Introduction to Quick Fields

Caroline Hsu
Presales Engineer
Automated Capture
Identification
Processing
Extraction
Filing
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

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 slave owners and the sons of former slaves will be able to sit together at the table of brotherhood.
I have a dream that one day even the state of Mississippi, a universe of Jim Crow laws and caste systems will be transformed into an oasis of freedom and justice.

Employee Acknowledgement
I have reviewed this document and discussed it with the employee. My signature means that I have been advised and does not necessarily imply that I agree with the Reviewer.

Employee Signature:
Reviewer Signature:

---

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: 562-988-1608

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.
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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.

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Employee Name: Chaves, Cesar  Employee ID #: 101
Date of Hire: 09/22/1986  Department: Sales
Social Security Number: 666666  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
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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 swarming with injustice, swarming 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: ________________
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 the amount of vacation to be paid. If you feel any question or concerns, you should consult with your supervisor and submit your request to the Human Resources prior to the beginning of your vacation.

Employee Name: Martin Luther King Jr.

Date: 01/19/1929

Review Period Start: 01/19/1929

Review Period End: 01/20/1929

Reviewer Name: History

Employee ID:

Vacation Request:

Date of Leave: 01/19/1929

Department: Marketing

Social Security Number: 01/19/1929

Telephone: 01/19/1929

Number of Days Requested:

Please complete the following:

1. From: 01/19/1929

2. To: 01/20/1929

3. Number of Days:

Employee Signature:

Date:

Reviewer Signature:

Date:

Note:

Due to mutual respect and consideration, in cases of conflict, the employee with the earliest request will be priority. In cases of overlap or dispute request dates, the employee with the earliest starting date will prevail. We will try to accommodate everyone.
Laserfiche Capture Engine
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<th>Name</th>
<th>Dollar Amount</th>
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<td>2007-03-03 to 2007-03-13 Visit to King Morvidus</td>
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<td>To Castle of Tintagelly</td>
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<tr>
<td>Visit to Queen Marcia</td>
<td>2/14/2007</td>
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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
December 12, 2011, 3:30 PM, Conference Room B

#:## PM
Pattern Matching

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

\d = digit \quad \{1,2\} = 1 \text{ or } 2 \quad [A|P] = A \text{ or } P
December 12, 2011, 3:30 PM, Conference Room B

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