

**Legisway Essentials
Knowledge Center
ABBY OCR**

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Automatic OCR

Activation/Disabling of the service

The service must be activated by a consultant in your system.

As an admin, you have the option to enable or disable the service with a Boolean in the **Admin Functions** (documents which already have OCR, will be skipped automatically).

- Enabling the function will automatically OCR documents entering Legisway Essentials
- Disabling the function will lead to no automatic OCR



Dashboard Legal

Overviews

- Group Companies
 - Worldmap Group Companies
 - Confidential Matters
 - Inbound Email Messages < 14 days
 - Risks

Admin Functions

- Advanced Report
- Risks
- User Accounts
- Master data
- Activate/Deactivate OCR Function**
- OCR Statistics

Corporate

Contracts

Group Companies

Total: 1

Group company

Context Configuration

Context specific settings

Automatic OCR enabled



This setting will automatically OCR documents entering Legisway Essentials

Cancel

Save

View of the document

Every time, a document enters the system and gets OCR'd, you will see two files, the original non-OCR version and the OCR'd version.

You will find the OCR'd version also in the PDF Preview.

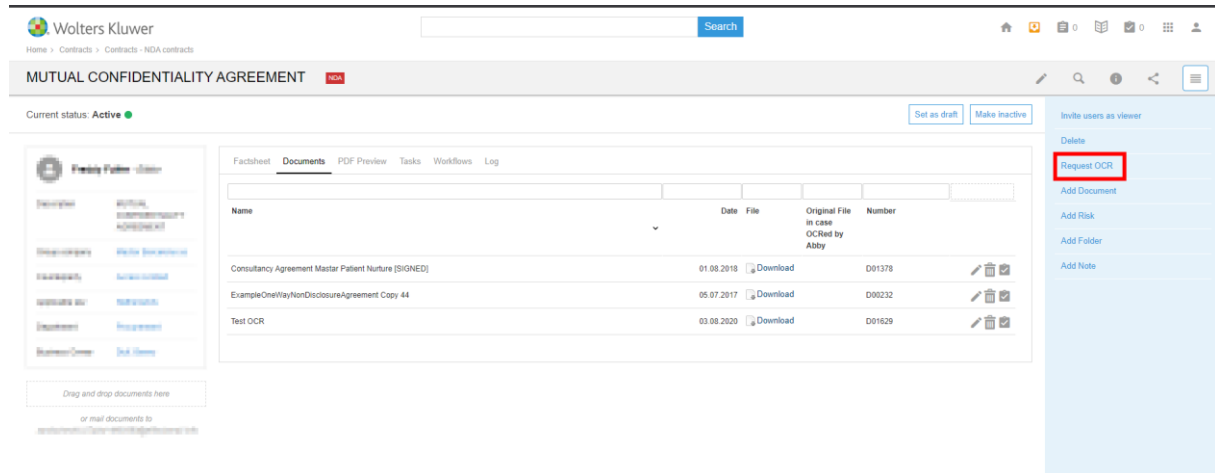
The screenshot shows the 'Test agreement' document page in Legisway Essentials. The 'Documents' tab is active, displaying a table of document versions. The table has columns for Name, Date, File, Original File in case OCR'd by, and Number. Two rows are visible: the original PDF and its OCR'd version, both highlighted with a red border.

Name	Date	File	Original File in case OCR'd by	Number
ExampleOneWayNonDisclosureAgreement Copy 49.pdf	05.07.2017	Download		D00236
Test OCR	03.09.2020	Download	Download	D01631

Manual OCR

The manual OCR function is always available when a consultant activated the service. With this, you can manually OCR documents which were already in the system or when you turned the automatic OCR function

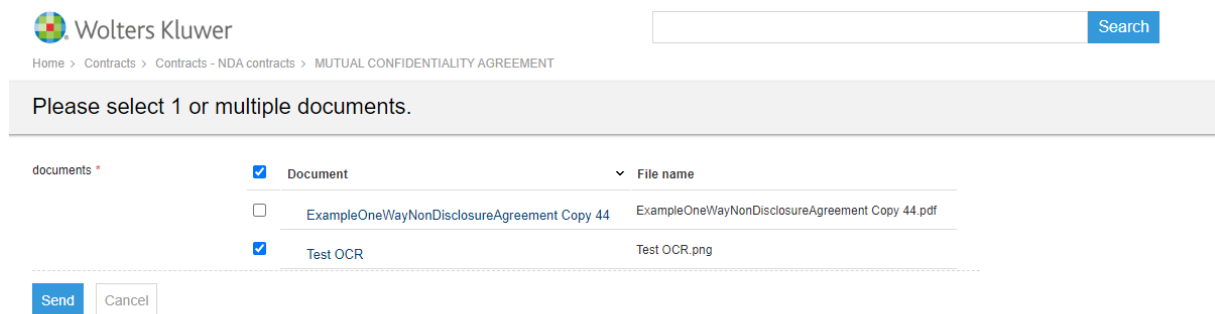
The 'Request OCR' button is available on the Dossier View



The screenshot shows the 'Dossier View' for a 'MUTUAL CONFIDENTIALITY AGREEMENT'. The current status is 'Active'. A table lists documents with columns for Name, Date, File, Original File in case OCR'd by Abby, and Number. The 'Test OCR' document is highlighted in red. A 'Request OCR' button is visible in the right-hand sidebar.

Name	Date	File	Original File in case OCR'd by Abby	Number
Consulancy Agreement Master Patient Nurture (SIGNED)	01.08.2018	Download		D01378
ExampleOneWayNonDisclosureAgreement Copy 44	05.07.2017	Download		D00232
Test OCR	03.08.2020	Download		D01629

All documents which can be OCR will be listed and can be selected

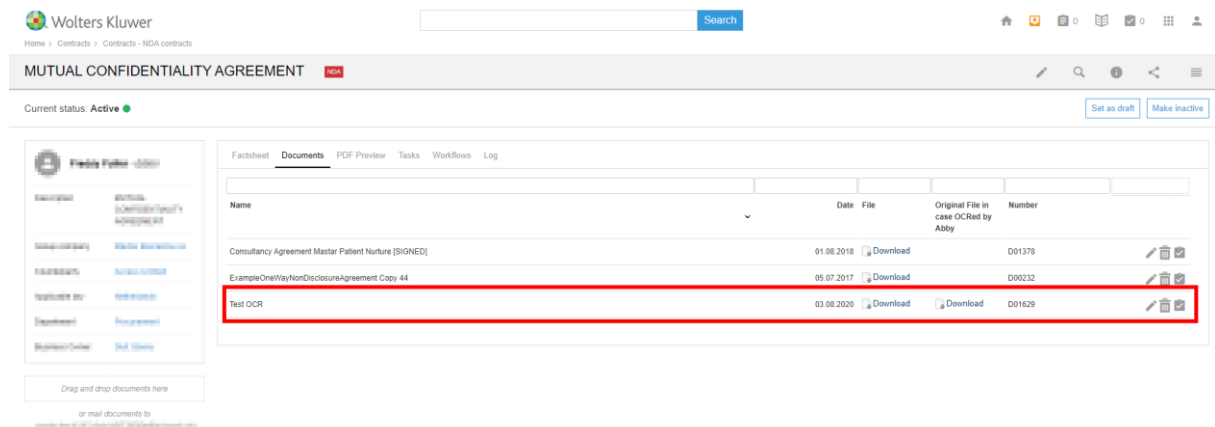


The screenshot shows a selection screen with the instruction 'Please select 1 or multiple documents.' Below this, there are two columns: 'documents' and 'File name'. The 'Test OCR' document is selected with a checkmark.

documents *	File name
<input type="checkbox"/>	ExampleOneWayNonDisclosureAgreement Copy 44
<input checked="" type="checkbox"/>	Test OCR

When the OCR process is completed, you will have two version of the file the original non-OCR version and the OCR'd version.

You will find the OCR'd version also in the PDF Preview.



The screenshot shows the 'PDF Preview' view for the 'Test OCR' document. The document is highlighted in red, and the 'Test OCR' row in the table below is also highlighted in red.

Name	Date	File	Original File in case OCR'd by Abby	Number
Consulancy Agreement Master Patient Nurture (SIGNED)	01.08.2018	Download		D01378
ExampleOneWayNonDisclosureAgreement Copy 44	05.07.2017	Download		D00232
Test OCR	03.08.2020	Download	Download	D01629

Track Usage

To track usage, you can find an overview of converted pages per month in the **Admin Functions**.

Click on 'OCR Statistics'

legisway essentials

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Select a period and see the statistics

OCR

Statistics

From: 1.7.2020 To: 3.8.2020

Year / Month	# of Pages	# of Documents
2020 / July	0	0
2020 / August	2	2
2 Total	2	2

For more manuals, check

<https://knowledgecenter.legisway-essentials.wolterskluwer.com/en/>