

**AnyDoc®**

# **MANAGE**it

Real-time monitoring  
to optimize your workflow

Manage Distributed Capture & Processing



## Complete Monitoring of your Data Capture and Processing Operation.

Adjust and optimize processes and resources before problems arise.

**I**t's simple, really: MANAGEit™ is the tool for planning and optimizing your OCR for AnyDoc® and CAPTUREit™ workflow. With MANAGEit's ability to peer into your data capture and processing operation (whether it's local or remote), you'll have the data you need to improve processes—heading off trouble before it becomes just that. And, you'll be able to make sure resources are used to their full capacity.

MANAGEit provides real-time monitoring, graphical analysis, performance alerts and reporting for your OCR for AnyDoc processes. A myriad of processes can be tracked: batch level status, station activity, pending work and remote user logons, just to name a few. Tweak a process, and see the result—instantly.

You can also define your own alerts, delivered to administrators via instant messaging or email. Alerts warn administrators of possible production slow-downs, allowing for proactive resolution before your workflow is impeded.

Receive detailed reports on throughput, accuracy and productivity. Produce graphs for high-level data, like a complete OCR for AnyDoc solution overview, or drill down to statistics for individual workers and stations. MANAGEit also includes a starter set of Business Objects™ Crystal Reports® with automated email distribution, in PDF format.

### Goodbye

Sudden, unexpected processing downtime, backlogs and a lack of processing environment information and control.

### Hello

Real-time views of workload, operations and processing. Alerts before problems occur. And historical processing reports to aid in review and planning.



### Production Supervisor:

“Now I can spot bottlenecks quickly with the custom alerts, insuring the work is done on-time.”

- Tighter control** – monitor local and remote verification performance
- Less stress** – create a more predictable production environment
- Meet deadlines** – manage your workload, ensure priorities are met and complete work on time.
- Maximize resources** – Alerts keep you informed to eliminate resource downtime.

## With MANAGEit you can:

- » Monitor and manage pending work in your system and display job counts for each family and phase, including a totals line for all families.
- » See the instantaneous results of workflow adjustments and other actions.
- » Review work level fluctuations to better manage workload.
- » Set custom alerts to notify administrators when threshold minimums or maximums are violated.
- » Schedule reporting functions to run automatically, saving you time for other activities.
- » Utilize a starter set of standard Crystal Reports—and define your own.
- » Customize the screen view by displaying or hiding columns according to your needs.
- » Monitor multiple OCR for AnyDoc configurations.
- » Avoid work backlogs by monitoring and controlling pending work.
- » Ensure only authorized employees can make changes to workflow batches.
- » Monitor CAPTUREit and VERIFYit station performance, report on history.



**Manager:** “Using MANAGEit reports, I quickly saw patterns emerge in the workflow production. And I was able to put together a plan to get the right resources in the right places at the right time. Now, we’re much more efficient.”

| Computer ID | Scan Station ID | User    | Time               | Computer Login | Process | Batch     | Total Im... | Ori |
|-------------|-----------------|---------|--------------------|----------------|---------|-----------|-------------|-----|
| WKQA05      |                 |         |                    |                |         |           |             |     |
| WK SCOTTE   |                 | ScottE  | 3/28/2005 4:37:... | Disconnected   |         | 0 batches | 0           |     |
| WKQA01      |                 | QA01    | 3/25/2005 1:53:... | Disconnected   |         | 0 batches | 0           |     |
| WKTERESAP   | TeresaP         | TeresaP | 3/28/2005 4:19:... | Disconnected   |         | 1 batch   | 6           |     |
| WKQA05      |                 | QA05    | 3/28/2005 4:38:... | Disconnected   |         | 0 batches | 0           |     |
| WKTERESAP   |                 |         |                    |                |         |           |             |     |
| WKQA05      |                 | QA05    | 3/23/2005 11:3:... | Disconnected   |         | 0 batches | 0           |     |

| User         | Family   | Batch    | ETime       | Process         | Version | Auto...  | Terminal Ser... |
|--------------|----------|----------|-------------|-----------------|---------|----------|-----------------|
| bradg2       |          |          | 3:22:43:25  | Not running     | 3.2.6   | IM, Q... | No              |
| user6        |          |          | 5:01:24:31  | Not running     | 3.2.6   | BC       | No              |
| administr... | partners | 00002213 | 7:22:32:16  | Pass 1 Verify   | 3.2.6   |          | No              |
| user3        | ger03... | 00002275 | 00:27       | Auto ID         | 3.2.6   | IM, Q... | No              |
| user4        | partners | 00002274 | 00:32       | Data Extraction | 3.2.6   | IM, Q... | No              |
| user7        | apps     | 00002216 | 00:26       | Batch Commit    | 3.2.6   | IM, Q... | No              |
| user8        |          |          | 00:54       | Idle - Polling  | 3.2.6   | HS, ...  | No              |
| Administr... |          |          | 12:21:22:10 |                 | 3.2.6   |          | No              |

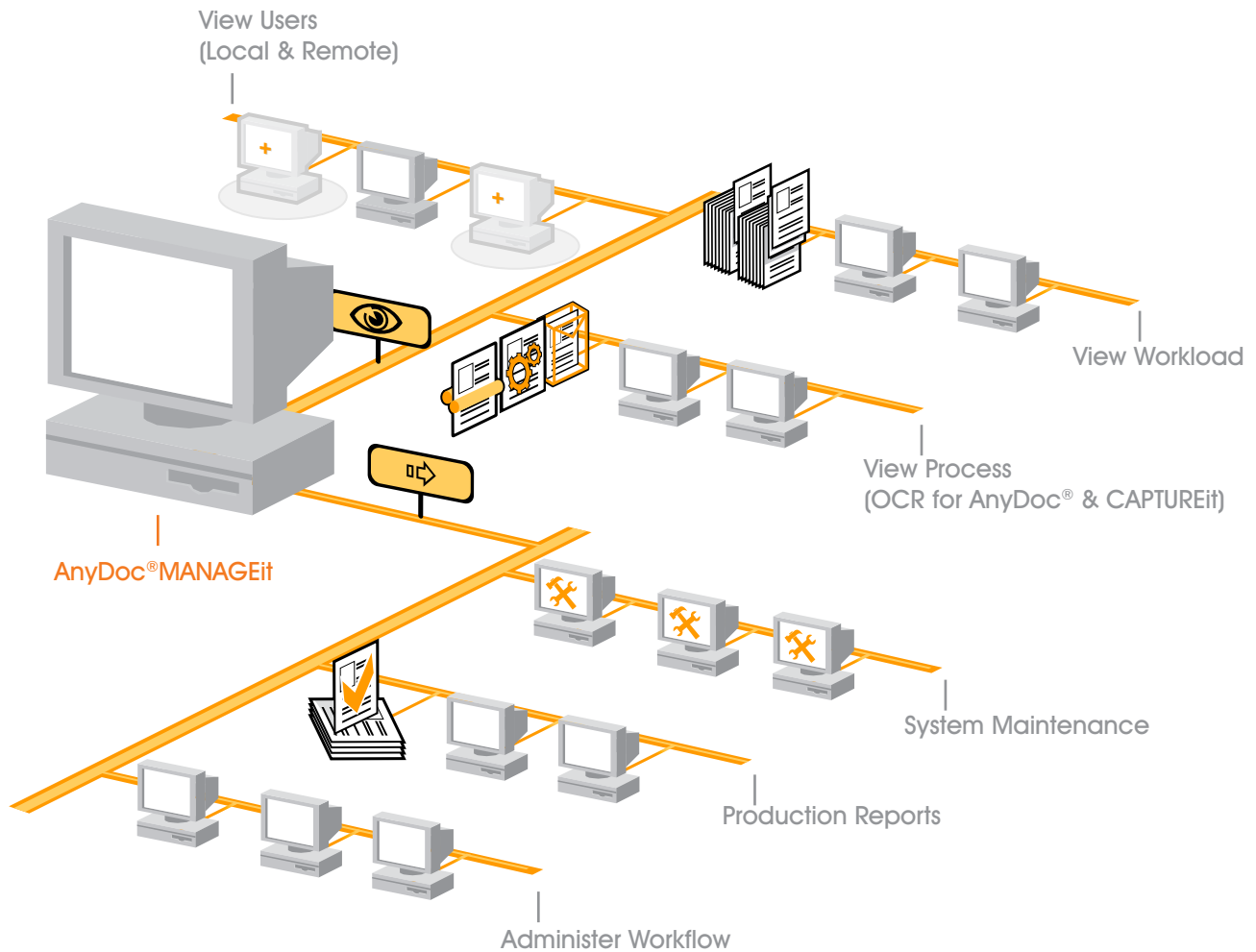
| Family / Batch            | Create Date        | ETime       | Total | Import | QA | Auto ID | Exceptions | Extract | Pass 1 | Commit |
|---------------------------|--------------------|-------------|-------|--------|----|---------|------------|---------|--------|--------|
| Totals                    |                    |             | 433   | 45     | 5  | 142     | 135        | 83      |        |        |
| UBTEST                    |                    |             | 43    | 43     |    |         |            |         |        |        |
| 00034478                  | 3/31/2005 2:38:... | 4:21:22:07  | 43    | 43     |    |         |            |         |        |        |
| Operation Christmas Child |                    |             | 11    |        |    | 2       |            | 6       |        |        |
| 00034392s                 | 2/1/2005 10:57:... | 63:01:02:58 | 9     |        |    |         |            | 6       |        |        |
| 00034460s                 | 3/23/2005 1:00:... | 12:23:00:43 | 1     |        |    | 1       |            |         |        |        |
| 00034461s                 | 3/23/2005 1:00:... | 12:23:00:42 | 1     |        |    | 1       |            |         |        |        |
| Utilities (HSV)           |                    |             | 379   | 2      | 5  | 140     | 135        | 77      |        |        |
| 00034423s                 | 1/26/2005 4:18:... | 68:19:42:17 | 29    |        |    |         | 19         | 10      |        |        |
| 00034420s                 | 1/26/2005 4:18:... | 68:19:42:13 | 29    |        |    |         | 21         | 8       |        |        |
| 00034417s                 | 1/26/2005 4:18:... | 68:19:42:10 | 29    |        | 1  | 28      |            |         |        |        |
| 00034414s                 | 1/26/2005 4:18:... | 68:19:42:08 | 29    |        | 1  | 28      |            |         |        |        |
| 00034411s                 | 1/26/2005 4:18:... | 68:19:42:04 | 29    |        | 1  | 28      |            |         |        |        |
| 00034408s                 | 1/26/2005 4:18:... | 68:19:41:59 | 29    |        |    |         | 8          | 1       |        |        |
| 00034406s                 | 1/26/2005 4:18:... | 68:19:41:57 | 29    |        | 1  | 28      |            |         |        |        |
| 00034405s                 | 1/26/2005 4:19:... | 68:19:41:53 | 29    |        | 1  | 28      |            |         |        |        |
| 00034404s                 | 1/26/2005 4:19:... | 68:19:41:50 | 29    |        |    |         |            |         |        | 29     |
| 00034403s                 | 1/26/2005 4:19:... | 68:19:41:47 | 29    |        |    |         | 3          | 26      |        |        |
| 00034402s                 | 1/26/2005 4:19:... | 68:19:41:44 | 29    |        |    |         | 28         | 1       |        |        |
| 00034401s                 | 1/26/2005 4:19:... | 68:19:41:41 | 29    |        |    |         | 28         | 1       |        |        |
| 00034400s                 | 1/26/2005 4:19:... | 68:19:41:38 | 29    |        |    |         | 28         | 1       |        |        |
| 00034469s                 | 3/24/2005 3:05:... | 11:20:54:59 | 1     | 1      |    |         |            |         |        |        |
| 00034470s                 | 3/24/2005 3:05:... | 11:20:54:59 | 1     | 1      |    |         |            |         |        |        |

- » Real-time pending work status showing all batches listed by form family, the number of images in each phase, any alerts in red and a data bubble with batch information for the line selected.

AnyDoc®

**MANAGEit**

## Automation Process Diagram



**Gain a powerful edge throughout your organization.**

**Optimize your resources and workflow.** MANAGEit's real-time monitoring, views and performance alerts drive efficiency across your OCR for AnyDoc® data capture organization—regardless of size and distribution.



[anydocmanageit.com](http://anydocmanageit.com)

## Key Features

### » **Optimize resource efficiency**

Monitor and manage workflow with real time information. See the instantaneous results of streamlining or corrective action for more efficient productivity. As your business fluctuates, you can see the impact on production activity and create plans to better manage sudden workload changes. Monitor your resources online and in real time: employees, workload, workstations and more.

### » **In control with better decision making**

Production thresholds can be set in such a wide number of processes that it's like having a second person watching workflow for you. As real-time values for pending work, station performance and operator production violate thresholds, alerts are triggered to inform the right people instantly via email or instant messaging to initiate corrective action.

### » **Scheduler for task automation**

Schedule time-consuming database maintenance and reporting functions to run automatically, saving you time for other management activities. Automated tasks can run during off-peak hours or at the convenience of a user-defined schedule.

### » **Reporting on historical performance**

Five standard Crystal Reports provide detailed information and the Crystal Reports Viewer has the ability to accept an unlimited number of Crystal reports developed by you. Reports can also be scheduled for automatic recurring email distribution in PDF format, to the correct individuals

### » **Monitor CAPTUREit and VERIFYit processing**

Unify performance standards in every location. Remote verifiers can now be more easily managed to the same performance standards as on-site operators. MANAGEit reporting also captures this extended control.

### » **Customized display columns**

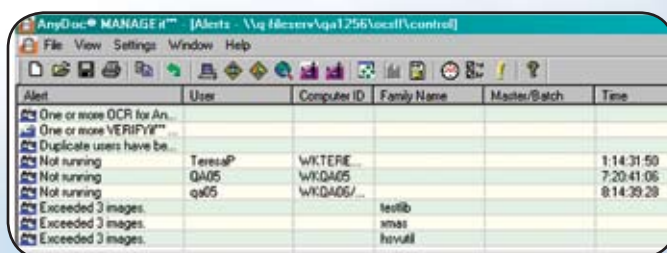
Simple mouse-click convenience allows columns to be displayed or hidden depending on your needs. Customizable display screens allow you to set the most efficient views of your activity.

### » **Ability to monitor multiple OCR for AnyDoc configurations**

Simply point and click to a different OCR for AnyDoc control path, and from one console you have the power to monitor multiple production environments.

### » **Pending work alerts**

Proper pending work flow is essential to operator efficiency and job satisfaction. The batch-age and number-of-pending-batches alerts are two highly effective warnings to maintain customer contract obligations and prevent backlogs. Steady batch processing is always more efficient than dealing with unforeseen backlogs that jeopardize deadlines.



| Alert                      | User    | Computer ID | Family Name | Master/Batch | Time       |
|----------------------------|---------|-------------|-------------|--------------|------------|
| One or more OCR for An...  |         |             |             |              |            |
| One or more VERIFYit™      |         |             |             |              |            |
| Duplicate users have be... |         |             |             |              |            |
| Not running                | TeresaP | WKTERE...   |             |              | 1:14:31:50 |
| Not running                | QA05    | WKDA05      |             |              | 7:20:41:06 |
| Not running                | qa05    | WKDA05/...  |             |              | 8:14:39:28 |
| Exceeded 3 images.         |         |             | teslib      |              |            |
| Exceeded 3 images.         |         |             | imes        |              |            |
| Exceeded 3 images.         |         |             | hivall      |              |            |



## What can AnyDoc Software do for you?

Want to learn how AnyDoc Software can impact your organization? [Contact us today.](#)

[www.anydocsoftware.com](http://www.anydocsoftware.com)  
[info@anydocsoftware.com](mailto:info@anydocsoftware.com)  
813.222.0414



### **Other alerts include:**

Workstations operating under different versions

User name logged into more than one station

Required drive is unavailable

User is not in the product

Machine is idle

No work in the system

Process time exceeded

Batch age exceeds a specified time

Batch suspension

## Customer Comments

"I never thought it would be this easy to process my paper documents..."

"By switching to an automated system, we saw a 60% leap in productivity..."

"Multiple people can access the identical image at the same time..."

"Now the turnaround time for each document...is immediate!"

"Things are running much smoother... thanks to AnyDoc Software."

## Online Education



### Live On-Line or Pre-recorded Presentations

Get an up close look at AnyDoc's complete line of document and data capture solutions. Register for one of our free educational webinars and learn more about the power of precise data. [www.anydocsoftware.com](http://www.anydocsoftware.com)

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## Complete Line of Products



Since 1991, AnyDoc Software has met the data capture and processing needs of thousands of companies worldwide with one core platform. Our current suite of products all operate from that stability and enhanced functionality built on years of experience and innovation. One vendor, every document, no headaches.

## Additional Software

### AnyDoc®Auditor

Selectively review and assess operator efficiency and accuracy. Define monitoring by operator, form, and even down to the zone level. Zone history is logged to a database for reporting.

[www.anydocauditor.com](http://www.anydocauditor.com)

### OCR for AnyDoc®

A comprehensive software solution for automatic data capture and processing from business forms. The software eliminates the costs and inaccuracies of manual data entry for thousands of companies worldwide.

[www.ocrforanydoc.com](http://www.ocrforanydoc.com)

### infiniworx™

Simplify the way your company processes documents with this innovative document workflow development platform.

[www.infiniworx.com](http://www.infiniworx.com)

### AnyDoc®BROKERit

Store your extracted data and images and perform intelligent queries for quick and effective retrieval.

[www.anydocbrokerit.com](http://www.anydocbrokerit.com)

### AnyDoc®CAPTUREit

Easily scan documents from anywhere in the world, perform quality assurance and send images over the Internet to a central location for processing.

[www.anydoccaptureit.com](http://www.anydoccaptureit.com)

### AnyDoc®CLASSIFY

Automatically sort and route all of your documents – quickly and easily.

[www.anydocclassify.com](http://www.anydocclassify.com)

### AnyDoc®DESIGNit

Professionally design your own forms for printing or for use as a template in OCR for AnyDoc processing.

[www.anydocdesignit.com](http://www.anydocdesignit.com)

### AnyDoc®EXCHANGEit

Easily convert extracted data to a variety of file formats for use among multiple applications. EDI, XML, ASCII and others are all available, as are APIs to leading document management solutions.

[www.anydocechangeit.com](http://www.anydocechangeit.com)

### AnyDoc®MANAGEit

Optimize resources and keep your OCR for AnyDoc workflow on track with real-time batch information, graphs and alerts.

[www.anydocmanageit.com](http://www.anydocmanageit.com)

## Market Solutions

### AnyDoc®CLAIM

Automatically process HCFA, UB92 and dental healthcare claim forms.

[www.anydocclaim.com](http://www.anydocclaim.com)

### AnyDoc®EOB

Automatically capture, validate and balance EOB data from all your payers—and drive productivity, lower costs and speed through your EOB processing.

[www.anydoceob.com](http://www.anydoceob.com)

### AnyDoc®INVOICE

Automatically process invoices to lower manual data entry costs by up to 75%.

[www.anydocinvoice.com](http://www.anydocinvoice.com)

### AnyDoc®NOTICE

Provides quick identification of cancelled mortgage insurance policies which generates timely opportunities for revenue generation.

[www.anydocnotice.com](http://www.anydocnotice.com)

### AnyDoc®REMIT

Automatically capture remittances and the critical data on them for much quicker input into your financial or ERP systems.

[www.anydocremit.com](http://www.anydocremit.com)

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