SIYA

AI-POWERED INTELLIGENT DOCUMENT PROCESSING

Move beyond manual document processing and save hours of repetitive work every week.

SIYA reduces the manual workload required for document-heavy workflows, while helping you spend less time going through files and more time on the reviews and decisions that need your immediate attention.



What is SIYA?

SIYA is an **AI-powered intelligent document processing platform** that automates the process of extracting data from complex documents. It helps organizations handle large volumes of invoices, contracts, claims, forms, reports, and other business documents without relying on manual data entry.

SIYA goes beyond basic data capture and extraction. It reads text, tables, fields, layout, and context to extract the information you need, even when formats change. It can pull vendor details and totals from invoices, key dates and terms from contracts, or claim details from insurance forms and records.

But finding the right information is only part of the overall job. **SIYA also checks what it extracts and flags results that need a person to take a closer look.** After review, the information can then be used across search, analytics, approvals, and business systems. The result is faster turnaround, fewer mistakes, and data your team can trust from day one.

How SIYA works

A document follows six connected steps in SIYA, starting when it enters the platform and ending when the reviewed result is ready for storage or export.

1	**Document intake**	Documents enter SIYA through direct upload or automated email intake, so each file starts with the right process.
2	**AI Document Classification**	Recognizes whether a file is an invoice, claim, contract, form, or another type of document, so each one follows the right processing rules.
3	**Context-Aware Reading**	Uses text, tables, fields, and layout together to find the details that matter, even when documents are not formatted the same way.
4	**Data and metadata extraction**	SIYA pulls the fields defined in the template, such as names, dates, amounts, IDs, clauses, and other business terms.

5	**Validation and review**	Each field is checked and marked **Found**, **Missing**, or **Default**, so reviewers know what needs attention before export.
6	**Storage, search, and export**	Approved results are stored in a searchable repository and can be exported as JSON, CSV, or Excel for other systems.

Document Use Cases for SIYA

SIYA can apply the same controlled processing approach across different document types, with the fields and rules changing to match the information each process needs.

1 Invoice Documents

Capture vendor details, dates, totals, and account data.

2 Contract Review

Find key terms, dates, clauses, parties, and IDs.

3 Claims Review

Bring policy details, claim data, and supporting records.

4 Forms Processing

Capture names, IDs, dates, and submitted form details.

5 Business Records

Find key fields and details across reports and records.

6 Resume Review

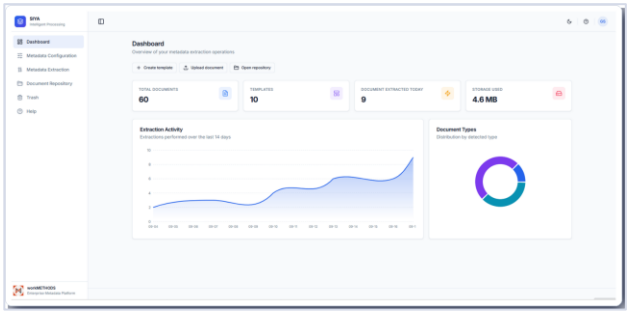
Organize qualifications, certifications, and key dates.

SIYA in Practice

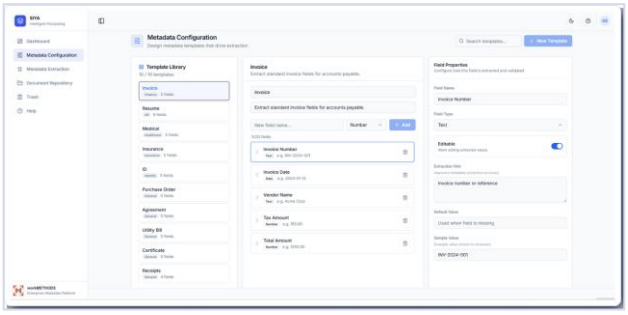
The next step is seeing how the platform supports that process in practice. These screens show how users configure, monitor, and review work inside SIYA.

1. Track volume and set document rules

SIYA gives business users a clear view of document volume, templates, and extraction activity. Template setup keeps the rules close to the people who know the documents.



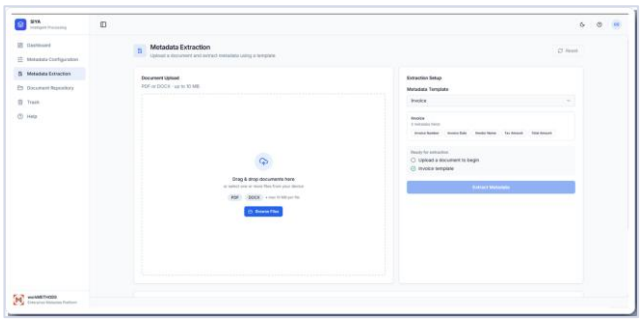
Dashboard - Track total documents, templates, extraction activity, and document types in one view.



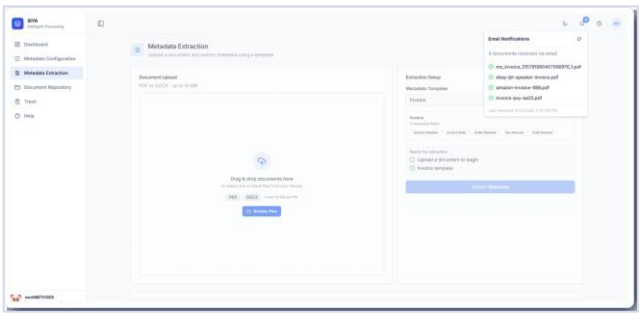
Template setup - Define the fields SIYA should capture for each document type. A sample template is shown as an example.

2. Upload, classify, and extract key fields

SIYA supports direct upload and email intake. It checks the document type against the selected template before extraction starts, so each file follows the right path.



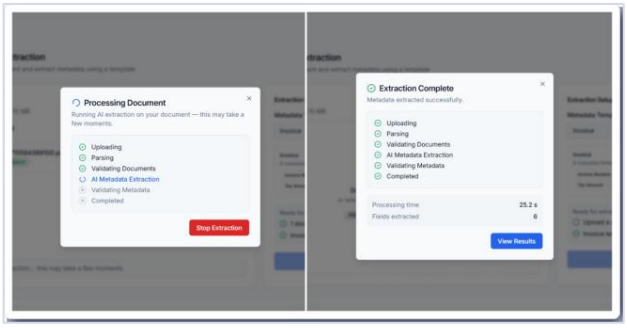
Metadata extraction - Upload PDF or DOCX files, choose a template, and extract the fields needed for review.



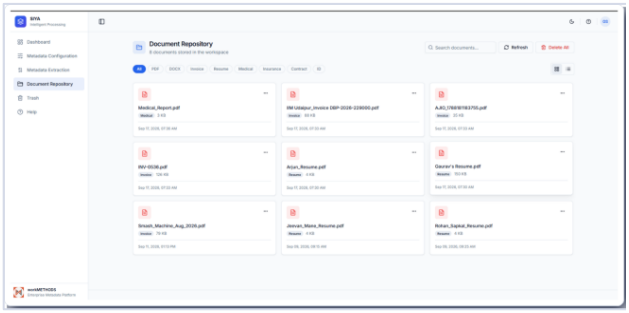
Email intake - Track files received through email before they move into extraction and review.

3. Review Results before data is used

SIYA combines automation with review. Users can see processing status, check flagged fields, and approve clean results before the data moves ahead.



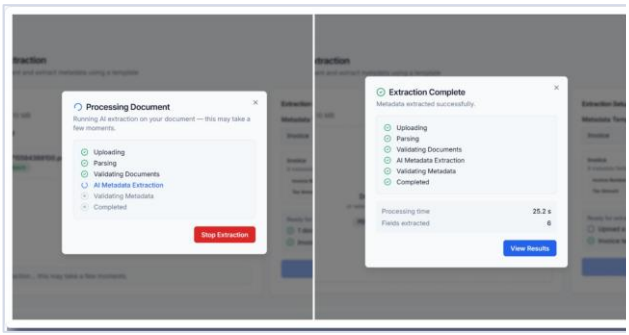
Processing status - Follow each step from upload and parsing to extraction, validation, and completion.



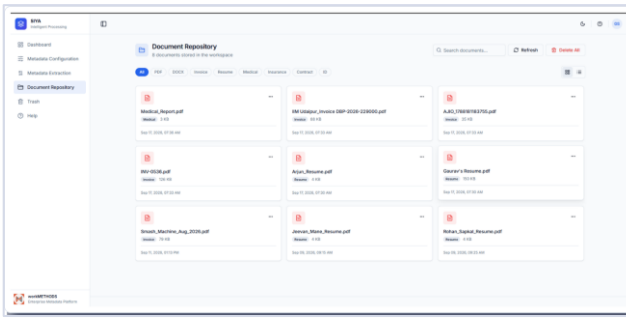
Document repository - Search, filter, preview, and manage documents after extraction.

4. Keep document data easy to control

Document processing also needs access control, audit trails, recovery, and user support. SIYA keeps those controls visible inside the product experience.



Trash and recovery controls - Deleted documents remain visible to authorized users and can be restored when needed.



Help and support - Documentation, FAQs, and support resources help users work with templates, extraction, repository, and security features.

What are the benefits of deploying SIYA?

- **Faster document processing:** SIYA reduces the time spent reading, sorting, and retyping forms, contracts, claims, and records.
- **Better data quality:** SIYA applies the same extraction rules and validation checks to every document, which reduces typing errors, missing fields, and duplicate entries.
- **Lower operating cost:** Less manual review means skilled employees can spend more time on exceptions, analysis, customer service, and decisions.
- **Stronger governance and security:** SIYA tracks each extraction and template changes, giving your business a clear audit trail for review and compliance.
- **Scale without added headcount:** The same process can handle higher document volume without adding the same level of manual effort.
- **Easier handoff to systems:** Extracted data can be exported to ERP, CRM, reporting, or document management systems in usable formats.

Where SIYA Creates Business Value

SIYA brings AI-assisted document understanding to finance, insurance, HR, legal, government, and operations, helping people get to the information they need for reviews, approvals, and decisions. Each use case can be configured around the documents, fields, and checks that matter to the process.

Function	How SIYA Helps
Finance and Accounting	Identify vendor, account, payment, and transaction details from invoices and statements, then prepare them for review or finance processes.
Healthcare and Insurance	Bring claim, policy, and patient details into a consistent review process, with important information checked before it moves forward.

Function	How SIYA Helps
Human Resources	Organize resume, credential, and onboarding information so reviewers can find what matters without going through every document manually.
Legal and Government	Surface key dates, terms, clauses, and identifiers across contracts, filings, and records so reviewers can focus on what needs attention.
Logistics and Manufacturing	Capture and check details from shipping documents, purchase orders, invoices, and quality forms to support faster handoffs and process control.

Frequently asked questions

These questions explain how SIYA handles different documents, checks results, and supports review before information is used.

- **Can SIYA handle documents that do not all look the same?**

  Yes. SIYA uses document content, fields, tables, and layout together, so it can work with documents even when formats and layouts vary.

- **What happens when SIYA is not confident about a result?**

  The result can be sent for human review. Reviewers can check or correct uncertain information before it is used or exported.

- **Can SIYA work with structured and unstructured documents?**

  Yes. SIYA is designed for document-heavy work, including forms, invoices, contracts, claims, reports, and other structured or unstructured content.

- **What can happen to the data after processing?**

  Reviewed data can be stored, searched, exported, or made available to business systems for reporting, approvals, workflows, and other uses.

- **Can SIYA support growing document volumes?**

  Yes. SIYA is designed to reduce repetitive document handling as volumes grow, helping organizations process more documents without relying on the same level of manual effort.

- **How does SIYA support control and review?**

  SIYA keeps processing status, validation results, template changes, and review steps visible so users can see what happened and what still needs attention.

What could SIYA find in a document your business already processes today?

Bring a sample or redacted invoice, contract, claim, form, or report to a SIYA walkthrough and see how the platform finds the information that matters, checks the result, and prepares it for review or use in another system.

Contact sales@workmethods.com to schedule your walkthrough.