

# Intelligent Document Processing



C A R D I F F™  
an Autonomy company



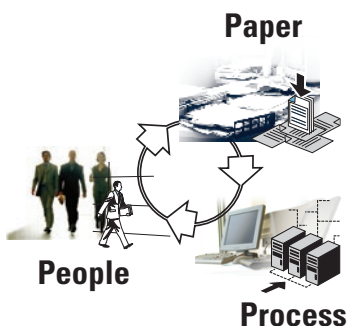
Paper and electronic documents are the fabric that connects people to business. Imagine the improvement you could see in your business if the documents and forms that you use everyday suddenly contained intelligence about where they needed to be routed and which systems needed the data they contained. What if you could automatically extract business information from paper documents as easily as from online forms? And what if you could find any document at any time no matter who was working on it while resting assured that all of the information was secure from unauthorized access?

## Cardiff® Intelligent Document Processing

- a solution focused on streamlining and simplifying the myriad of complex connections between the people, documents and the processes that are critical to your business. With a flexible architecture and the ability to process both paper documents and online information, the Cardiff solution extends the power of your existing business systems in a way that enhances their value and makes them easier for people to work with. The result is smoother processing for both your customers and your staff, dramatically reduced cost of data entry, and complete visibility to process status at every point in the cycle.

### Unifying People, Paper and Process

People. Information. Processes. Collectively, their interaction determines the level of success for your organization. And the initiation point of this interaction is often a form, a collection of information that then



passes between people and systems. Cardiff Intelligent Document Processing captures the information and navigates the process behind each form or document in a way that improves efficiency, manages complexity, allows for rapid change and enhances the customer experience.

The embedded intelligence ensures the accuracy of the information collected and knows the next step in the process, while allowing for human decision points and exception handling. With the integration of search technology, Cardiff provides insight and control across in-process activities and unstructured information. Having a better understanding of information and how people use that information enables real-time action and improved decision-making. When applied across the enterprise, Cardiff Intelligent Document Processing solutions give organizations the ability to anticipate, react and execute faster and better than their competition.

## Capture Information from Paper or eForms

### Automatically Extract, Recognize and Validate People-based Processing and Routing

Cardiff offers secure, distributed and centralized high-throughput on-boarding of hand- and type-written content from paper forms and documents to enterprise and content management systems and applications. By bringing all data online, organizations can ensure accuracy, reduce operating costs and accelerate processes.

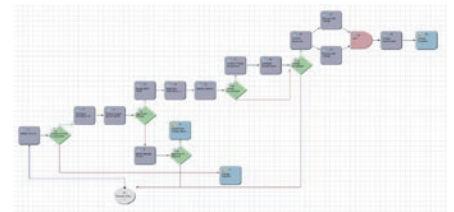
### Open, Non-proprietary eForms

With Cardiff's powerful, Web-based eForm capabilities, organizations can create, deploy and automatically manage the routing, tracking and approval processes for electronic forms. The eForms are open, non-proprietary and version independent, giving users an easy-to-use interface with the comfortable familiarity of paper. The business friendly interface enables non-technical users, those with the most direct knowledge of business requirements, to build the forms.

## Embedded Intelligence for Process Automation

### Automated Workflow

Cardiff's automated workflow allows processes to be advanced in a pre-defined manner. With its role-based routing and structured workflow capabilities, an organization can completely automate the flow of information as it passes between divisions, people and disparate systems.



By automating the workflow cycle for forms and documents, and assigning role-based routing, Cardiff removes human error and speeds workflow resulting in time and cost savings.

### People-based Processing and Routing

Cardiff's manual or "people-driven" task routing makes it easy to quickly automate as-is processes without the need for process definition and re-engineering. Task owners or process experts are empowered to make decisions in regards to next process steps. This capability significantly reduces the process time spent in transfer and queuing on a broad scale. As an added benefit, these processes are fully auditable and visible.



# Cardiff's Intelligent Document Processing Solution

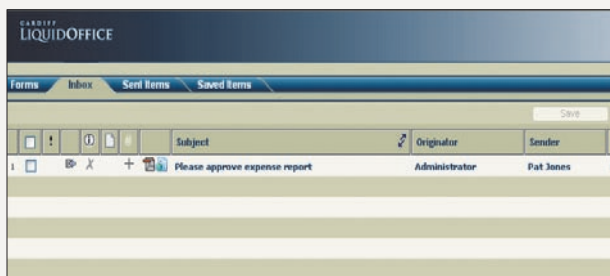
## CARDIFF LIQUIDOFFICE™

Powerful business process management (BPM) that integrates information, process and people in an adaptive, rapidly deployed environment

- Accelerate revenue cycles
- Increase profits and decrease costs
- Maintain seamless compliance
- Improve operational efficiency

LiquidOffice embeds intelligence within forms and securely navigates the process between people and systems, offering visibility into each step of the process and a complete audit trail. LiquidOffice encompasses the entire BPM lifecycle from design and simulation to deployment and optimization.

Cardiff software is business friendly and allows rapid change without custom coding, giving you unparalleled agility. Plus integration of Autonomy's leading information retrieval technology makes LiquidOffice the first and only BPM solution with real-time access to information in process.



Cardiff® LiquidOffice™ includes an eForm repository that centralizes all of your forms.

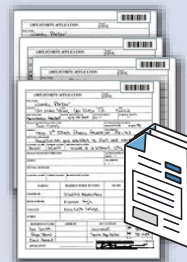
## CARDIFF TELEFORM®

High-volume, high-accuracy information capture from paper documents for the agile enterprise

- High-volume document scanning and integration with enterprise fax servers for image capture
- Automatic document recognition and information extraction
- Reads hand-print, typed text, barcodes, and signatures from paper documents
- Feeds data directly into your enterprise application using 300 pre-built adapters or a programming interface you can use to create custom connect agents

Cardiff® TeleForm® automatically captures data from paper forms and documents, validates the data and passes it to enterprise systems, such as Cardiff LiquidOffice and other ECM, ERP and CRM applications. Bringing all data online helps ensure data accuracy, reduces operating costs and accelerates business processes. TeleForm operates locally or remotely, leveraging Web-based connectivity to transmit data from paper to remote applications or systems.

**Barcodes** ←  
**Machine Print** ←  
**Hand Print** ←  
**Signature** ←



Capture data from structured and unstructured forms and documents using Cardiff® TeleForm®.



## Contact Cardiff

### Industries

#### Government

Tax forms, vehicle registration, business licenses, forms processing

#### Healthcare

Patient enrollment, insurance claims, prescription orders, revenue lifecycle

#### Financial Services

Loan applications, credit reports, new accounts, remittance, cash management

#### Manufacturing

Service requests, job orders, change control

#### Education

Admission applications, financial aid, student transfers, grants

### Solutions

#### Human Resources

Employee self-service, time-off requests, performance evaluations, all personnel and policy forms

#### Accounting

Expense reports, purchase orders, requisitions, invoices, all financial processing forms, compliance

#### Marketing

Co-op marketing requests, lead processing, customer surveys

#### Production

Work orders, engineering change related documents

#### Sales

Sales forecasting, business reports

#### Support/QA

Bug reports, feature requests, customer feedback

## Real-time Visibility and Governance

### In-process Search

Only Cardiff offers your organization document processing capabilities featuring enterprise-class search, as well as a full range of user-determined, pre-determined and adaptive process options that are required for real-time process control. These capabilities allow Cardiff to fully automate the complex business environments and to surface information at the right time, enabling better decisions in a more complete context.

### Comprehensive Auditing

Cardiff's integrated auditing, tracking and notification capabilities ensures adherence to compliance obligations without slowing down the course of business operations. With Cardiff's event-driven indexing and process automation, risk managers can be alerted to compliance concerns early—enabling immediate action and avoiding compliance penalties and litigation that can result from regulatory violations.

### Security and Management

Cardiff's role-based access enables process activity monitoring, management of user roles and relationships, exception handling and task reassignment, and system resource management. Limiting access by user permissions means businesses maintain a secure environment and can monitor and log each time a user accesses, adds or monitors data in a process.

Cardiff greatly simplifies all administration and management by providing access to all relevant information in a single light-client environment.

“A single security breach related to regulation or legislation can put companies at risk of a significant financial loss or public relations disaster.”

- David Friedlander and Jan Sundgren,  
Forrester Research, Best Practices: Desktop Security,  
January 30, 2004



Contact the following Cardiff Certified Reseller for more information.

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