

Annual Statement of Reasonableness: Optical Character Recognition (OCR) Process

April 1, 2025

Separation and Sorting: Non-Confirmed ASRs

Accessing the OCR Folder Location

\\eisprod.nas.gatech.edu\distapps\prod\grants\asr-ocr







Folder Usage and Description

1. **Separation and Sorting (Input):** This input folder processes the PDF version of the "ASR for Salary Charges" file from Lite. It is likely that the file contains more than 6,000 ASRs. Given the time required for processing, it is recommended to upload the file at the end of the workday, allowing the separation and sorting process to run overnight. Before uploading, ensure folder 2 is empty.
2. **Separation and Sorting (Output):** This output folder displays the Lite 'ASR for Salary Charges' PDF file from folder 1, organizing it into folders categorized by Department ID, with individual files further sorted by Employee ID.

Note: The logs folder maintains a text document record of each file separation event, including the employee ID, department, and date.

- 1-DepartmentSeparation_Input
- 2-DepartmentSeparation_Output
- 3-ManualASR_Input
- 4-Unprocessed
- 5-ImagingUpload
- logs

Process Steps for Manual ASRs using DocuSign Template

-  1-DepartmentSeparation_Input
-  2-DepartmentSeparation_Output
-  3-ManualASR_Input
-  4-Unprocessed
-  5-ImagingUpload
-  logs

Folder Usage and Description

3. **Separation and Extraction (Input):** This input folder automatically receives completed DocuSign ASRs that use one of the four approved DocuSign templates created by OIT. It extracts the Employee ID and Fiscal Year to apply the required naming convention for archiving in AppXtender.

For ASRs completed without one of the approved templates, users may manually upload them to this folder so the appropriate naming convention can be applied. Upon completion, files are automatically transferred to folder 4, leaving folder 3 empty.

4. **Separation and Extraction (Output):** This output folder contains completed ASRs from folder 3. Files are organized into folders categorized by Fiscal Year, and individual files are further sorted by Employee ID.

If a file naming convention ends with .ocrfail, it indicates the OCR process was unable to read either the Employee ID, Fiscal Year, or both. The correct naming convention starts with a seven-digit Employee ID, followed by an underscore, a four-digit Fiscal Year, another underscore, and ends with .pdf.

Example: 1234567_2025_XXXXXX.pdf

5. **Upload to AppXtender (Input):** This input folder is used to upload ASRs to AppXtender for archiving. Before transferring files from Folder 4 into this folder, ensure that a manual entry has been completed in Cold Fusion. Upon completion, files are automatically transferred to AppXtender, leaving folder 5 empty.