Will Abbyy FlexiCapture software work for me?

A guide to running an Abbyy FlexiCapture project

ABBYY® FlexiCapture

Getting the most from this guide

Thanks for your interest in Abbyy FlexiCapture.

Abbyy FlexiCapture is an incredibly powerful software application designed to automate the capture of data from documents and forms. However, there's no magic bullet, the more automation you require the more the solution will cost and the greater the complexity of the development – in other words, a successful implementation takes hard work from all parties! So, it's important we understand your application in detail and likewise that you appreciate the realistic capabilities of Abbyy FlexiCapture and the indicative project costs.

With this in mind, please take a few minutes to read this guide carefully, review the video links, consider the likely project cost and complete the questionnaire at the end.

Will Abbyy FlexiCapture work for me?

ABBYY® FlexiCapture

All successful companies are looking to improve the bottom line, however the days of buying software for the sake of it are long gone and all new initiatives need a realistic return on investment. Later in this guide we'll give you some indicative budgetary costs for a typical Abbyy FlexiCapture project.

Before we go too far, it's important to clarify what your current document volumes are and how much time you spend manually processing them.

If you're only processing 100 documents per month, then it's unlikely Abbyy FlexiCapture is the right solution for you. There are also technical and practical issues to consider - for example what type of data do you want to capture from the document, where will it end up and in what format.

What is Abbyy FlexiCapture?

Abbyy FlexiCapture is a software application which automates the capture of data from documents and forms.

So, rather than having an human manually keying data from an order form into a finance system, the objective is to speed-up the process by collecting the data automatically and passing the information electronically to the business system. FlexiCapture is happy dealing with both scanned paper documents and those received via email and in many different formats (PDF, JPEG, TIFF, BMP and GIF formats).

Please watch this flash video for a quick demo of Abbyy FlexiCapture in operation:

[Click here - Overview of Abbyy FlexiCapture](#)

Abbyy FlexiCapture can be installed on your own MS Windows server, or Document Genetics can host it in the Cloud.

What type of documents do you have? **ABBYY FlexiCapture**

There are a number of different types of document you can capture:

- **Fixed Forms** – these are forms which have a fixed format and don't change very often (e.g. survey forms, application forms). They may have been created by your business or a 3rd party. If you have control over the form design, that's great as a document designed for automatic data capture will give much better results.
- **Flexible Forms** – these are forms which may contain the same repeatable data but have no fixed structure (e.g. application letter, test certificate)
- **Business Documents** – these are transactional business documents which may vary in format but have common data fields which you want to capture (e.g. purchase invoices, purchase orders)

Note: A flexible forms project is more complex as we need to design a flexi-layout which will hunt around the page for the correct data, regardless of where it appears.

What type of data do you need?

There are a number of data types which Abbyy FlexiCapture can extract:

- **Computer Text** – These are characters which have been created and printed by a computer system – Optical Character Recognition (OCR) results are generally very good. **37 NEWHAVEN STREET, BRIGHTON, BN2 9NR.**

- **Handwriting** – This is text which has been written by a human being. As long as the handwriting is placed in constrained boxes and written in black ink the OCR results will be good, but some manual verification is inevitable.

Your name: M R S   A U D R E Y   C H A N D L E R

- **Tick boxes** – As above, but ticks and crosses in constrained boxes. Again, some manual verification is inevitable.
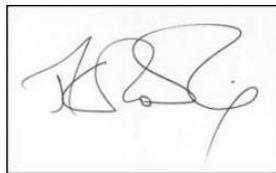
Yourself [X]   Your Manager [ ]   Your FOM/DM [ ]   A Co-Worker [ ]

- **Barcodes**– Nearly all formats of barcode can be read quickly and reliably – this is a great way to quickly link a document to a record on your business system.

FF45CR990123456789

- **Signatures/Images** – Signatures/images can be easily captured from specified regions on a form or document.

Can you give me a ball park figure?

It's really difficult to give cost estimates as every project we deliver varies in its scope and complexity. So, on the next page we'll ask you some questions about your specific application which will help us provide you with an outline budgetary quote. However, here are some ballpark figures (which include software, setup and training) for a couple of scenarios:

Example1:
Fixed Forms – 2,000 documents/month, 3 forms   £7,495*
*Based on Abbyy FlexiCapture Standalone for unlimited documents per year (this is a one-off cost perpetual license installed on your own MS Windows server) and 3 days professional services – excludes annual software maintenance (charged at 20% of software cost per annum)

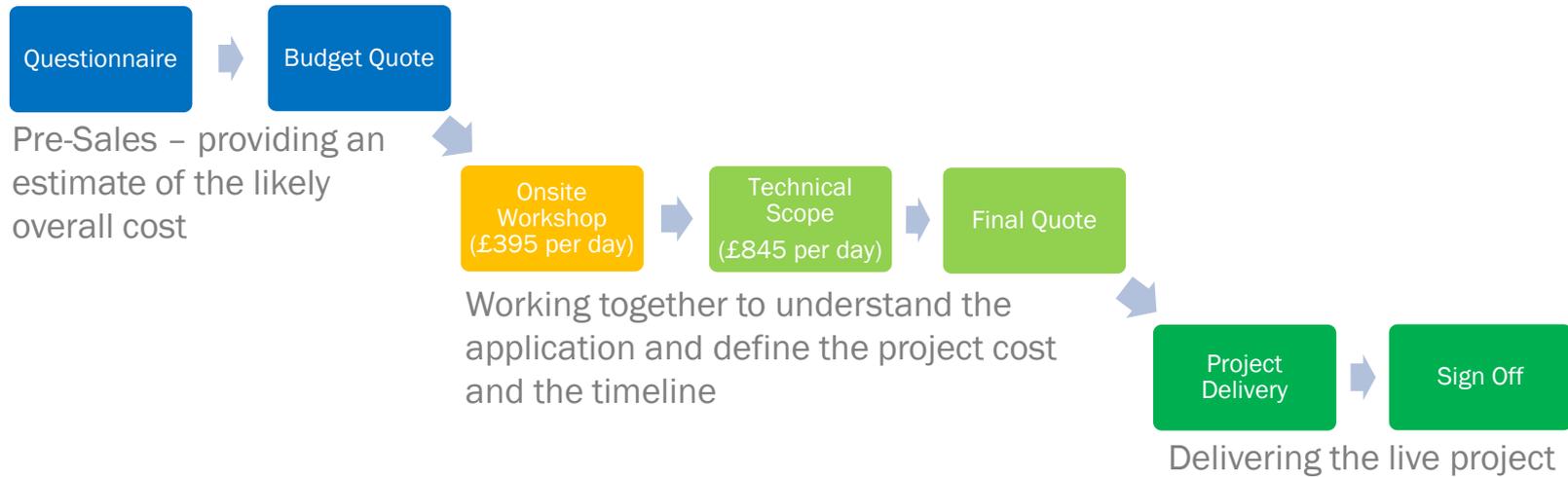**Example 2:**
Mailroom project – 12,000 documents/month, Approx 10 forms   £15,495*
*Based on Abbyy FlexiCapture Distributed for 150,000 documents per year (this is a one-off cost perpetual license installed on your own MS Windows server) and 10 days professional services – excludes annual software maintenance (charged at 20% of software cost per annum)

Delivering Abbyy FlexiCapture

Here's a schematic showing how we deliver an Abbyy FlexiCapture project:

Questionnaire	➤	Budget Quote

Pre-Sales – providing an estimate of the likely overall cost

Onsite Workshop (£395 per day)	➤	Technical Scope (£845 per day)	➤	Final Quote

Working together to understand the application and define the project cost and the timeline

Project Delivery	➤	Sign Off

Delivering the live project

Note: All costs exclude VAT.

Tell us about your application?

To help us evaluate the suitability of Abbyy FlexiCapture for your application and to give you a realistic estimate of project costs, please complete our brief questionnaire.

[Click here to complete our questionnaire](#)

Once we've had a chance to review the feedback from your questionnaire, we'll give you an indicative budgetary cost -this figure will enable you to calculate a realistic return on investment (ROI).

See overleaf for the next stage of the project, the onsite workshop.

Onsite Workshop

Assuming the ROI works for your business and you want to progress the project, the next stage is an onsite workshop. We find this is the best way for your business to get a really good understanding of how Abbyy FlexiCapture works– it's important to see it running in your organisation and with documents…….not a "smoke a mirrors" demo with a finely tuned set of perfect test forms!

For the workshop, one of our Abbyy software experts attends your site with a full Abbyy FlexiCapture evaluation system and scanner. We then work with you to understand your operational environment and to test some of your current document formats. We will also review the interfaces to your business systems and the output formats you need and the final destination (e.g. ERP/Finance system, SQL, XML, CSV, XLS, etc.).
A typical a workshop is 1 to 2 days in duration (depending on the complexity) and is charged at a cost of £395 per day (this includes our expenses but excludes VAT).

Note: there is no commitment to purchase FlexiCapture at the end of the workshop. If you decide it's not the right solution for you, then that's fine. Ultimately, we want you to buy the right product for your business.

Betterware

John Embrey, Head of IT
"The DG solution has allowed us to electronically sort and send daily reports and purchase documents (both previously printed), saving considerable time, paper and postage costs. Their service has been excellent, a quality which can be hard to find in today's business world".

Direct Debit collections by eazipay

Luisa Grey, Managing Director
Integrating the DG solution into our business practices has enabled us to streamline our back-office processes beyond recognition. Everything that was previously done manually is now completely automated, which has increased our efficiency, reduced any chances of error and significantly enhanced our overall business offering and service levels to our clients. The result is a system that is now a vital element of our business. Quite simply couldn't do without it.

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more innovative

Trevor Burrows, IT Director
"We implemented the DG software over 6 years ago to format and deliver documents from our iSeries system - this has proved to be flexible, reliable and cost effective and it's been a pleasure working with Document Genetics – I recommend both the product and the company".

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