

User manual

What is mindox?



mindox is an intelligent document processing (IDP) software designed to streamline document handling within the financial industry. By automating document processing, validation, and analysis, mindox improves efficiency and accuracy, making it a powerful tool for managing various financial documents.

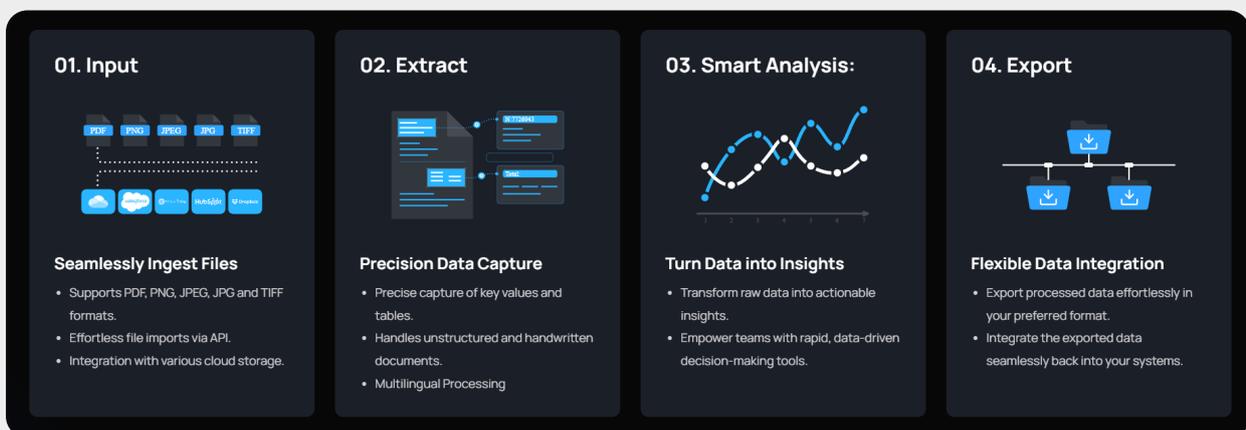


Introduction Video

Watch this short [introduction video](#) to learn more about mindox and how it can help you.

What Can mindox Do?

- **Process Documents:** Efficiently handle various document types with automated processing.
- **Validation:** Ensure the integrity and accuracy of documents through various validation processes.
 - **Threshold Validation:** Validate documents against predefined confidence score thresholds.
 - **Field Type Validation:** Verify the data type of document fields, such as amounts, numbers, currencies, and dates.
 - **Other Validation:** Perform additional custom validations tailored to specific needs.
- **Correction:** Automatically correct common errors in documents to improve accuracy.
- **Review & Edit:** Facilitate manual review and editing to ensure data accuracy and completeness.
- **Analyze:** Extract valuable insights from processed documents through comprehensive analysis.



Supporting Document Types

MINDOX CURRENTLY SUPPORTS THE FOLLOWING DOCUMENT TYPES 



Bank statement



Official receipt



Financial statement



Contract of Employment



Certificate of Registration



Payslip



Mayor's Permit



Barangay Business Clearance

*Any type of document can be trained
**Able to cross-validate across documents

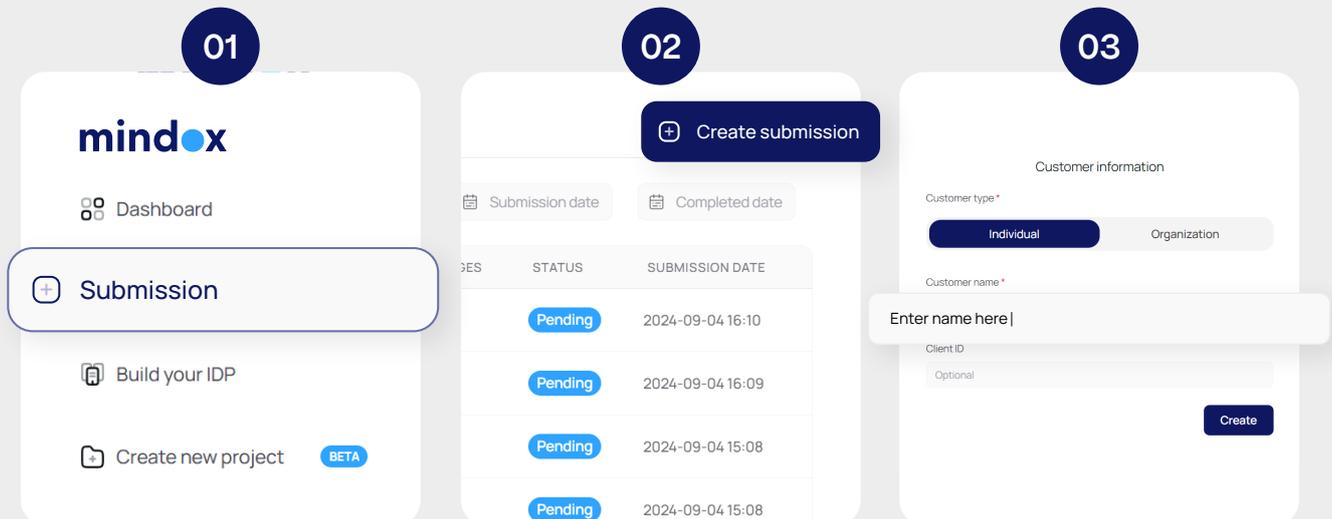
How to Use mindox

Follow these simple steps to start using mindox and process your documents in just a few minutes ↓

Step 1

Create a submission

1. Log in to mindox and navigate to the "Submission" menu.
2. Click "Create Submission" to start.
3. Enter customer information on the customer information page.



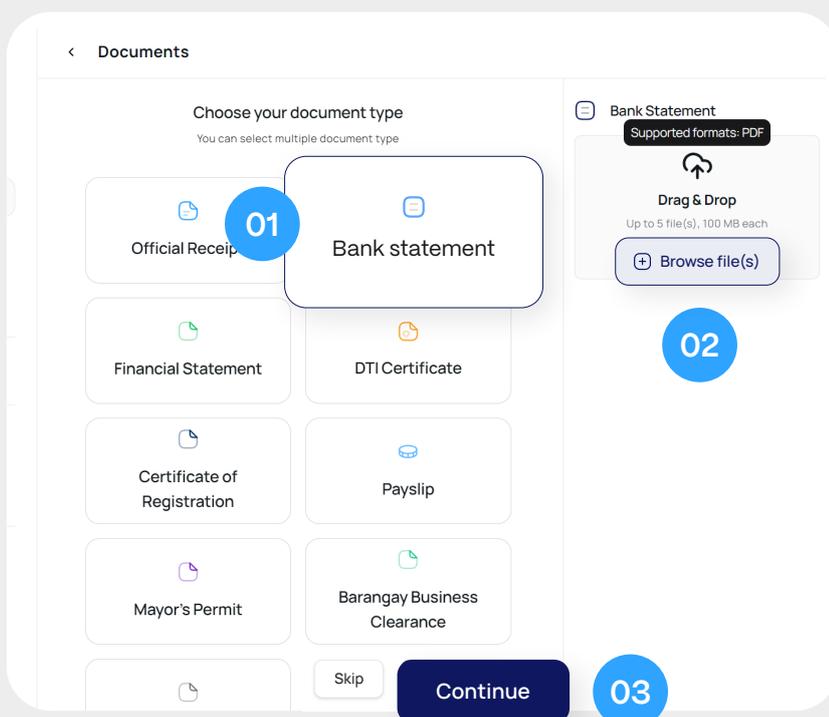
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Step 2

Import Documents

1. Select the document type from our list of pre-trained document types.
2. Upload your files using one of the following methods:
 - **Browse:** Select files from your device or Google Drive.
 - **Drag and Drop:** Drag files directly into the upload area.
3. Click "Continue" to begin the extraction process.



For bank statements, payslips, and official receipts, you can upload up to 5 documents, each with a maximum size of 100 MB. Other document types are limited to one document per type.

If you have password-protected documents, click the key icon to enter the password.

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Step 3

Review Document Extraction

1. Once processing is complete, the status will change from "In Progress" to "In Review" or "Approved."
2. Document statuses explained:
 - **In Progress:** mindox is processing the document.
 - **In Review:** Document extraction is ready for review.
 - **Approved:** The document is approved manually or auto-approved if no issues are found.
 - **Rejected:** The document is rejected during the review stage.
 - **Failed:** mindox could not identify at least one field from the document.

< Detail

Submission ID	Customer Name	Customer Type	Submission Date
f04038e1590046e6b...	enter_name	Organization	2024-09-04 16:10
Number of Documents	Pages of Documents	Submission status	Completed Date
1	19	Pending	-

Documents + Add document

Bank Statement

In progress	In review	Approved	Rejected	Failed
0	1	0	0	0

[Click to see detail](#)

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Step 4

Check Validation Error

1. mindox will show the number of invalid balances in the transaction. You can scroll to each invalid balance manually or enter the row number to jump directly to it.
2. If only one row has a validation error, double-click the cell in that row to edit the value and press Enter to fix it.
3. If validation errors occur in multiple rows, compare the original bank statement of the screen and check any missing rows.

The screenshot displays the mindox interface. On the left, a 'Transaction table' shows a list of transactions. Row 163 is highlighted with a red dashed border, indicating a validation error. The 'Balance' column for this row shows '7,780.72'. On the right, a detailed view of the transaction table is shown, with a blue circle highlighting the 'Balance' column for row 163. A blue arrow points from the circle in the detailed view back to the circle in the transaction table. The detailed view shows columns for 'DEBIT AMOUNT', 'CREDIT AMOUNT', and 'BALANCE'. The 'BALANCE' column for row 163 shows '7,780.72'. The detailed view also shows the 'Description' column for row 163 as '4348 ELINK PAY'. The detailed view is titled 'Page 8 of 8' and 'NO: 2219-1972-28'.

	DEBIT AMOUNT	CREDIT AMOUNT	BALANCE
		98.00	7,780.72
		400.00	8,180.72
		600.00	8,780.72
	25.00		8,755.72
	25.00		8,730.72
	550.00		8,180.72
	600.00		7,580.72
	5,600.00		1,980.72
	25.00		1,955.72
	600.00		1,355.72
	1,000.00		355.72
		5,000.00	5,355.72
		9,000.00	14,355.72
	637.00		13,718.72
	25.00		13,693.72
	5,050.00		8,643.72
		9,000.00	17,643.72
		14,000.00	31,643.72
	18.00		31,625.72
	1,000.00		30,625.72
	2,000.00		28,625.72
	25.00		28,600.72
	25.00		28,575.72
	25.00		28,550.72
	25.00		28,525.72
	25.00		28,500.72
	304.00		28,196.72
	500.00		27,696.72
	500.00		27,196.72
	795.00		26,401.72
	1,800.00		24,601.72
	2,000.00		22,601.72
	18.00		22,583.72

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Validation Error and Cell Editing

- If transaction rows are incompletely recognized in mindox, you can manually add the unrecognized rows one by one or delete them.

165	2024-04-10	No data	98.00	7,780.72	4348 ELINK PAYMENT	No data	221
		No data	400.00	8,180.72	4348 ELINK PAYMENT	No data	221
		No data	600.00	8,780.72	FUND TRANSFER	No data	221
		No data	No data	8,755.72	INSTAPAY TRANSFER FI	No data	No data
		No data	No data	8,730.72	INSTAPAY TRANSFER FI	No data	No data
168	2024-04-10	550.00	No data	8,180.72	INSTAPAY TRANSFER	No data	No data

- When adding a new row, mandatory fields will be marked with a warning icon. Carefully fill in each field until the warning disappears.
- If the date field is entered incorrectly, a warning message will appear, and the cell will be highlighted with a red border.

19			213.800.00	22,150,396,210,170.63	No data	No data
20	Enter date	No data	No data	No data	No data	No data
21	2023-11-08	202,464.50	No data	7,706.13	No data	No data

- Once a row is successfully saved, the cells in that row will be highlighted with a green border.

19	2023-11-08	No data	213.800.00	221,503.96	No data	No data
20	2023-11-08	11,333.33	No data	210,170.63	No data	No data
21	2023-11-08	202,464.50	No data	7,706.13	No data	No data



What happens if the validation error is not fixed?

It is possible to approve the submission regardless of the validation error. We will simply inform you before you proceed.

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Step 5

See Analysis

1. After approving the document extraction, view the analysis from the submission detail.

mindox

< Detail

Submission ID 5a09358c1fe5471cb...	Customer Name allbalancecheck	Customer Type Organization	Submission Date 2024-09-03 15:15
Number of Documents 1	Pages of Documents 10	Submission status Completed	Completed Date -

Documents

Bank Statement

In progress 0	In review 0	Approved 1	Rejected 0	Failed 0
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Analysis Show Download

Account name	Account number	Bank	Start date	End date
MATT CELSO BUCTOT AMPER	2019-4771-45	BANK OF THE PHILIPPINE ISLANDS	2024-01-22	2024-07-19

Monthly average

Deposit Withdrawal Deposit to withdrawal ratio

Total 71.9 K	2019-4771-45 - BANK OF THE PHILIPPINE ISLANDS 71,862.957	Total 71.9 K	2019-4771-45 - BANK OF THE PHILIPPINE ISLANDS 71,873.07	Ratio 1
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Balance chart

Monthly

2019-4771-45 - BANK OF THE PHILIPPINE ISLANDS All

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Step 6

Export Extraction and Analysis

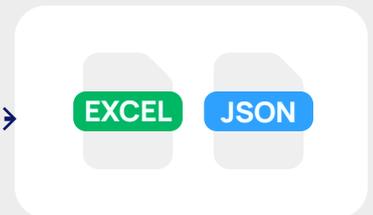
1. Export the results in your preferred format: ----->

- **Extraction Results:** JSON and Excel

Extracted data [Download]

Account information

Account name	MATT CELSO BUCTOT AMPER	Account number	2019-4771-45
Account holder address	PUROK 2 ZONE 10 UPPER CARMEN CAGAYAN DE ORO CITY MISAM 9000	Bank name	BANK OF THE PHILIPPINE ISLANDS
Account currency	PHP	Beginning balance	23.79
Ending balance	83.11	Beginning date	2024-01-22
Ending date	2024-07-19		



- **Analysis Results:** Excel, PDF, and JSON

Documents

Bank Statement

In progress 0 In review 0 Approved 1 Rejected 0 Failed 0

Analysis Hide [Download]

Download Analysis

XLS XLS (Brief) PDF

JSON Spreadsheet API

Step 6

Complete Submission

1. To add more documents, click "Add Document" in your submission detail.
2. Finalize the submission by clicking "Complete Submission" once all stages are completed.

Validation Features



mindox provides comprehensive validation features to ensure the accuracy and reliability of your documents:

Threshold Validation

-  **High Confidence:** Data with confidence scores above the ideal threshold.
-  **Moderate Confidence:** Data with scores between the minimum and ideal thresholds; may require review.
-  **Low Confidence:** Data below the minimum threshold, flagged for review.

Field Type Validation

mindox verifies the data type of each field within a document to prevent errors:

- **Numeric Values:** Checks for correct numerical format.
- **Currency Format:** Ensures standard currency formatting.
- **Date Format:** Validates correct date and date range formats.

Custom Validations

mindox allows for creating custom validation rules tailored to specific document types and requirements, ensuring specialized documents are accurately processed.

Dashboard Overview

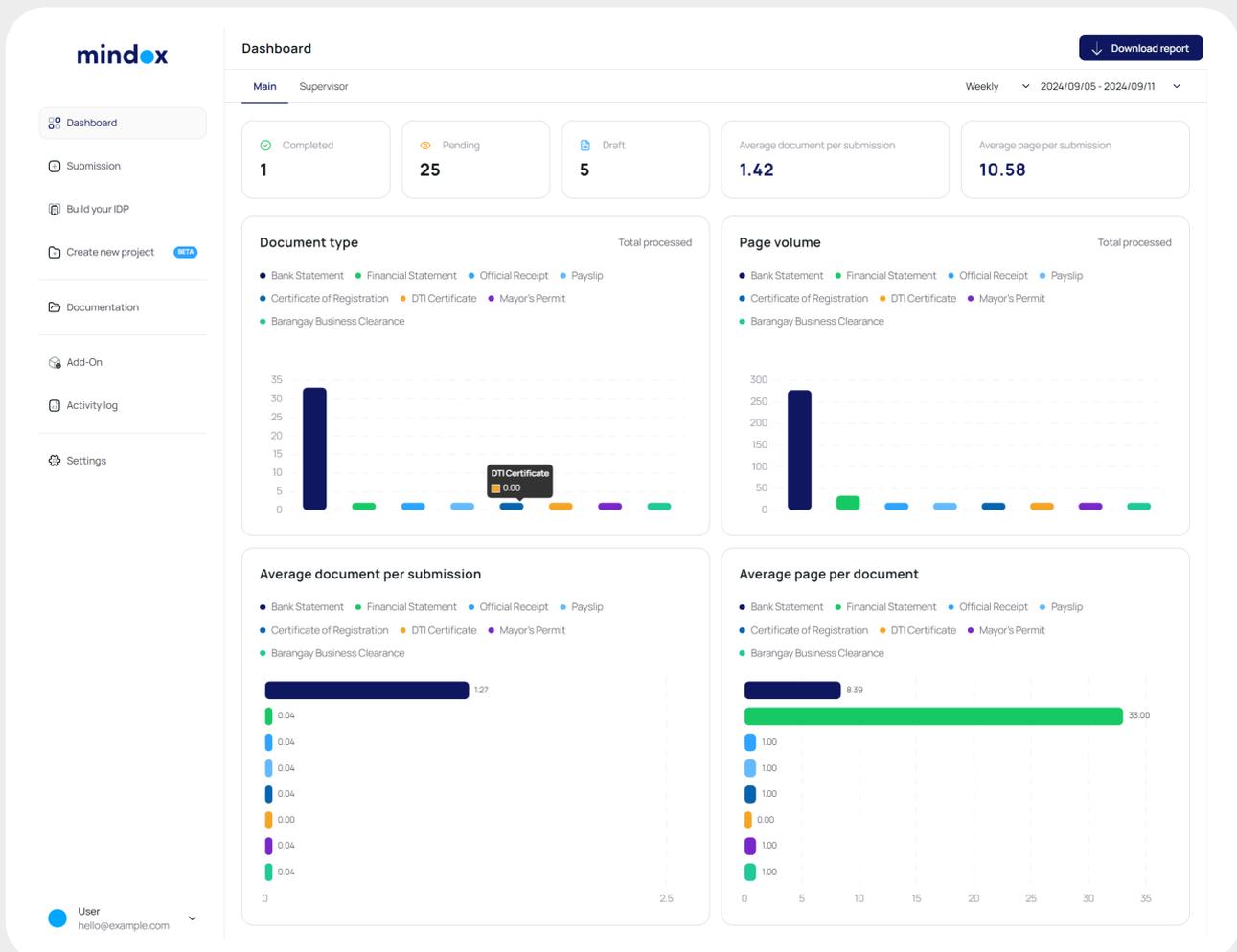


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Main Dashboard

Provides insights into your organization's document processing volumes on a weekly, monthly, and quarterly basis, including:

- Total submissions created.
- Total processed documents and their types.
- Page volume and average processing time.



Configuring Document Processor Settings



Supervisor Dashboard

Displays usage metrics for users or branches within your organization. Customize your document extraction and review rules:

1. Select the document type to view default extraction fields.
2. Hide or unhide fields as needed.
3. Modify extraction rules, including data types, default values, field requirements, thresholds, and validations.

mindox Settings

Account settings | Document processor config

Choose a document type

- 02 Bank Statement
- Official Receipt
- Financial Statement
- DTI Certificate
- Certificate of Registration
- Payslip
- Mayor's Permit
- Barangay Business Clearance
- Government ID

Default fields list

Account name	Edit	03 Hide	Account number	Edit	Hide
Account holder address	Edit	Hide	Bank name	Edit	Hide
Account currency	Edit	Hide	Beginning balance	Edit	Hide
Ending balance	Edit	Hide	Beginning date	Edit	Hide
Ending date	04 Edit	Hide	Date		
Debit	Edit	Hide	Credit		
Balance	Edit	Hide	Description		
Transaction type	Edit	Hide	Check no		

Edit field

Field Name: Ending date

Data Type: Date

Default value: Enter default value

Mandatory or Optional: Optional

Threshold: Min 0.50, Ideal 0.90

Field data type validation

Field data type validation will work on the selected data type above.

Save



Admin users have the ability to add new members to your organization. A user creation link is sent directly to the recipient's email inbox, allowing them to set up their credentials privately and safely.

Invite member

Email

Role

Register

General information

You're invited to the **mindox** IDP system. Please enter your full name and password. Read the terms of use carefully, check the box to confirm, and click 'Continue.'

Name

E-mail

First name

Last name

Password

Enter password

Re-enter password

- Your password must be at least 8 characters
- Your password must contain at least one uppercase letter
- Your password must contain at least one lowercase letter
- Your password must contain at least one number
- Your password must contain at least one of @\$!%*?& characters

Terms & Use

I agree to the [terms of use](#)

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