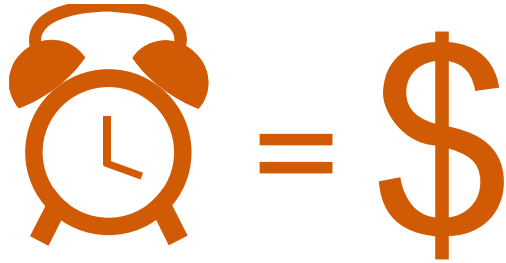


Introduction to Quick Fields



Caroline Hsu

Presales Engineer



Automated Capture

Identification

Processing

Extraction

Filing

Employee Name: **Martin Luther King**
 Job Title: **Marketing Analyst**
 Department: **Marketing**
 Review Period Start: **01/15/1929**
 Review Period End: **04/04/1968**
 Reviewer Name: **History**

Employee Comments

I have a dream that one day this nation will rise up and live out these truths to be self-evident: that all men are created equal

I have a dream that one day on the red hills of Georgia the slaves slave owners will be able to sit down together at the table of brotherhood

I have a dream that one day even the state of Mississippi, a state which has been sweltering with the heat of oppression, will be transformed into an oasis of freedom and justice

Employee Acknowledgement

I have reviewed this document and discussed it with my supervisor. My signature means that I have been advised that my signature does not necessarily imply that I agree with the contents of this document.

Employee Signature _____

Reviewer Signature _____

Instructions for completion:

Please print when filling out this request. All Sections must be completed. Be sure to indicate the exact number of days you will be away from the office. This will enable the Human Resources Department to calculate your paycheck and attendance schedule correctly. Obtain your supervisor's approval and forward the completed request to the Payroll Department *prior to the beginning of the vacation.*

Employee Name: Chavez, Cesar	Employee ID #: 101
Date of Hire: 09/22/1986	Department: Sales
Social Security Number: 444-55-6666	Telephone: 562-988-1688
Number of Days Requested:	
FIRST CHOICE:	From: _____ To: _____
SECOND CHOICE:	From: _____ To: _____
Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____

*Note:
 Give as much advance notice as possible. In cases of conflict, the employee with the earliest request will be priority. In cases of duplicate or similar request dates, the employee with the earliest starting date will prevail. We will try to accommodate everyone.



Vacation Request

Instructions for completion:

Please print when filling out this request. All Sections must be completed. Be sure to indicate the exact number of days you will be away from the office. This will enable the Human Resources Department to calculate your paycheck and attendance schedule correctly. Obtain your supervisor's approval and forward the completed request to the Payroll Department *prior to the beginning of the vacation.*

Employee Name:	Chavez, Cesar	Employee ID #:	101
Date of Hire:	09/22/1986	Department:	Sales
Social Security Number:	444-55-6666	Telephone:	562-988-1688
Number of Days Requested:			
FIRST CHOICE:	From:	To:	
SECOND CHOICE:	From:	To:	
Employee Signature:		Date:	
Supervisor Signature:		Date:	

*Note:

Give as much advance notice as possible. In cases of conflict, the employee with the earliest request will be priority. In cases of duplicate or similar request dates, the employee with the earliest starting date will prevail. We will try to accommodate everyone.

Template: Human Resources

Employee Name



Chavez, Cesar

Employee Number

101

Document Type

Date of Hire

09/22/1986

Social Security Number



444-55-6666

Scan Date

04/09/2012



Vacation Request

Instructions for completion:

Please print when filling out this request. All Sections must be completed. Be sure to indicate the exact number of days you will be away from the office. This will enable the Human Resources Department to calculate your paycheck and attendance schedule correctly. Obtain your supervisor's approval and forward the completed request to the Payroll Department *prior to the beginning of the vacation.*

Employee Name: Chavez, Cesar	Employee ID #: 101
Date of Hire: 09/22/1986	Department: Sales
Social Security Number: ██████████-6666	Telephone: 562-988-1688
Number of Days Requested:	
FIRST CHOICE:	From: To:
SECOND CHOICE:	From: To:
Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____

*Note:
Give as much advance notice as possible. In cases of conflict, the employee with the earliest request will be priority. In cases of duplicate or similar request dates, the employee with the earliest starting date will prevail. We will try to accommodate everyone.

Employee Name:	Martin Luther King Jr.
Job Title:	Marketing Analyst
Department:	Marketing
Review Period Start:	01/15/1929
Review Period End:	04/04/1968
Reviewer Name:	History



Employee Comments

I have a dream that one day this nation will rise up and live out the true meaning of its creed: "We hold these truths to be self-evident: that all men are created equal."

I have a dream that one day on the red hills of Georgia the sons of former slaves and the sons of former slave owners will be able to sit down together at the table of brotherhood.

I have a dream that one day even the state of Mississippi, a state sweltering with the heat of injustice, sweltering with the heat of oppression, will be transformed into an oasis of freedom and justice.

Employee Acknowledgement

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature _____ Date _____

Reviewer Signature _____ Date _____



Template: Human Resources

Employee Name



King, Martin Luther

Employee Number

110

Document Type

Date of Hire

10/30/1985

Social Security Number




111-22-3333

Scan Date

04/09/2012

Interfiche Performance Review

Employee Name:	Martin Luther King Jr.	
Job Title:	Marketing Analyst	
Department:	Marketing	
Review Period Start:	01/15/1929	
Review Period End:	04/04/1968	
Reviewer Name:	History	

I have a dream that one day this nation will rise up and live out the true meaning of its creed, "We hold these truths to be self-evident, that all men are created equal."

I have a dream that one day on the red hills of Georgia the sons of former slaves and the sons of former slave owners will be able to sit down together at the table of brotherhood.

I have a dream that one day even the state of Mississippi, a state sweltering with the heat of injustice, sweltering with the heat of oppression, will be transformed into an oasis of freedom and justice.

Employee Acknowledgement

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature _____ Date _____

Reviewer Signature _____ Date _____

Laserfiche Vacation Request

Instructions for completion:
Please print when filling out this request. All Sections must be completed. Be sure to indicate the exact number of days you will be away from the office. This will enable the Human Resources Department to calculate your paycheck and attendance schedule correctly. Obtain your supervisor's approval and forward the completed request to the Payroll Department prior to the beginning of the vacation.

Employee Name: Chavez, Cesar	Employee ID #: 101
Date of Hire: 09/22/1986	Department: Sales
Social Security Number: ██████████-6666	Telephone: 562-988-1688
Number of Days Requested:	
FIRST CHOICE: From: _____ To: _____	
SECOND CHOICE: From: _____ To: _____	
Employee Signature: _____ Date: _____	
Supervisor Signature: _____ Date: _____	

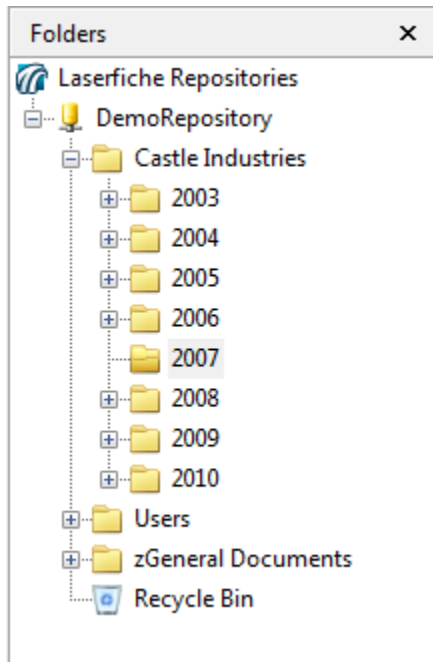
*Note:
Give as much advance notice as possible. In cases of conflict, the employee with the earliest request will be priority. In cases of duplicate or similar request dates, the employee with the earliest starting date will prevail. We will try to accommodate everyone.

- + Accounting
- + General Documents
- Human Resources
 - Employee Files
 - + Forms
 - Performance Reviews
 - + Chavez, Cesar
 - + Churchill, Winston
 - + King, Martin Luther
 - + Recruiting
 - + Temp
 - Vacation Requests
 - Pending Requests

Laserfiche Capture Engine

Before

Name	Dollar Amount
2010-01-01 to 2010-01-11 Paying Attendance to King Mordrains	\$9999.00
2009-06-13 to 2009-09-22 Visit to Queen Cordelia	\$999234353.68
2007-03-03 to 2007-03-13 Visit to King Morvidus	\$990324.52
2006-12-28 to 2007-01-22 To Castle of Tintagely	\$99
2002-11-23 to 2002-12-23 Journey to Abbey a tenth time	\$98234
2002-11-12 to 2002-11-12 Dragon Slayage at Camelon	\$95.26
2001-04-03 to 2001-05-12 Visit to Queen Marcia	\$923567.68
2006-11-23 to 2006-11-23 Journey to Abbey a fourth time	\$9234
2001-11-23 to 2001-11-23 Journey to Abbey a third time	\$9234
2007-06-13 to 2007-06-13 Visit to King Sisillius I	\$92222.68
2007-06-13 to 2007-06-13 Visit to King Leil	\$92222.68
2003-12-25 to 2003-12-25 Visit to King Curus Greenshield	\$9124902.68
2005-12-28 to 2005-12-28 To Castle of Tintagelly	\$900.50
2001-12-28 to 2001-12-28 To Castle of Tintagel	\$9.50
2000-11-12 to 2000-11-12 Dragon Slayage at Tintagel	\$9.26
2004-11-23 to 2004-11-23 Journey to Abbey a seventh time	\$89234
2005-11-12 to 2005-11-12 Dragon Slayage at Pend Rhiynydd	\$86.26
2007-05-08 to 2007-05-08 Slaying Mordred's Dragon - try number five	\$85.26
2006-03-03 to 2006-03-03 Visit to King Mordrains	\$823567.68



Name	Start Date	End Date	Dollar Amount
Dragon Slayage of Tintagel	3/13/2007	3/18/2007	\$9.26
Slating Mordred's Dragon	5/20/2007	5/30/2007	\$85.26
To Cadbury Castle	8/5/2007	10/4/2007	\$813.00
To Castle of Cornwall	1/1/2007	3/2/2007	\$800.56
To Castle of Tintagelly	9/9/2007	12/15/2007	\$812,567.00
Visit to Queen Marcia	2/14/2007	7/4/2007	\$923,567.68

After

Quick Fields Agent Session Scheduling

Design Considerations

Acquire Documents

Identify Documents

Clean Up Images and Text

Extract Information

Fill Out Metadata

File Documents

Pattern Matching

Pattern Matching

Getting a Specific Piece of Information

Often Used With Zone OCR

The Challenge: Think Like a Computer

Pattern Matching

December 12, 2011, 3:30 PM, Conference
Room B

#:## PM

Pattern Matching

December 12, 2011, 3:30 PM, Conference
Room B

`\d` = digit `{1,2}` = 1 or 2 `[A|P]` = A or P

Pattern Matching

December 12, 2011, 3:30 PM, Conference
Room B

`\d{1,2}:\d{2} [A|P]M`