INTELLIGENT DOCUMENT PROCESSING (IDP)
USER MANUAL
VERSION 4.0

PREPARED BY

ROLE	NAME	SIGNATURE	DATE(DD.MM.YYYY)
BUSINESS ANALYST	JI YAXIN		24.03.2023

APPROVALS BY

DESIGNATION	NAME	SIGNATURE	DATE (DD.MM.YYYY)

RELEASE HISTORY

RELEASE NUMBER	ASSOCIATED CHANGE REQUEST NUMBER	DATE (DD,MM,YYYY)	BRIEF SUMMARY OF CHANGES
1.0		10.08.2022	
2.0		31.10.2022	New functions and design released
3.0		14.02.2023	New functions and design released
4.0		24.03.2023	New functions and design released

Table of Contents

1. INTRODUCTION 4
2. LOGIN, LOGOUT AND SETTINGS 4
3. INFORMATION EXTRACTION 7
3.1 Add New Task 8
3.2 Find Uploaded Documents 9
3.3 View Extraction Status 9
3.4 View Original Document 10
3.5 View and Edit Results 13
3.6 Download and Export Results 18
3.7 Add HITL Service 19
3.8 Delete Tasks 19
3.9 Download Statistics 19
4. MY USAGE 20
4.1 View Statistics of Usage 20
4.2 Download Statistics 21
5. DOCUMENTATION 22

1. INTRODUCTION

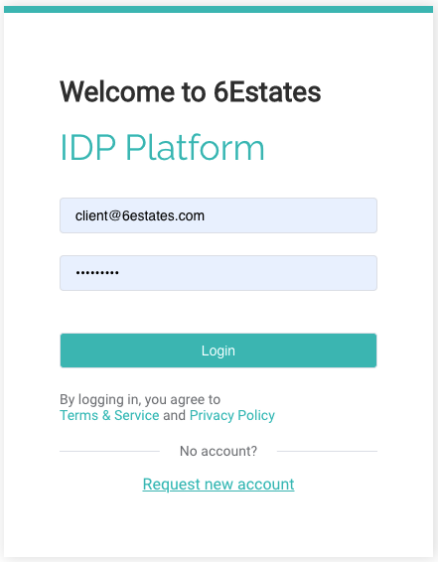
6Estates' Intelligent Document Processing (IDP) platform to help you understand unstructured business documents and automate operational processes. The IDP platform to unlock various business documents including but not limited to Invoice, Receipt, Bank Statement, Financial Statement, Bill of Lading, and more!

2. LOGIN, LOGOUT AND SETTINGS

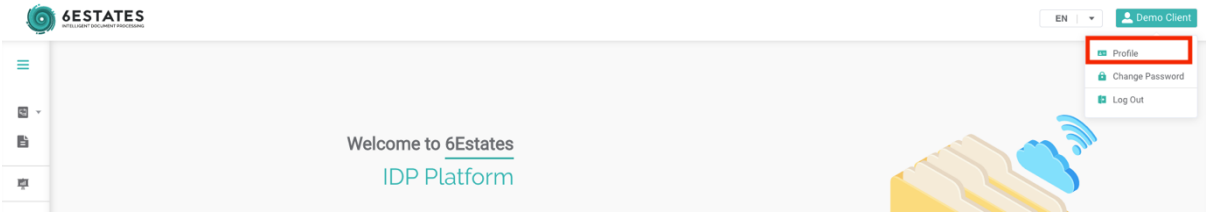
This section shows you how to login into the IDP dashboard and turn on or off 2-Step Verification service.

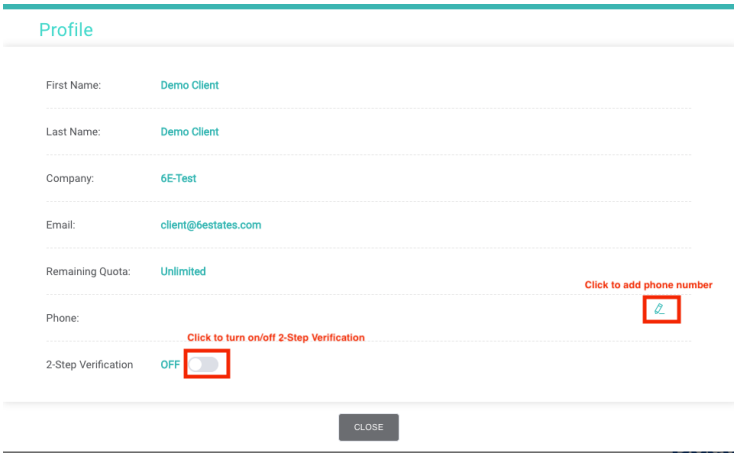
a. Please access our dashboard by clicking the link: https://idp-sea.6estates.com/

b. Please log into the IDP account that we created for you (Key in Username and Password)



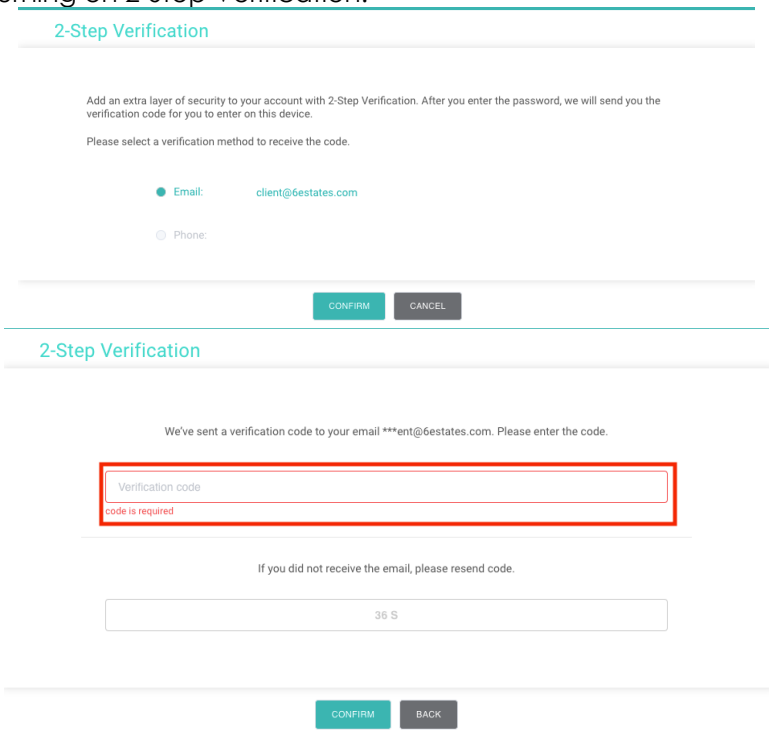
c. IDP platform provides 2-Step Verification. Simply click on Username on the top right side of the system and choose "Profile"



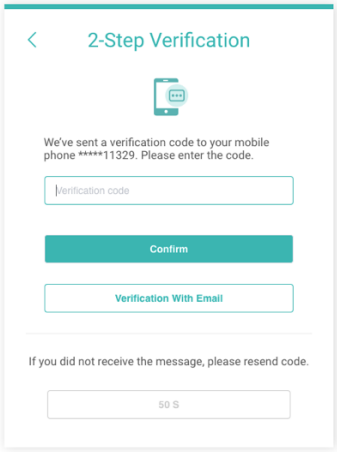


d. Turn on the 2-Step Verification requires verification on your email or phone number. Choose your desired verification method for future login and click "CONFIRM" to receive verification code and input your code on the next page.

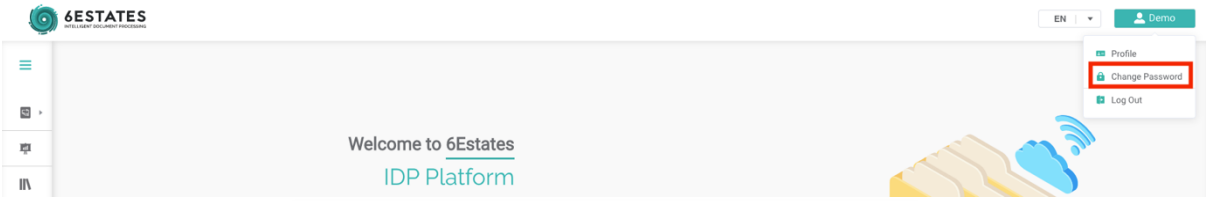
If you want to use phone number as a verification method, you need to add your phone number before turning on 2-Step Verification.

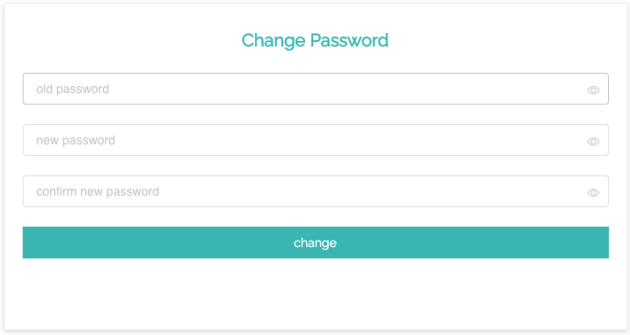


e. Once entering the correct code, you successfully turn on 2-Step Verification service. After you enter your account and password on Login, you will need an extra verification using email/phone. You can turn off the service anytime with same verification method.

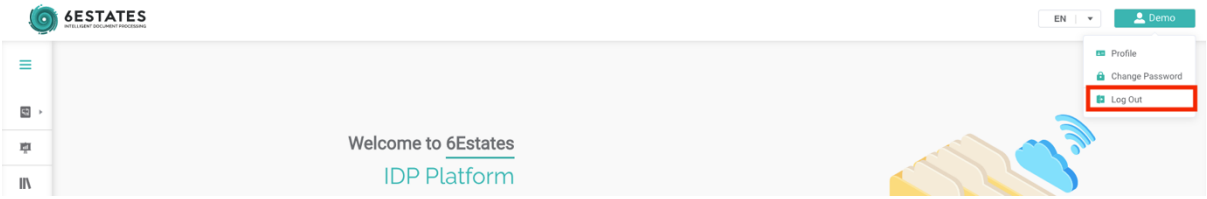


f. Click on Username on the top right side of the system and choose "Change Password" to change password (Key in old password and new password)

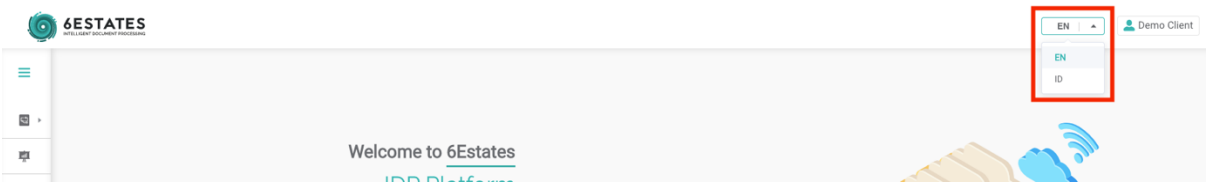




g. Click on "Log Out" under Username to log out IDP system



h. You can change language on IDP system by clicking the language setting list. 6E currently supports English and Indonesia Bahasa language and will support more in the future!



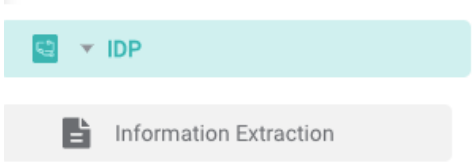
3. INFORMATION EXTRACTION

This section allows users to upload documents and view processed documents. Users can also edit the information and export the extracted data. Under this section, the user is able to:

- Add New Task
- Find Uploaded Documents
- View Extraction Status
- View Original Document
- View and Edit Results
- Download and Export Results
- Add HITL Service
- Delete Tasks
- Download Statistics

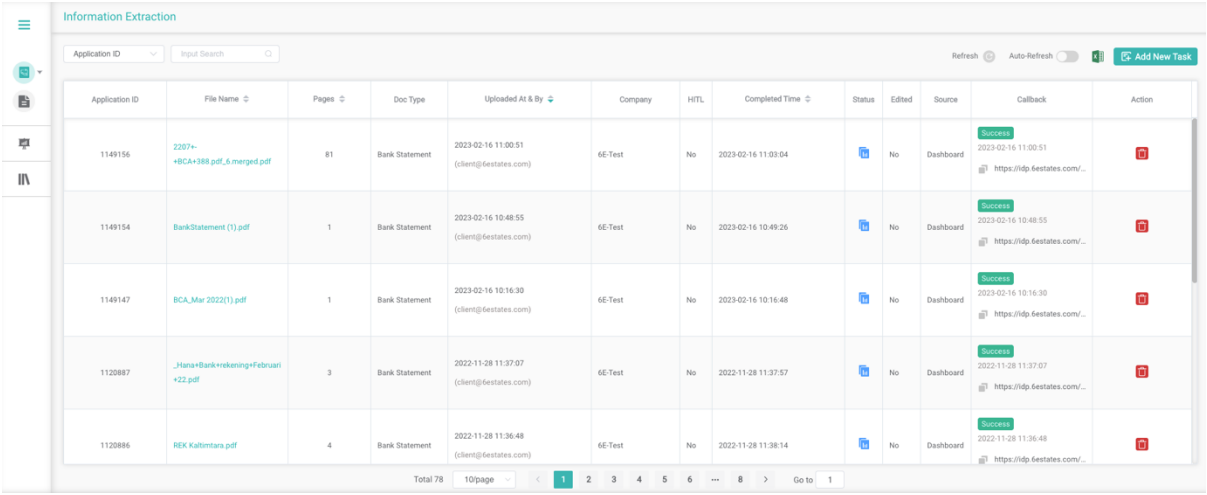
This section will provide you step-by-step instructions for the aforementioned functions. To enter this section, simply:

Click on the "Information Extraction" tab from the menu:



6E's IDP support the following information on "Information Extraction":

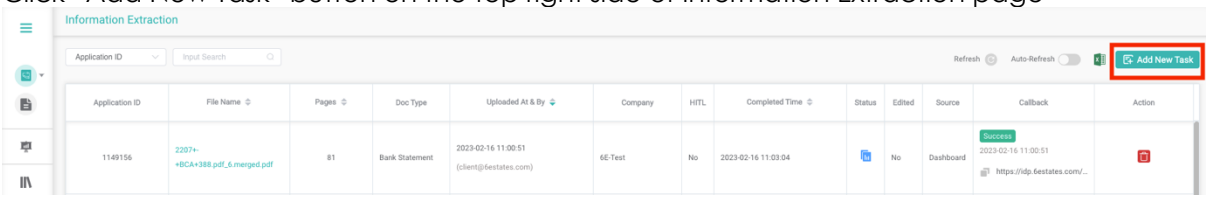
- **Application ID**: Application ID the platform created for a unique task
- **File Name**: Name of the uploaded document
- **Pages**: Number of pages of the uploaded document
- **Doc Type**: Type of the uploaded document, e.g., Bank Statement
- **Uploaded At & By**: Time when user uploaded the document and user who uploaded the document
- **Company**: Company who uploaded the documents
- **HITL**: Indication of using HITL service
- **Completed Time**: Time when IDP platform completed the task
- **Status**: Status of extraction process, refer to 4.2 to see details of the function
- **Edited**: Indication of the editing status
- **Source**: Source of where the documents were uploaded
- **Callback**: The status, time and callback link for the callback process
- **Action**: The actions one user can execute like delete the uploaded document, confirm and send callback or request HITL service



3.1 Add New Task

This function allows you to upload desired documents. The steps are as follows.

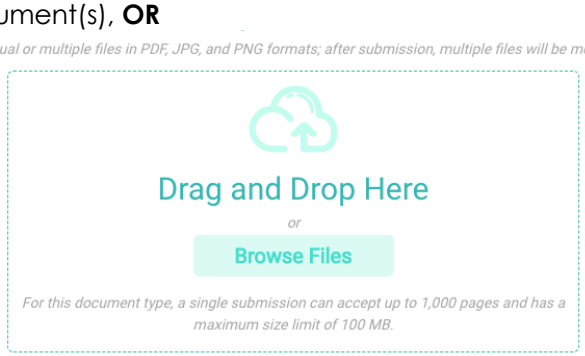
a. Click "Add New Task" button on the top right side of Information Extraction page



b. Select your Country/Region(optional) and Document Type

c. Choose whether you want Human in The Loop (HITL) service

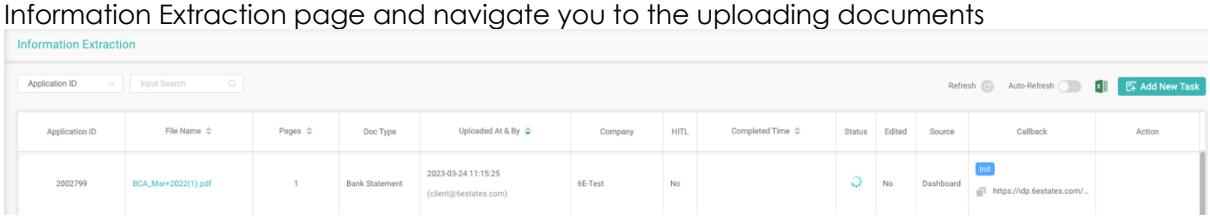
d. Drag and drop document(s), **OR**



e. Click on the "Browse Files" button to browse files

f. Click "Submit" button to submit the uploaded document(s)

Upon submitting, the platform will automatically begin to process your file and go back to Information Extraction page and navigate you to the uploading documents

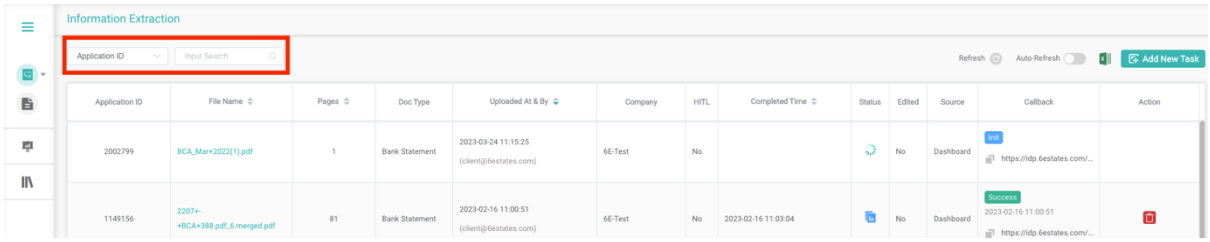


g. Simply quit the uploading page by clicking "Close" button

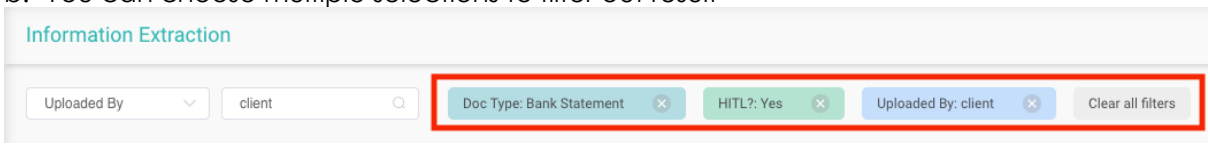
3.2 Find Uploaded Documents

You can find all the uploaded documents from your account easily with the search function.

a. Click on the "search" bar and input the information related to the document you want to look for

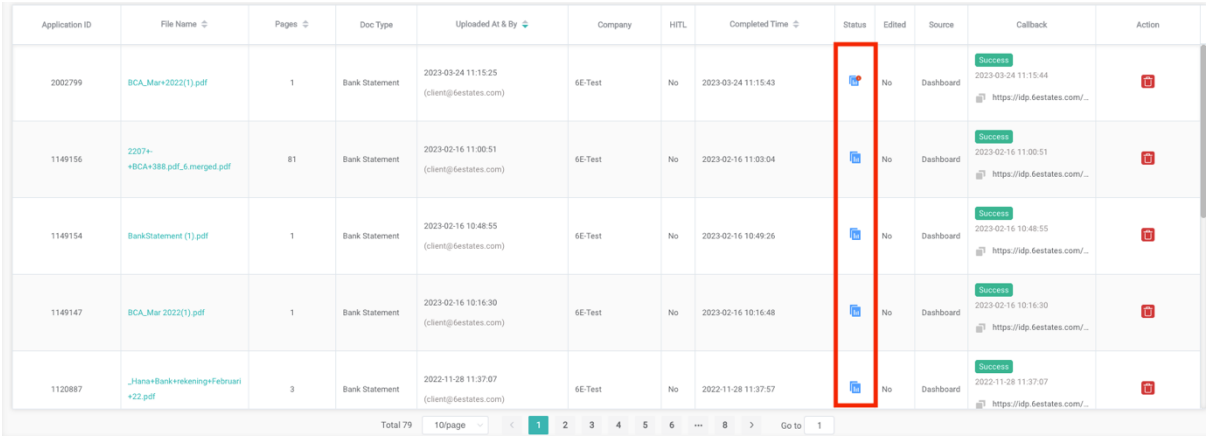


b. You can choose multiple selections to filter out result

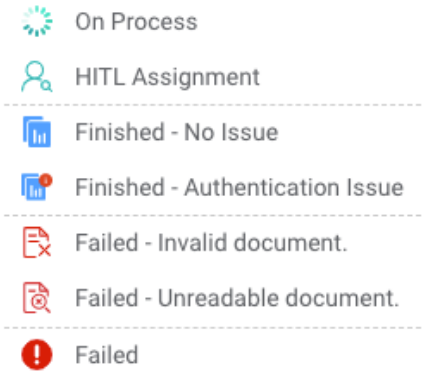


3.3 View Extraction Status

This function allows you to view extraction status.



Extraction Status has the following status:



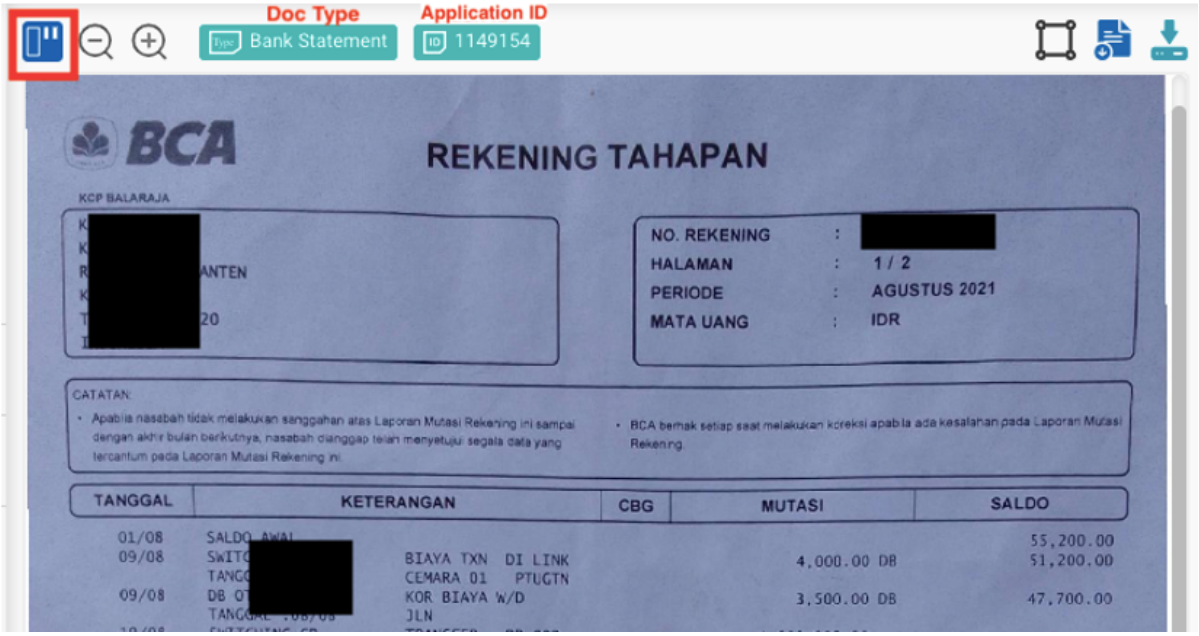
When extraction status icon is OR , you can click on the icon to see extraction results. You can view original document and edit extraction results. Please kindly refer to 3.4 – 3.6.

When extraction status icon is , you can click on the icon to only view AI extraction results. You cannot edit the results.

3.4 View Original Document

This function allows you to view the original document. Click on OR under "Extraction Status".

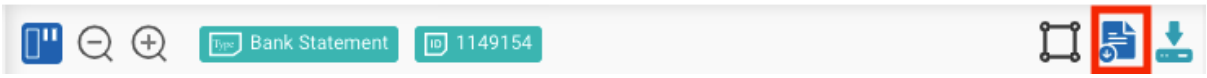
a. The show/hide icon to allows you to show/hide the original document view


Doc Type
Bank Statement
Application ID
1149154
BCA
REKENING TAHAPAN
KCP BALARAJA
NO. REKENING :
HALAMAN : 1 / 2
PERIODE : AGUSTUS 2021
MATA UANG : IDR
CATATAN:
TANGGAL
KETERANGAN
CBG
MUTASI
SALDO
01/08 SALDO AWAL 55,200.00
09/08 BIAYA TXN DI LINK CEMARA 01 PTUGTN 4,000.00 DB 51,200.00
09/08 KOR BIAYA W/D JLN 3,500.00 DB 47,700.00

b. Click on the "-" and "+" icons in order to zoom in/out of the document

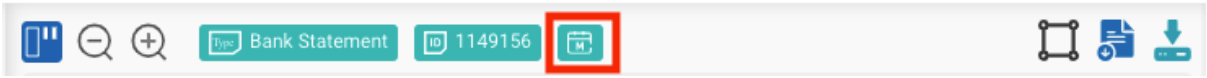
c. Click on the location button to show all the annotation locations on the document

d. Click on the download adjusted file button to download the adjusted document



e. Click on the download button to download original document

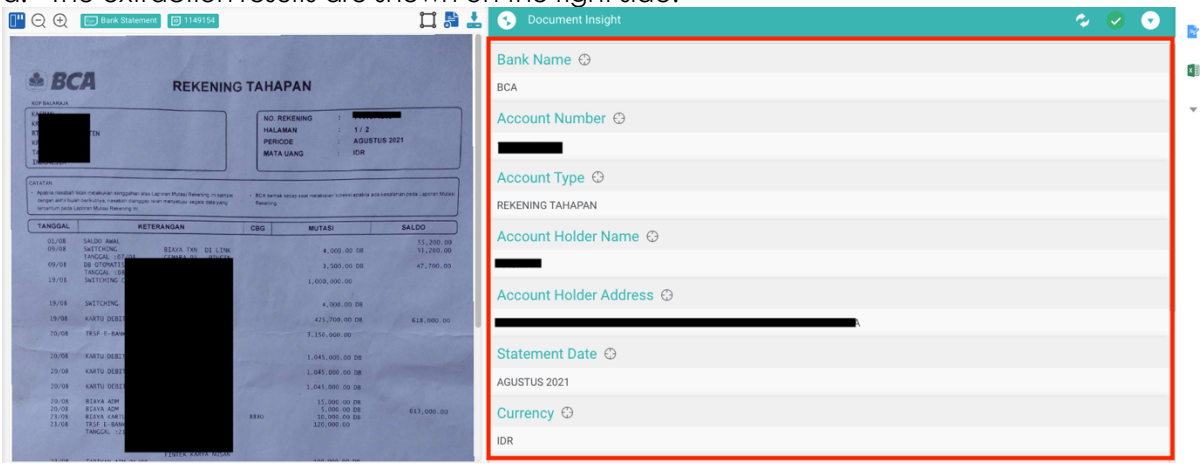
f. If you uploaded a bank statement with multiple periods or multiple bank statements, will appear on the bar



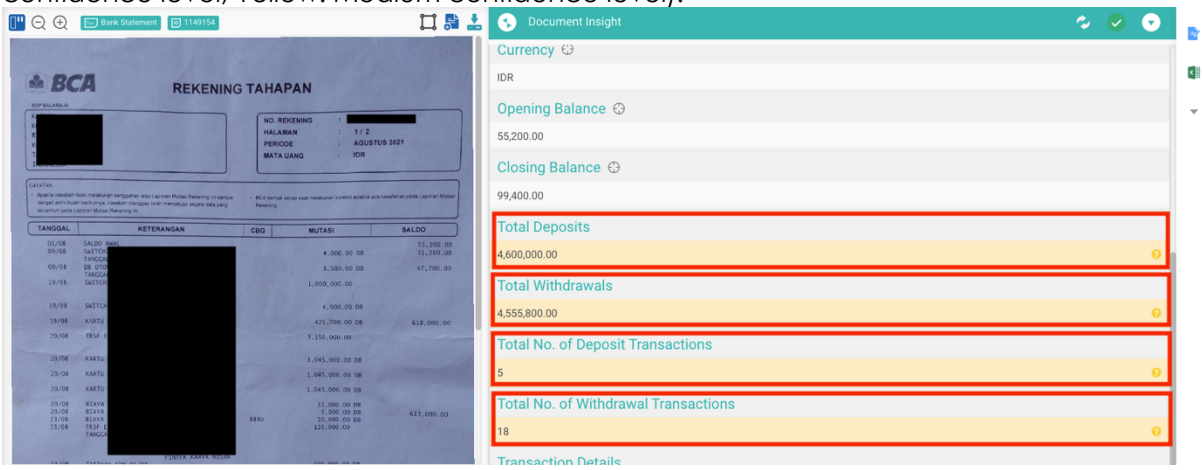
3.5 View and Edit Results

This function allows you to view and edit the field that contains undesired/ unexpected results. The steps are as follows.

a. The extraction results are shown on the right side.



b. Colour indicates different confidence level, it might require human verification (Red: Low confidence level; Yellow: Medium confidence level).



c. If you uploaded a bank statement, "Document Insight" will display on top of the right-hand side. You can drag the "Document Insight" box to move around and resize it.

There are 6 sections for Document Insight:

1) Transaction Consistency: Consistency among Withdrawal, Deposit, and Balance which applied per row of transaction

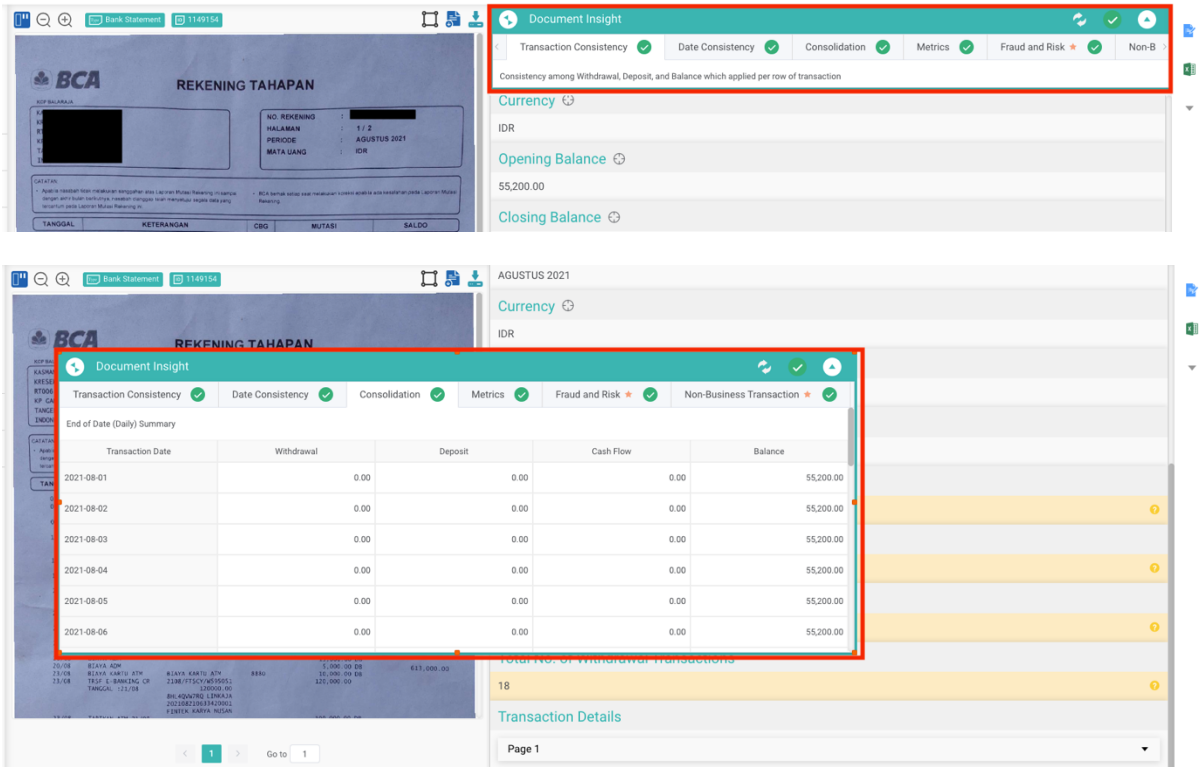
2) Date Consistency: The chronological order and format between dates for each row of transactions

3) Consolidation Summary: End of Date (Daily) Summary

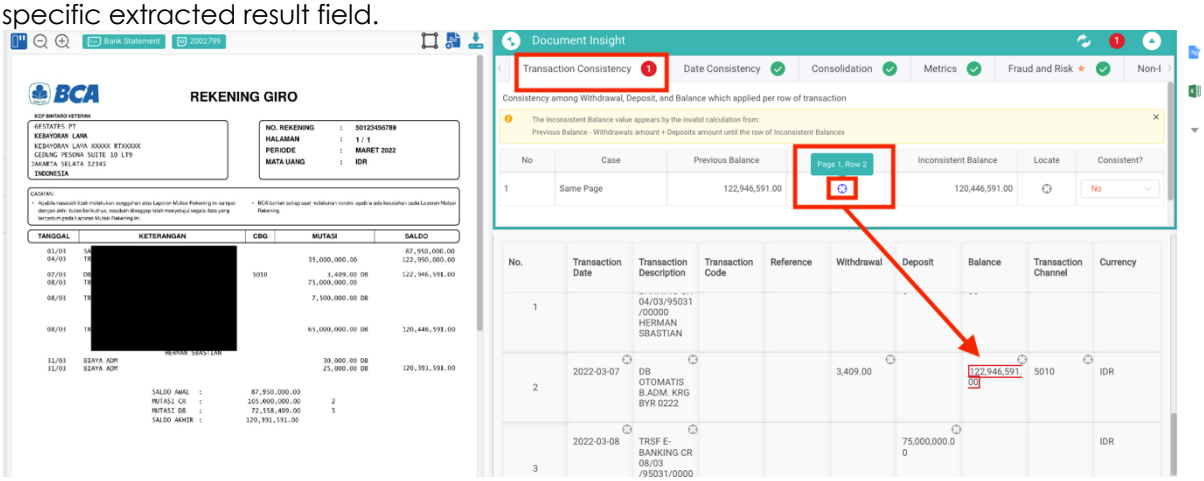
4) Metrics: Summary in General

5) Fraud and Risk (trail version, we are still improving): Suspicious and indicative transaction regarding manipulated, fraud, and risk indicator

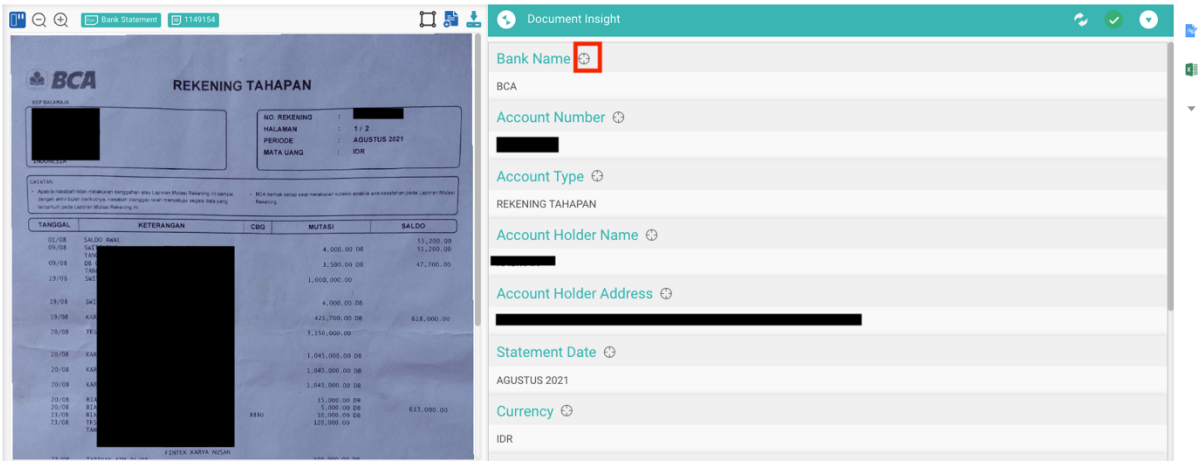
6) Non-Business Transaction (trail version, we are still improving): All non-business activities, include the circular transaction



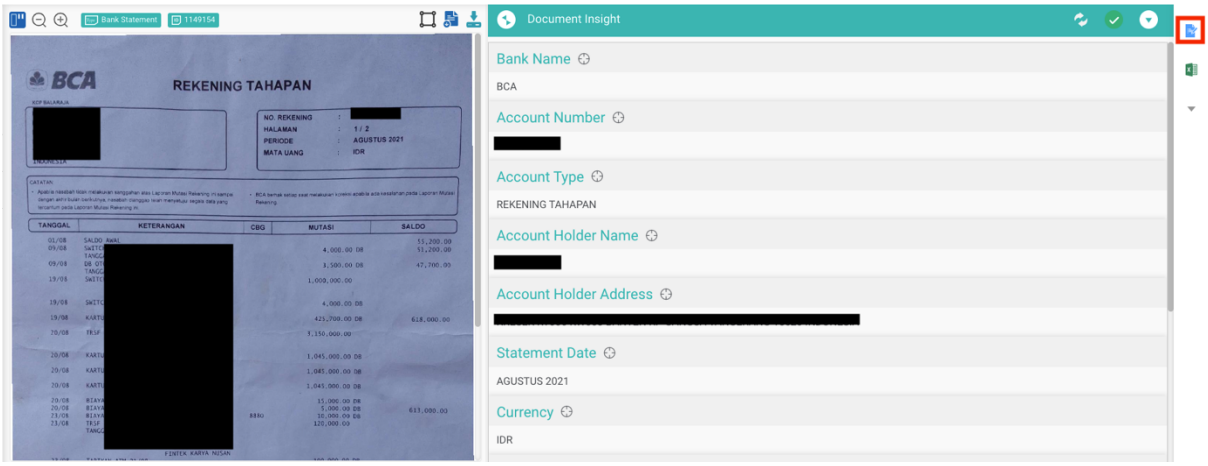
d. If IDP system detects something inconsistent or suspicious, the consistency check marks on the right alarm you to double check the file. Click "Location" button to direct you to the specific extracted result field.

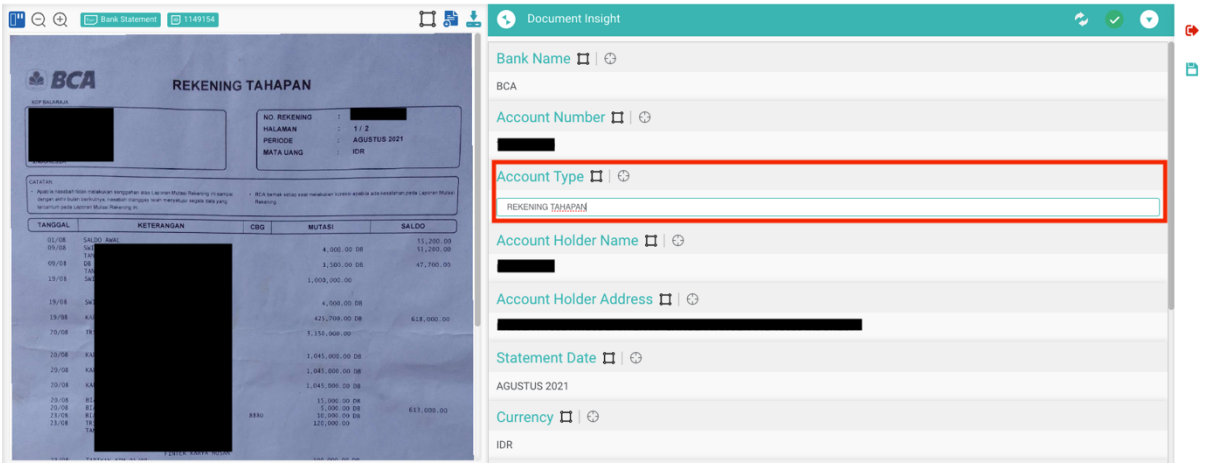


e. The navigation function just displays beside every field name, it helps to locate the location of extracted info.

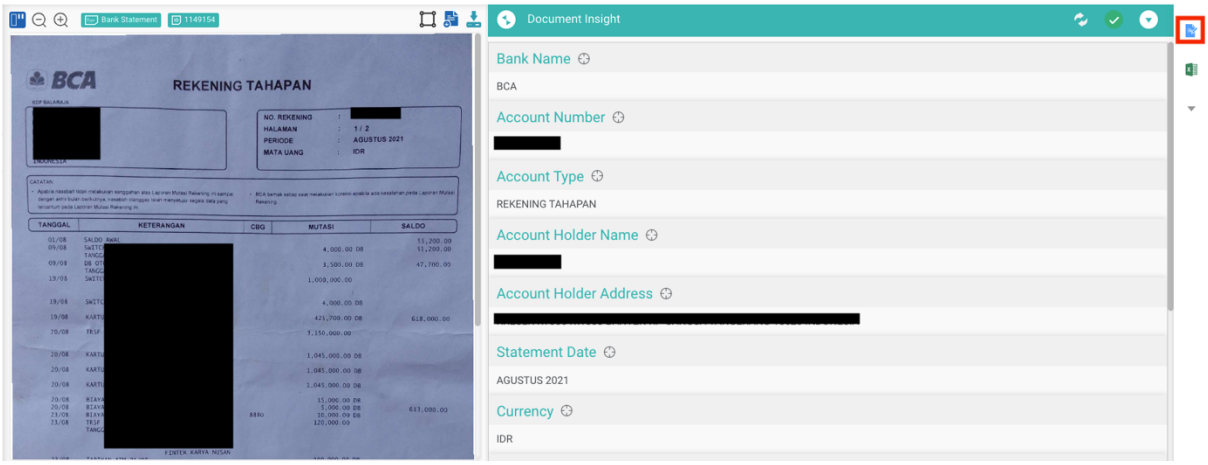


f. For editing function, you can click on the "Edit" function on the right-hand side or simply double click on the field for fast edition and click confirm field.

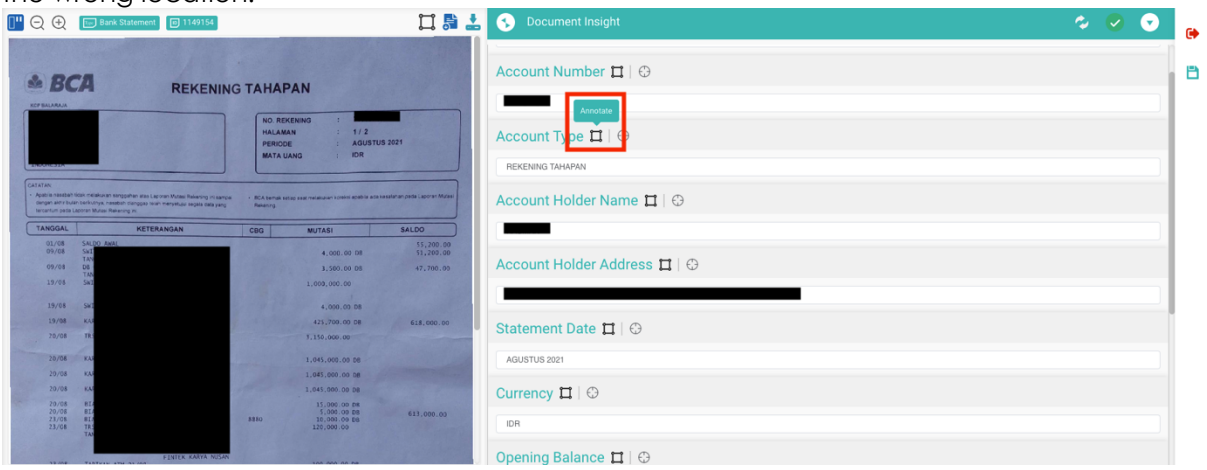




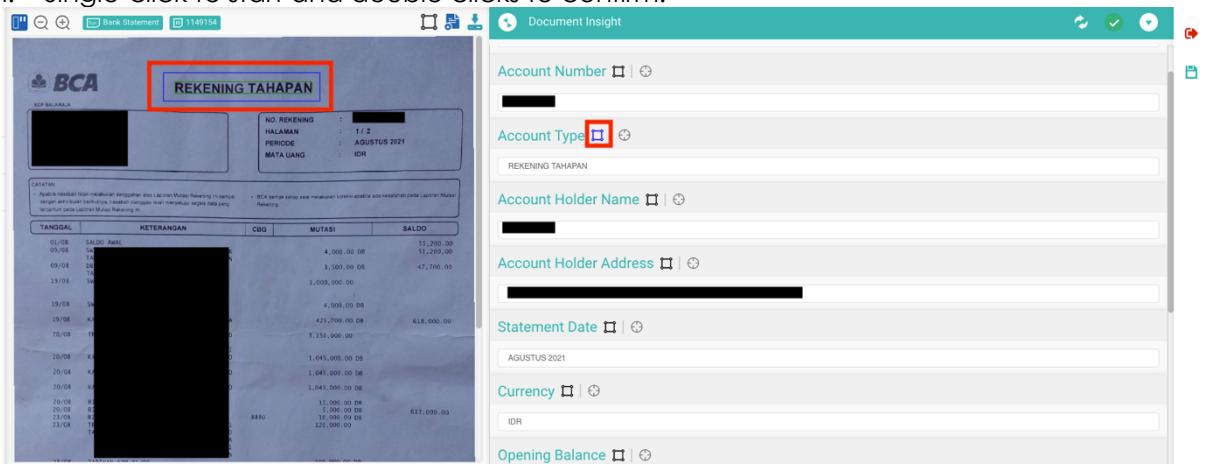
g. If the navigation **didn't allocate the correct position**, please press the "Edit" icon on the right-hand side.



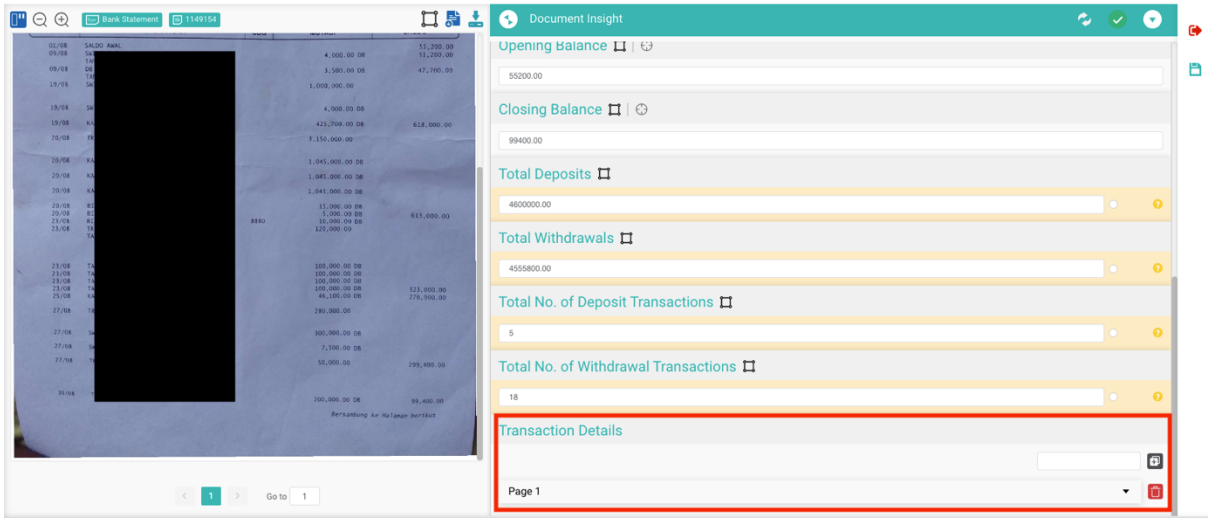
h. Press the "Annotate" icon to start the annotation work if the navigation directed you to the wrong location.



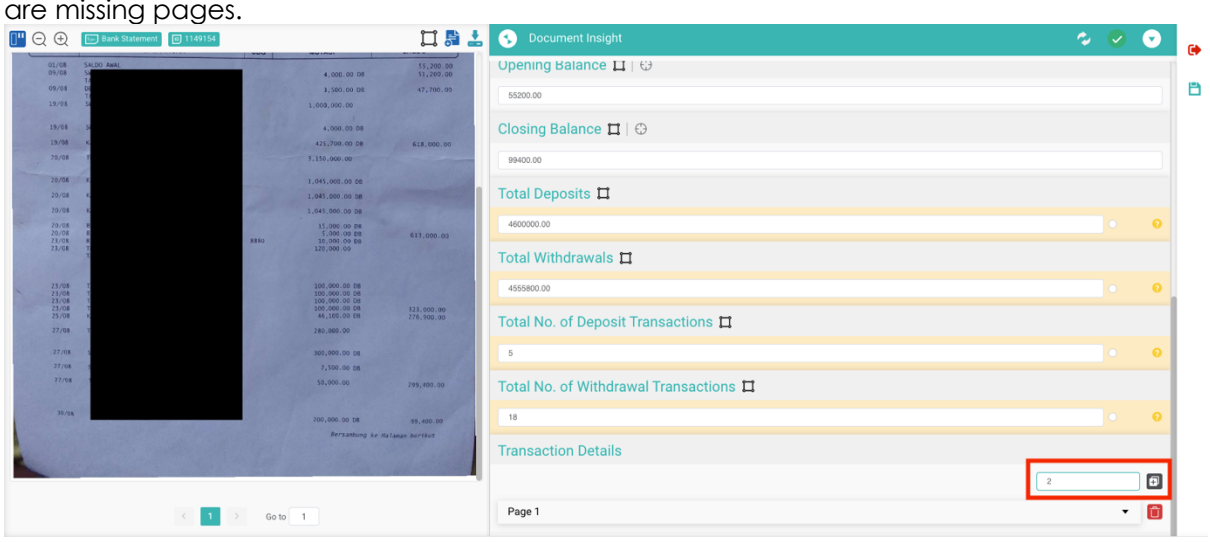
i. Single-click to start and double clicks to confirm.



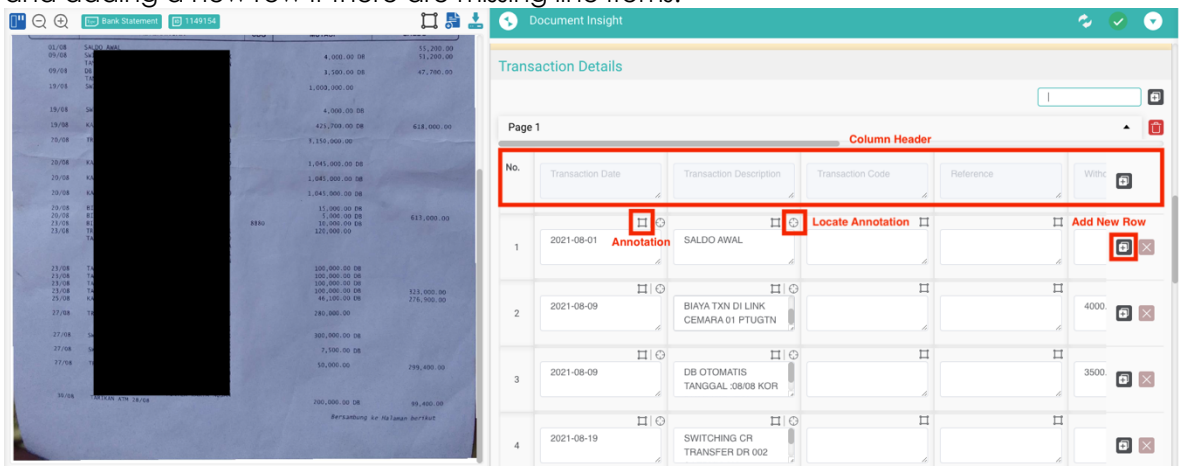
j. If you didn't see any "Annotate" icon beside the field name or there is a page adding under the field name, then it will be considered as table fields that contain all the item details.



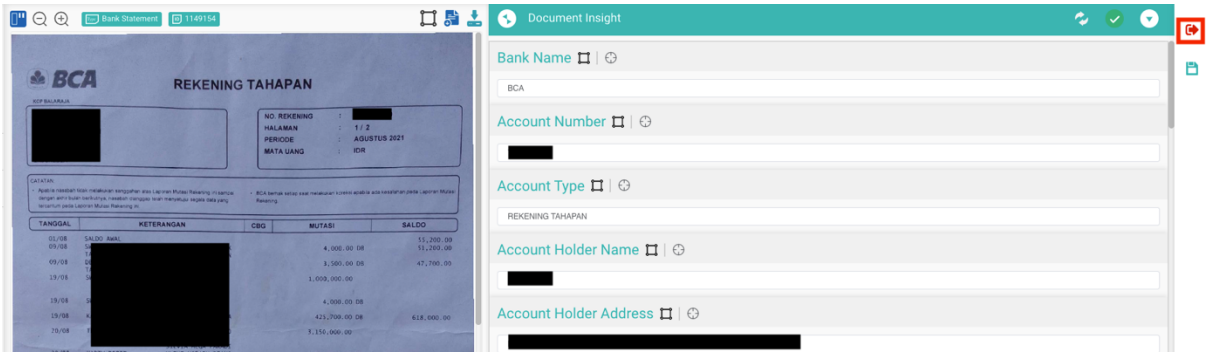
k. Fill in the page number you would like to annotate, and click on the "Add Page" if there are missing pages.



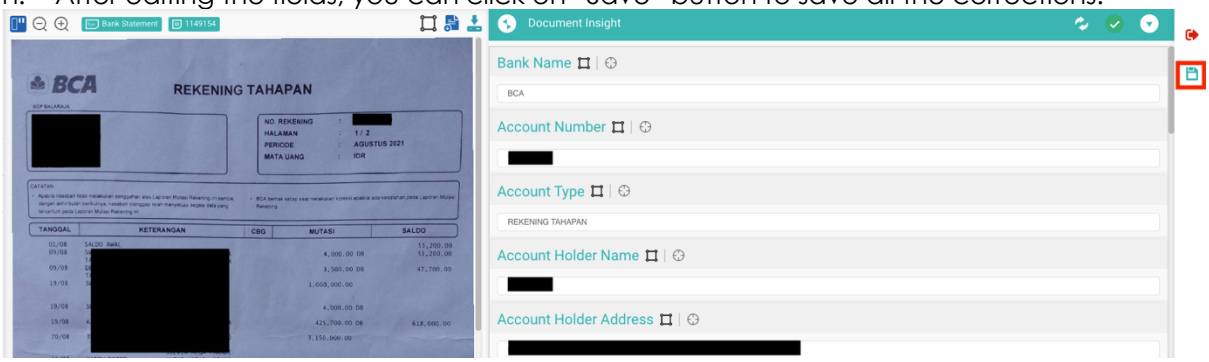
l. So you can start to annotate or correct the location by clicking the "Annotate" button, and adding a new row if there are missing line items.



m. You can click on "Exit Edit Mode" if you do not wish to edit



n. After editing the fields, you can click on "Save" button to save all the corrections.

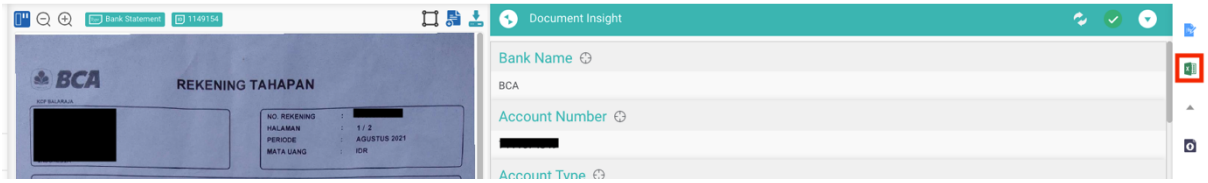


3.6 Download and Export Results

You can download/export the extraction results in the following ways:

a. Click on OR under "Extraction Status"

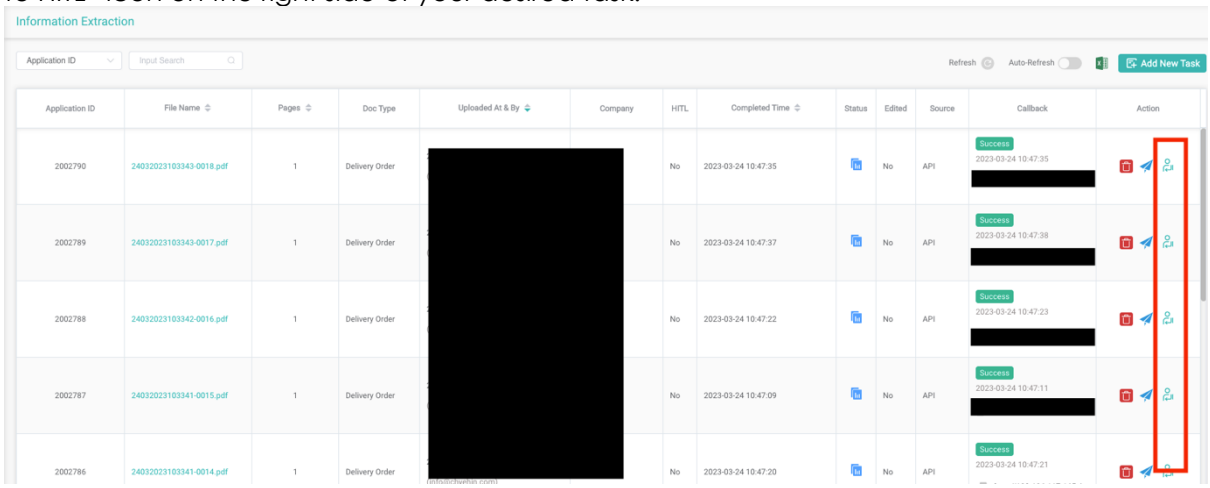
b. Download as Excel



A	B	C
Field Code	**Field Name**	**Value**
F_CBKS_1	Bank Name	BCA
F_CBKS_2	Account Number	[redacted]
F_CBKS_3	Account Type	
F_CBKS_4	Account Holder Name	
F_CBKS_7	Account Holder Address	
F_CBKS_11	Statement Date	AGUSTUS 2021
F_CBKS_6	Currency	IDR
F_CBKS_8	Opening Balance	55200
F_CBKS_9	Closing Balance	99400
F_CBKS_12	Total Deposits	4600000
F_CBKS_13	Total Withdrawals	4555800
F_CBKS_14	Total No. of Deposit Transactions	5
F_CBKS_15	Total No. of Withdrawal Transactions	18

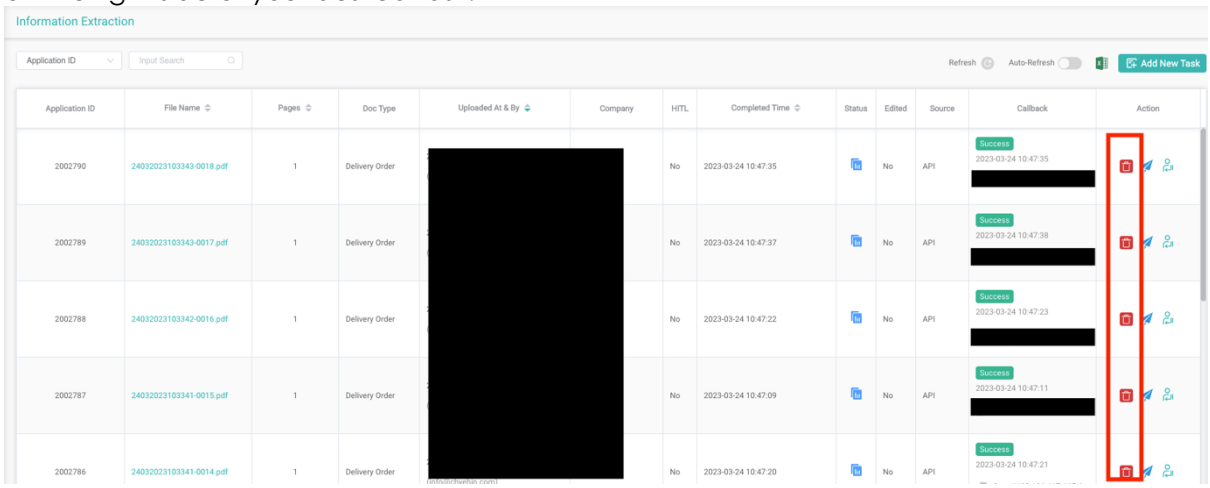
3.7 Add HITL Service

This function allows you to add HITL service to the existing uploaded documents. Click "Add to HITL" icon on the right side of your desired task:



3.8 Delete Tasks

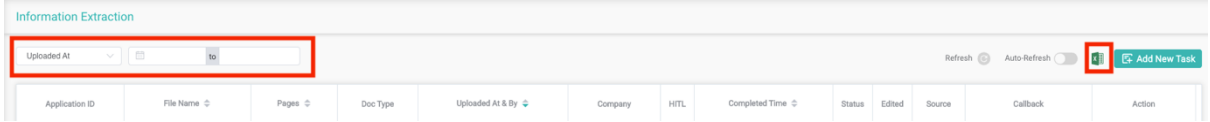
This function allows you to delete the existing uploaded documents. Click "Delete Task" icon on the right side of your desired task:



3.9 Download Statistics

This function allows you to download statistics from Information Extraction for a specific period.

a. Click on the "search" button and select "Uploaded At"



b. Click on the "Download Excel" button to download the statistics in Excel format

No.	ID	Uploaded by	Company	File Type	File Name	No. of Pages	Extraction Status	Uploaded Time	Source	C
1	1149156	client@6estates.com	6E-Test	Bank Statement	2207+-+BCA+388.pdf_6.merged.pdf	81	AuthenticationCheckIssue	2023-02-16 11:00:51	Dashboard	https://idp.6estates.com/
2	1149154	client@6estates.com	6E-Test	Bank Statement	BankStatement (1).pdf	1	Success	2023-02-16 10:48:55	Dashboard	https://idp.6estates.com/
3	1149147	client@6estates.com	6E-Test	Bank Statement	BCA_Mar 2022(1).pdf	1	AuthenticationCheckIssue	2023-02-16 10:16:30	Dashboard	https://idp.6estates.com/

4. MY USAGE

This section allows you to review statistics of account activities from your company or your account. In this section, you are able to:

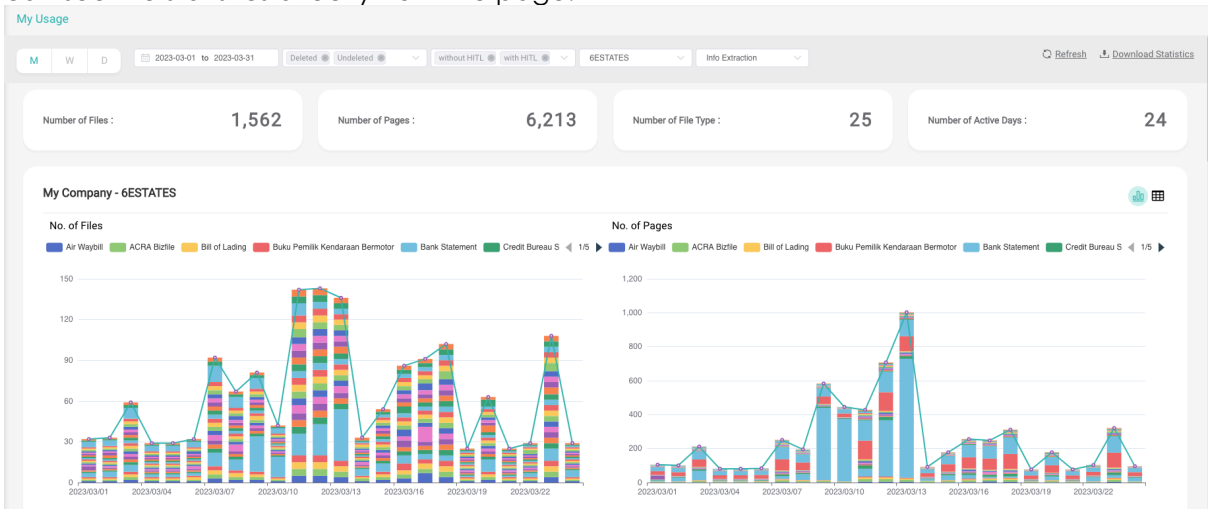
- View Statistics of Usage
- Download Statistics

This section will provide you step-by-step instructions for the aforementioned functions. To enter this section, simply:

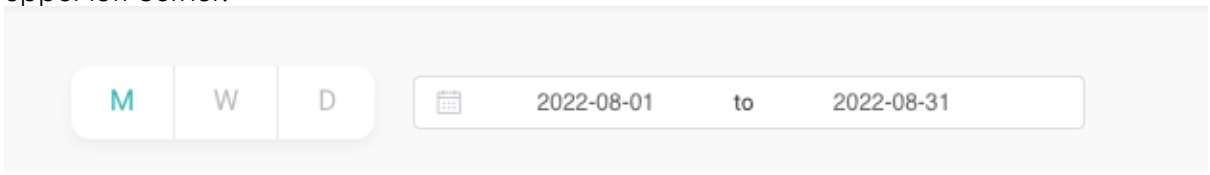
Click on the "My Usage" tab from the menu:

4.1 View Statistics of Usage

This function allows you to view statistics of your company's or your account's usage. You can see the statistics directly from the page.

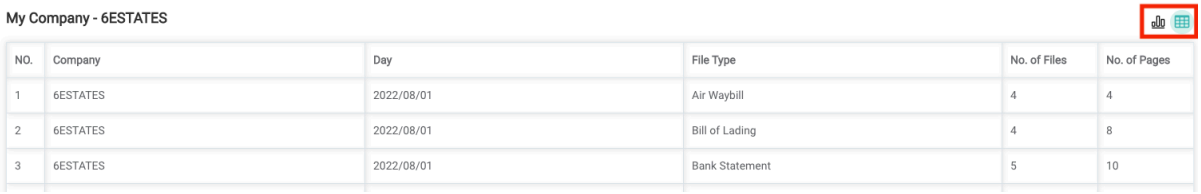


You can view statistics daily/weekly/monthly for a specific period by clicking icons on the upper left corner:



You can choose certain filters to view the statistics accordingly:

You can change the view between chart and table by clicking OR

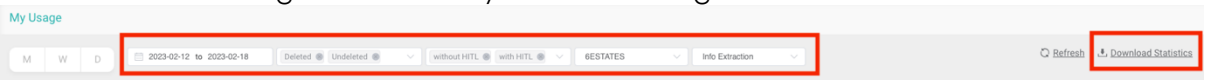


NO.	Company	Day	File Type	No. of Files	No. of Pages
1	6ESTATES	2022/08/01	Air Waybill	4	4
2	6ESTATES	2022/08/01	Bill of Lading	4	8
3	6ESTATES	2022/08/01	Bank Statement	5	10

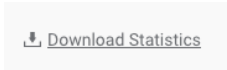
4.2 Download Statistics

This function allows you to download usage statistics.

a. Choose date range and filters of your desired usage statistics



b. Simply click "Download Statistics" button

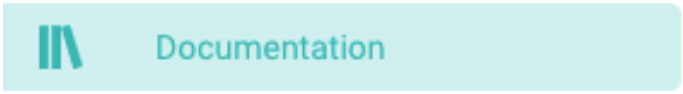
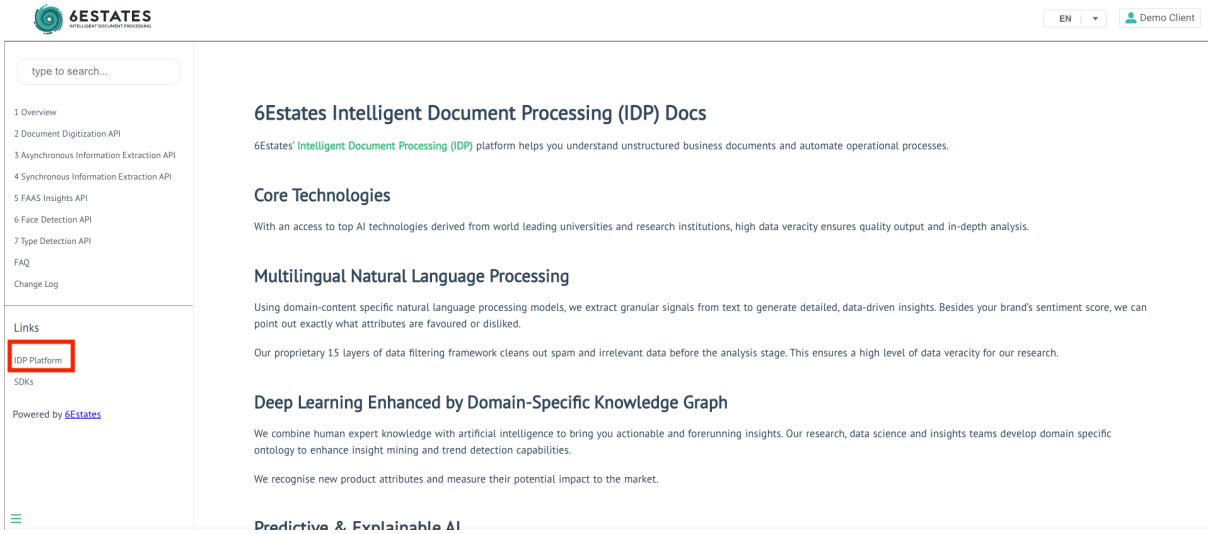


NO.	Company	Day	File Type	No. of Files	No. of Pages
1	6ESTATES	2023/02/12	Air Waybill	2	2
2	6ESTATES	2023/02/12	ACRA Bizfile	2	6
3	6ESTATES	2023/02/12	Bill of Lading	2	4
4	6ESTATES	2023/02/12	Buku Pemilik Kendaraan Bermoto	2	2
5	6ESTATES	2023/02/12	Bank Statement	8	16
6	6ESTATES	2023/02/12	Credit Bureau Singapore	2	8
7	6ESTATES	2023/02/12	Cheque	2	2
8	6ESTATES	2023/02/12	Product Inquiry	2	2
9	6ESTATES	2023/02/12	Invoice	2	2
10	6ESTATES	2023/02/12	Credit Note	2	4
11	6ESTATES	2023/02/12	Debit Note	2	2
12	6ESTATES	2023/02/12	Delivery Order	2	2
13	6ESTATES	2023/02/12	Financial Statement	2	44
14	6ESTATES	2023/02/12	Hong Kong Annual Return	2	48
15	6ESTATES	2023/02/12	Kartu Keluarga	2	2
16	6ESTATES	2023/02/12	Kartu Tanda Penduduk	2	2
17	6ESTATES	2023/02/12	Nomor Pokok Wajib Pajak	2	2
18	6ESTATES	2023/02/12	Singapore NRIC	2	2
19	6ESTATES	2023/02/12	Packing List	2	2
20	6ESTATES	2023/02/12	Purchase Order	2	2
21	6ESTATES	2023/02/12	Chinese Passport	2	2
22	6ESTATES	2023/02/12	Payslip	2	2
23	6ESTATES	2023/02/12	Receipt	8	8
24	6ESTATES	2023/02/12	Surat Tanda Nomor Kendaraan	2	2
25	6ESTATES	2023/02/12	Chinese ID Card	2	2
26	6ESTATES	2023/02/13	Air Waybill	7	7
27	6ESTATES	2023/02/13	ACRA Bizfile	7	21
28	6ESTATES	2023/02/13	Bill of Lading	7	14
29	6ESTATES	2023/02/13	Buku Pemilik Kendaraan Bermoto	7	7
30	6ESTATES	2023/02/13	Bank Statement	24	218
31	6ESTATES	2023/02/13	Credit Bureau Singapore	7	28
32	6ESTATES	2023/02/13	Cheque	7	7
33	6ESTATES	2023/02/13	Product Inquiry	8	8
34	6ESTATES	2023/02/13	Invoice	7	7
35	6ESTATES	2023/02/13	Credit Note	7	14
36	6ESTATES	2023/02/13	Debit Note	7	7
37	6ESTATES	2023/02/13	Delivery Order	7	7

5. DOCUMENTATION

This section allows you to view various kinds of documentation.

Click on the "Documentation" tab from the menu:



Simply click "IDP Platform"button to go back to 6E's IDP platform: