

Information Capture Solutions

CapReport



INFORMATION CAPTURE SOLUTIONS

Information Capture Solutions brings unmatched reporting power to OpenText Intelligent Capture with CapReport

Standard Intelligent Capture reports are valuable and provide useful information regarding system performance. However, out of the box OpenText Intelligent Capture reporting does not provide the robust and detailed information required by many companies for auditing, production analysis, or export monitoring.

Information Capture Solutions has filled this void with CapReport. CapReport is an intuitive reporting database built for Intelligent Capture and designed to provide OpenText Intelligent Capture users with detailed reports currently unavailable in the standard reporting interface. Leveraging SQL Server Reporting Services (SSRS), CapReport users can now monitor and report on all aspects of their capture environment providing never before had analytics on system throughputs, operator speeds and accuracy, document/batch tracking, along with export and reject tracking. Reports can be scheduled and automatically delivered via email using the built-in scheduling feature within SSRS.

Benefits Summary

CapReport provides OpenText Intelligent Capture users with secure web based access to the data and information organizations need to more effectively manage their personnel and data capture environment. CapReport fills the gap where standard reporting falls short and allows users to store and access information currently unavailable in the base install of OpenText Intelligent Capture. CapReport allows organizations to unlock and understand the full potential of their capture environment.

Sample of Reports Now Available Through CapReport

Operator Statistics

This report provides users with the ability to report on operator throughputs (documents per hour) for each operator by document queues for any given date range.

Operator Statistics by User

This report will allow the user to select a range of dates on which to report and presents a list of operators to

select from when running the report. The report will break down for each document type and present the number of fields/documents keyed per hour by operator. This report will also display the session time of each operator selected.

Active Inventory Summary

This report provides the user with the information they

About Information Capture Solutions

Information Capture Solutions is certified developer and integrator of OpenText Intelligent Capture with over two decades of experience working with the product. If you would like more information on Intelligent Capture or how to unlock the most from your capture processes by enhancing your reporting capabilities, please contact Information Capture Solutions.



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Sample of Reports Now Available Through CapReport



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Active Inventory Summary (continued)

need to know where their documents are in every step of the capture process. It provides users with document counts for any given date range based on received date and will show the document count currently in process, documents exported, and documents rejected for each given receive date.

Document Stored (Exported)

This report will display, by receive date, the total document count exported for that given date(s). This total can be broken down even further by process flow.

Reject Report

The Reject Report shows the user all documents that were rejected from the system for any given date or date range selected. It will also show the date and time the document was rejected from the system, the operator who rejected it, and the reason for its rejection.

Document Capture Detail

This report is a must have for auditing, tracking capture accuracy, and operator training purposes. The document capture detail report will provide the user with all fields captured for each individual document. In the report each field that was captured will be listed along with all relevant capture information. The report will display the queue where the field value was captured or altered, the date/time the data was captured/altered, the operator who captured/altered the data, and the value for each captured field.

System Throughput

The System Throughput report provides users with a total document count that has been keyed broken down by document type. This report then calculates how many documents went through OCR and how many went to Key from Image (KFI). It provides the totals and percentage values for all types. The report also provides the labor hours spent on those given document types and total labor hours for a given selected date range. It also provides the system throughput as calculated by documents / operator / hour.

These are just a few of the many intuitive reports that become available to Intelligent Capture users with the addition of CapReport. Additional reports include but are not limited to:

- Daily Output Summary
- Scan Operator Report
- Batch List Scanned Report
- Document Status for DCN (Document Control Number)
- DCN List by Batch
- Document Percent Keying Statistics
- Operator Working Sessions

