4GB RAM (8GB recommended), Windows Server 2012 or 2014, Internet Information Services. Use 64-bit OSs for high performance systems to support

memory. 1GB disk space for application.

- **Form Definition Studio:** Windows 7 or 8
- **Scanner Capture:** Windows 7 or 8
- **Administration and Validation Clients:** Windows 7 or 8, IE11, Chrome 35 & up

### Input

- **Image Format:** Black-and-white or grayscale TIFF, JPEG, PNG, and PDF
- **Image Resolution:** 200-300 DPI

### Output

- ASCII text file (raw or formatted), PDF, XML (raw), SharePoint 2010 Standard or Enterprise, RDBMS via ODBC

### Optional

- **Database Server:** (Optional support for SQL Server) Dual-core 3GHZ or higher, 4GB RAM (8GB recommended), Windows Server 2012. Use 64-bit OSs for high performance systems to support memory. SQL Server 2008 Standard or higher