



## HYBRID FORMS PROCESSING

*Automate Fixed-Form, Semi-Structured, and Unstructured Document Data Capture*



### PRODUCT SUMMARY

Companies receive paper and electronic documents from many sources. For many organizations, collecting and processing this information can be time-consuming, resource-intensive, and prone to errors.

The IRISXtract™ V5 Hybrid Forms Processing Solution captures and routes data from paper and electronic documents to users' compatible business process application for fast and easily retrieval.<sup>1,3</sup> The solution can extract indexes from structured forms, unstructured documents, and hybrid forms, combining multiple IRIS-made data capture techniques in a single application.

### HOW DOES IT WORK?

The IRISXtract™ V5 Document Converter Solution can process high volumes of complex documents from a variety of compatible sources.<sup>1,2</sup> Paper documents are scanned right into IRISXtract™ V5 using a dedicated version of IRIS Powerscan™.<sup>4</sup> Documents can then be divided manually (using separators like bar codes) or automatically (using the Intelligent Document Separation option).<sup>5</sup> For electronic documents, IRISXtract can automatically import files from watched folders, compatible cloud repositories,<sup>1,3</sup> and email.<sup>6</sup>

Once documents have been captured, this solution can process the forms (structured, unstructured, or hybrid), extracting key indexes utilizing IRISXtract™ V5's free-form extraction algorithms. Data is then verified using an extensive set of business rules set up by the administrator.

Once verified, documents and key data can be routed to compatible cloud and third-party applications,<sup>1,3</sup> including many popular Enterprise Content Management (ECM), Document Management Systems (DMS), and Enterprise Resource Planning (ERP) systems for business process automation.<sup>3</sup>

### Benefits Available

- **Help Limit Manual Processing Time and Errors**  
Help minimize the time dedicated to—and the potential errors associated with—manual data entry using powerful data capture and extraction technologies like Optical Character Recognition (OCR), which can help to provide reliable information.
- **Configurable to Meet Customer Needs**  
The Hybrid Forms Processing Solution comes with an easy-to-use form designer and a broad range of configurable standard and add-on<sup>1</sup> options to address users' requirements.
- **Easily Integrate Information into Compatible Systems**  
Integrate documents and key data into a variety of popular, compatible third-party and cloud-based applications.<sup>1,3</sup>

## OCR

The IRIS-made OCR engine, iDRS, recognizes over 138 languages and dialects,<sup>4</sup> helping to provide users with the highest level of extraction performance. The OCR settings to process Asian, Arabic, or Cyrillic character sets can be easily enabled. Once set up, the solution can also combine various Intelligent Character Recognition (ICR) engines to help ensure accurate capture with high throughput rate. In addition to these features, the solution offers a voting mechanism, where multiple recognition OCR and/or ICR engines can be deployed for entire forms or sections of forms to help provide fast and accurate capture.

## FREE-FORM AND TEMPLATE-BASED EXTRACTION

Whether you have a structured or free-form document, the Hybrid Forms Processing Solution can combine various techniques to capture the indexes important to your company.

## CONFIGURATION

IRISXtract V5's Form Designer can help to speed up the configuration process while providing additional features for capturing information from complex documents.

## RECOGNITION OF TABLE STRUCTURES

Because fields often vary in size and structure, the Hybrid Forms Processing Solution applies dynamic masks to adjust different table layouts.

## DATABASE LOOKUPS

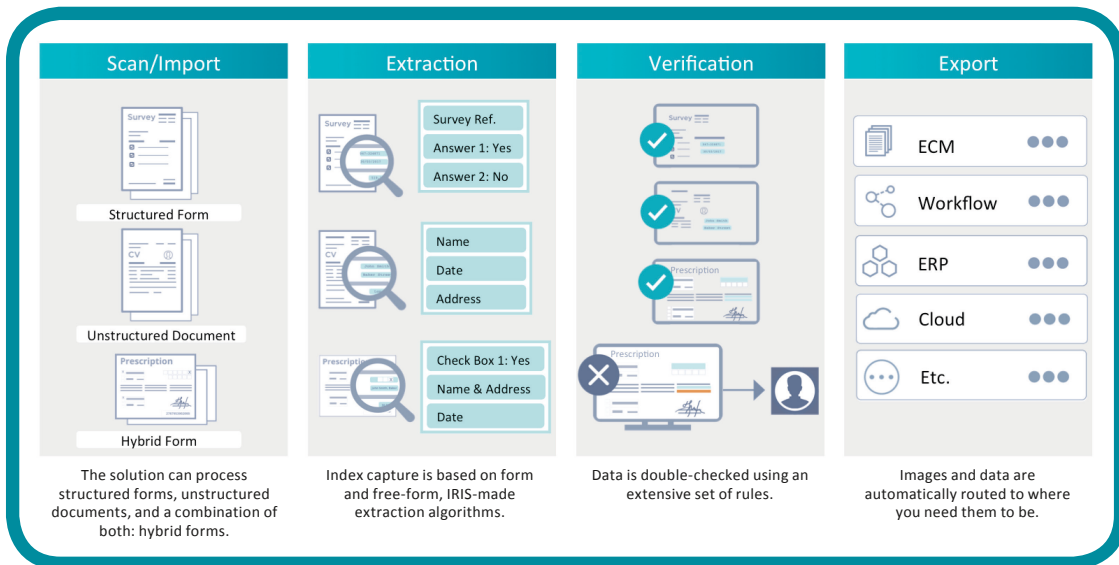
To help improve data extraction quality and accuracy, the IRISXtract™ V5 Hybrid Forms Processing Solution can verify indexed data against users' database in real-time.

## DOCUMENT CONVERSION

Documents can be converted into various formats including compressed, searchable PDF/A files using IRIS' proprietary Intelligent High-Quality Compression technology (iHQC™). This allows for easy access on the go and long-term archiving.

## INTEGRATION

IRISXtract V5™ can export users' documents to system folders, archives, and compatible third-party applications via the IRISConnect™ Toolbox add-on.<sup>5</sup> IRISConnect™ dedicated connectors are also available for FTP, ODBC, CMIS, and certain versions of SharePoint®, Therefore™, and cloud services like BOX®<sup>6</sup>, Dropbox®, Evernote®, Google Drive®, and OneDrive®<sup>1,3</sup>



<sup>1</sup> Subscription to, and/or purchase of, product may be required. Subject to third-party provider Terms and Conditions. Neither Canon Inc. nor Canon U.S.A., Inc. represents or warrants any third-party product, service, or feature referenced hereunder. Specifications and availability subject to change without notice.

<sup>2</sup> A list of compatible capture sources can be found on the Canon Partner Portal (<https://partners.usa.canon.com/>).

<sup>3</sup> A list of compatible route locations can be found on the Canon Partner Portal (<https://partners.usa.canon.com/>).

<sup>4</sup> 138 OCR languages and dialects as of January 1, 2020. Subject to change.

<sup>5</sup> IRISConnect ToolBox add-on required. Refer to the IRISXtract Price List on the Canon Partner Portal for more information (<https://partners.usa.canon.com/>).

<sup>6</sup> Canon U.S.A., Inc., through its subsidiary Canon Information and Imaging Solutions, Inc. (CIIS), has a strategic partnership with Box®.