



# ABBYY® FlexiCapture

Standalone

## Eliminate Manual Data Entry in your Organisation

ABBYY FlexiCapture Standalone is ABBYY's form processing and Data Capture solution for small organisations, workgroups and departments. It provides intelligent document recognition and accurate extraction of data from forms and various documents for input into backend applications for further processing and archiving. This easy-to-deploy and -use, yet powerful solution provides a real alternative to manual data entry and other traditional forms of data input.

## Capture Data from Forms and Semi-structured Documents

FlexiCapture Standalone offers a full-range of state-of-the-art functionalities for document classification, data extraction, and indexing. Customers benefit from an easy-to-use and to deploy solution which covers all needs of workgroups or departments. Intelligent and accurate recognition technologies allow to process paper-based documents in minutes and hours, rather than days or weeks. FlexiCapture Standalone helps transform paper documents into usable data that can be directly transferred into business processes to improve data quality results and reduce costs.

### Capture for Small Organisations

FlexiCapture Standalone gives small organisations, departments and workgroups the opportunity to automate manual data entry for faster delivery into a business process.

### One Solution for Several Document Types

Intelligent document recognition (IDR) allows processing of any document type from fixed forms to semi- and unstructured documents in one single system.

### Easy Deployment and Use

FlexiCapture Standalone offers easy-to-deploy and -use yet powerful data capture capabilities, and comes ready to get a data capture solution up and running fast.

### Expandability for Growing Needs

FlexiCapture grows with specific needs from low-volume data capture based on a standalone installation to high-volume Enterprise Capture in a distributed client-server solution.

### Start Smart and Deliver Fast

Auto-learning simplifies creation of document classifier and layout descriptions to save time during the implementation phase.

### High Quality Data Output

Highly accurate and intelligent document recognition technologies ensure optimised and validated data output.

### Automated Data Extraction into Backend Applications

Export of data into various backend applications via XML or ODBC-connection to external databases.

### Cost Savings

Automation of document-driven business processes enables small organisations or workgroups to optimise data entry through a reduction of manual tasks for indexing, document separation and data extraction.

### Fast Return on Investment

The reduction of manual labour allows a fast payback of licensing and implementation costs.

## KEY FUNCTIONALITY

- Data Capture for forms or semi-structured documents
- Scanning, Verification, and Export in one single application
- Automatic document classification and separation
- Desktop verification and monitoring
- Auto learning and automatic classification simplify the creation of layouts and shorten the development time
- Award-winning recognition technologies for OCR, ICR, OMR, 1D and 2D barcodes
- Support for 186 OCR languages including Chinese, Japanese, Korean, Thai and Vietnamese and 113 ICR languages
- Automated data export to backend applications
- Searchable PDF & PDF/A document export for archiving



# Functionality Overview

## Working with FlexiCapture Standalone

With FlexiCapture Standalone small organisations and workgroups benefit from a simple to implement and easy to deploy product for data capture. This simple approach for setting up a data capture and document processing product helps deliver greater return on investments in implementation, product training and FlexiCapture template development. When using FlexiCapture Standalone, the data capture process is divided into two stages for capturing data from documents:

- Administrators setup the application and develop document definition templates
- Operators are responsible for document scanning or image import, recognition, verification and data export. Both use the same station and operate with the same graphical user interface.

## Setting up FlexiCapture Standalone

### ABBYY Document Definition Editor – for Forms Template Creation

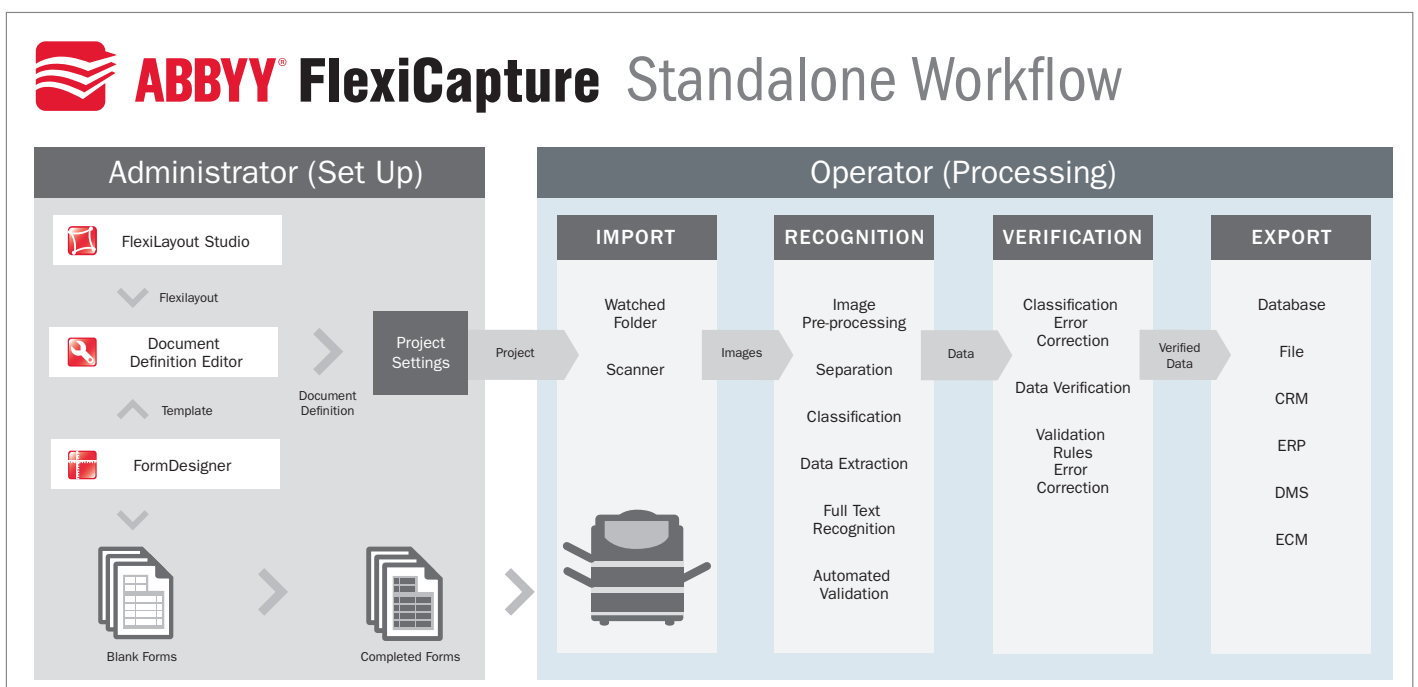
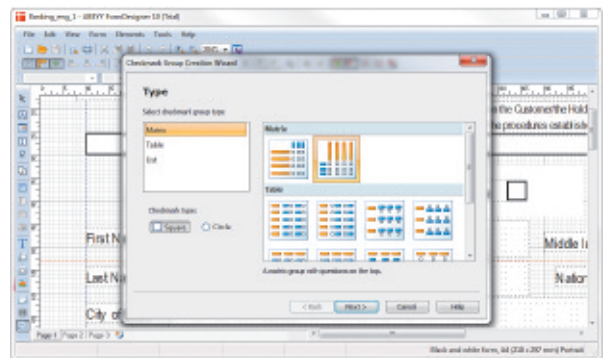
The Document Definition Editor enables a fast and intuitive development of templates which the system uses to identify and process field data on questionnaires, surveys, and application or registration forms. These document templates describe fields and their locations, page number and order, and rules for validation, verification and export.

### ABBYY FlexiLayout Studio for semi- and unstructured Document Templates

FlexiLayout Studio is a tool for creating “intelligent document definitions” called FlexiLayouts. FlexiLayouts use advanced rule-based logic to locate key fields with specific data – including any text strings, barcodes, dates, currencies, numbers, and tables – on documents with variable layouts. One FlexiLayout contains enough logic to find all required fields even when their location varies from document to document - e.g. invoices coming from different suppliers with different layouts. It includes effective and convenient instruments to test, and adjust FlexiLayouts. Auto learning enables a convenient layout development for simple single-paged documents.

### ABBYY FormDesigner for Forms Development

FlexiCapture includes ABBYY FormDesigner, a graphical design tool for creating and distributing machine-readable forms. FormDesigner templates can be designed by graphic departments. New wizards and advanced features like rule development, form colour extension or forms with groups of checkmarks allow efficient development of form templates for surveys, questionnaires or application forms. Created forms can be saved in a variety of popular formats including: Adobe® PDF e-forms, or in Adobe® Illustrator.





# Functionality Overview

## Document Processing with FlexiCapture Standalone

### Document import

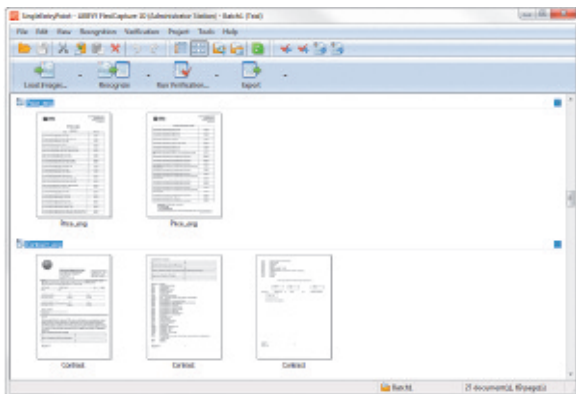
Scanning interfaces for TWAIN and ISIS, Hot-Folder import with auto-checking functionality and scan and import profiles automate import processes for optimised document and data input.

### OCR, ICR, Checkmark and Barcode Recognition

FlexiCapture is based on ABBYY's award-winning recognition technologies delivering unprecedented accuracy and stability in several languages for OCR and ICR. 1D and 2D Barcodes and checkmarks can be recognised and powerful image pre-processing functions help to improve recognition quality.

### Built-in Document Classification

FlexiCapture's template matching identifies document types and classifies them according to data in the Document Definitions. Rule-based classifiers help to make the document classification process quick and accurate. Additionally, automatic and trainable classifiers reduce the time spent for development of classification projects. If document classification fails, operators can manually re-assemble documents containing classification and assembling errors via "drag-and-drop".



### Document Separation and Indexing

Supports simple document separation using either blank pages or barcodes. Intelligent document definitions enable automatic document separation and allow users to process many different document types in a single stream without pre-sorting.

### Intelligent Document Recognition for Processing Multipage Documents with Long Tables

FlexiCapture is able to process all kinds of forms and business documents like invoices, price lists or contracts. With FlexiCapture Standalone you get a unique technology to easily process multipage documents with tables that stretch over more than one page.

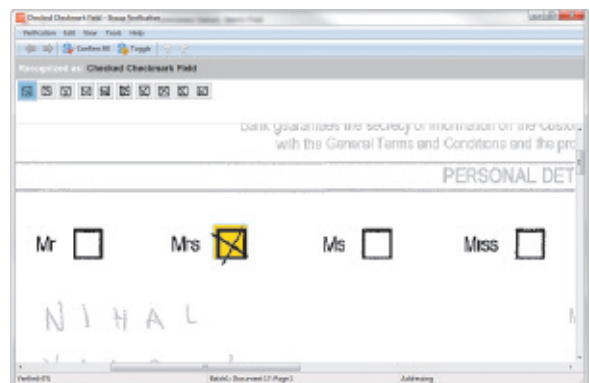
### Automated Data Validation

Built-in validation rules are automatically applied during recognition to increase accuracy. Functions include checking against external database, check sums, replacing values from a list, normalising dates, prices and associated dictionaries. This ensures higher data quality and reduces the workload for subsequent verification.

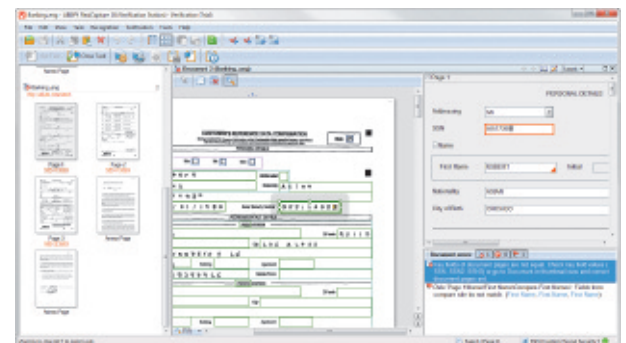
### Easy Verification on your Desktop

An intuitive verification interface allows operators to manually check the correctness of recognised data and to track recognition errors. FlexiCapture verification offers easy-to-use and effective verification methods:

- Group verification speeds up the verification process when checkmarks and digits are verified in groups of similar values.



- Field verification for fields with unrecognised characters and context level correction.
- Document Window verification for checking several fields simultaneously. Even better visual correction of validation and rule errors can be achieved when viewing the whole page during group- or field-level verification.



### Export in multiple File Formats to a Variety of Systems

Extracted data and documents can be exported to backend applications, databases or can be stored in enterprise repositories. Powerful export features including automated export or export to multiple destinations streamline the export to the following destinations:

- Files (most common file formats supported)
- Images (most common image formats supported)
- XML (Basic and Advanced XML export)
- External databases (via ODBC)
- Microsoft® SharePoint

For archiving documents can be converted to Searchable PDF/PDF-A and exported to an external archiving system.

# Specifications and Licensing

## SPECIFICATIONS

### System requirements

- **PC:** Intel® Core™2 Duo/2 Quad Pentium® /Celeron® /Xeon™, AMD K6/Turion™/Athlon™/Duron™ Sempron™ 2 GHz processor or faster.
- **RAM:** 512 MB RAM for each CPU Core, not less than 1 GB
- **Operating systems:** Windows XP SP3, Windows Vista SP2, Windows 7 SP1, Windows 8/8.1, Windows Server 2003 SP2, Windows Server 2008 SP2 - Windows Server 2008 R2 SP1 - Windows Server 2012 all plus Desktop Experience

### Required external components

Microsoft® .Net Framework 3.5 SP1 or higher

### Input formats

BMP, PCX, JPEG, JPEG 2000, PNG, TIFF, DjVu, DCX, PDFs (including PDF/A)

### Recognition languages

Please check [www.ABBYY.com](http://www.ABBYY.com) for a full language list.

- **OCR:** 186 languages, 42 with dictionary support
- **ICR:** 113 languages
- **OMR:** Checkboxes, non-framed checkboxes, bubbles
- **Barcodes:** 1D-Barcodes including EAN, Check, IATA, UCC and UPC and 2D Barcodes including PDF417, AZTEC and Data Matrix

### Data export formats

- XLS, DBF, CSV, TXT
- Basic and advanced XML export
- Database export via ODBC
- Export to Microsoft® SharePoint 2013
- Export to backend applications via custom export scripts
- Connectors to business applications

### Image export/saving format

- BMP, PCX, PNG, JPEG, JPEG 2000, and TIFF
- Export to PDF and searchable PDF/PDF/A

## ABBYY FlexiCapture Standalone Licensing

ABBYY FlexiCapture is sold through a network of Certified Solution Partners. The product's flexible licensing scheme allows partners to select the best pricing option for their specific project. Licensing is offered as:

### Pages per Year Licences (PPY)

The page limited licence grants the right to process a given amount of pages within a designated timeframe in yearly increments. Customers select the appropriate amount of yearly processing based on their project needs. Multiple CPU cores are supported.

### Add-on Modules and Tools

Licences can be enhanced by adding additional language support for Chinese, Japanese, Korean, Thai, and Vietnamese. Additionally, organisations can purchase a graphical design tools for fixed forms development.

### Page-unlimited Licences (Dual Core Support)

Page-unlimited licences are restricted to the underlying processing power. ABBYY offers Dual Core Support for FlexiCapture Standalone. When licensing a Dual Core licence organisations can process an unlimited number of pages and processing is then limited to the usage of two CPU cores.

## ABBYY Maintenance and Support

Purchase of Maintenance and Support is mandatory when obtaining a FlexiCapture licence. Maintenance and Support allows customers to retrieve updates, upgrade to the next version of FlexiCapture and also gives a customer access to the ABBYY Technical Support. Maintenance needs to be purchased in yearly increments. Details are outlined in the ABBYY Maintenance and Support policy.

## ABBYY Professional Services

ABBYY offers professional services to help partners jump-start their projects or provide additional expertise and support. Services include the creation of FlexiCapture document definitions, FlexiLayout development, and additional services to help partners' success in their customer projects.

## ABBYY FlexiCapture Certification and Training

To ensure the success of your projects, ABBYY offers additional training and certification programs for the FlexiCapture platform. Certification training courses are offered regularly. Please see a regional ABBYY website for training schedules.

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