How ORDNA recognises and sorts your documents

A plain-language reference guide to document categories, recognition features and borderline cases

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RELATED

This reference guide accompanies the user manual. How to operate ORDNA is explained there; how ORDNA decides is explained here.

ORDNA takes in your documents, reads them, works out for itself what kind of document each one is, gives it a consistent file name and files it in the matching folder. A scan called `Scan_0042.pdf` therefore becomes `2026-02-14_Klinikum Musterstadt_Doctors letter.pdf` in the "Health" folder.

Everything happens on your own computer. Recognition is done by a locally installed artificial intelligence. No document, no name and no figure from it ever leaves your PC. There is no cloud, no user account and no running costs.

This guide answers one question above all: **"Why did ORDNA put this document in exactly that category?"** You can read it from cover to cover, but it is meant for looking things up: each of the fourteen categories has its own chapter, and every chapter is built the same way.

PRINCIPLE

ORDNA is not meant to guess. If an assignment cannot be evidenced in the document itself, the document is passed on to the next check or kept unchanged as "not clearly recognised". Nothing is ever deleted in the process.

ORDNA in 60 seconds

Every document takes the same route. The first stage that applies with certainty decides:

Document arrives → Seen before? → Readable and processable? → Recognise text → Determine document type → Check distinctive features → Check required details → Build the file name → Choose the target folder → In doubt: catch-all stage

Step	What happens
1. Seen before?	Every incoming file is given a digital fingerprint. If exactly the same file has been processed before, it goes straight into the "Duplikate" subfolder — no text recognition, no further checks.
2. Locked?	A genuinely password-protected PDF cannot be read. It is filed unchanged. This is the only case in which the existing file name decides the category.

Step	What happens
3. Convert the format	Photos of receipts and Word documents are first converted into a PDF so that they can be read at all.
4. Recognise the text	Scanned pages are given a searchable text layer. This automatic text recognition is known as OCR. Faded till receipts are additionally processed with increased contrast. The result is also a long-term archive format.
5. Determine the document type	The local AI looks at the text **as a whole** and proposes a category — in a single step, not in one separate query per category.
6. Verify the features	Built-in safety and priority rules then run. They step in at known borderline cases — but only if the document itself provides matching evidence.
7. Look at invoices more closely	Invoices and till receipts have an additional, particularly thorough recognition stage. If the two checks disagree, a third, focused question about the type of document decides.
8. Check the required details	Every category needs certain details for the file name. If one of them is missing, the category is not used.
9. Name and file	The file name is built from those details following a fixed pattern, and the file moves into the category's target folder.
10. Catch-all stages	If no specialised category fits, "Other documents" applies — provided there is enough readable text, a sender and a date. Otherwise the unchanged original stays under "Not archived".

> **IMPORTANT**
> A technical fault says nothing about your document. If the local AI cannot answer at that moment, the file stays where it is and goes through the next run as normal. It does not end up in a catch-all stage.

All fourteen categories at a glance

The table follows the order in which ORDNA checks — not alphabetical order and not order of importance. Whatever comes first is checked first and wins where categories overlap. The next chapter explains why.

In the file name, `YYYY-MM-DD` stands for year, month and day — so `2026-02-14` is 14 February 2026.

What goes where:

Category	Typical examples	Important recognition features
🧾 **Tax document**	Tax assessment, tax return, annual payroll tax statement	payroll tax statement, tax assessment, assessment period, taxable income
💶 **Payslip**	Monthly payslip, wage statement, back payment	payslip, gross pay, net pay, tax class, personnel number
🏦 **Bank documents**	Bank statement, credit card statement, securities statement	bank statement, account balance, old balance, new balance, value date, posting date
🧾 **Invoice / receipt**	Tradesman's invoice, till receipt, doctor's invoice, flight ticket	invoice number, invoice amount, total amount, VAT, till receipt
🏛 **Official notice**	Pension notice, care level notice, contribution notice	notice, approval, assessment, instructions on legal remedies, file reference
🛡 **Insurance policy**	Policy document, endorsement to the policy	policy document, policy number, sum insured, cover, excess
📝 **Contract**	Employment contract, tenancy agreement, mobile phone contract	contract, contracting parties, term, notice period, sections, signatures
🩺 **Health**	Doctor's letter, laboratory findings, medication plan, medical certificate	doctor's letter, findings report, diagnosis, discharge summary, medication plan
🎓 **Education & qualification**	School leaving certificate, employer's reference, proof of attendance	certificate, diploma, proof of attendance, proof of competence

Category	Typical examples	Important recognition features
Certificate & record	Birth certificate, registration certificate, land register extract	birth certificate, registration certificate, certificate of good conduct, register extract, official seal
Correspondence	Letter of termination, appointment notice, complaint	salutation, closing formula, reference formula, email headers, subject line
Other documents	A readable letter that fits no specialised category	enough readable text, an evidenced sender, an evidenced date
Encrypted	PDF that cannot be opened without a password	none — this stage does not judge the content
Not archived	Photo without text, drawing, blank scan, damaged scan	none — this stage does not judge the content

What ORDNA needs for it and what the file is called afterwards. Every category has its own target folder; the exact folder name is given in the relevant chapter.

Category	Required details	File name
Tax document	Tax year, tax type, tax office	`TaxYear_TaxType_TaxOffice`
Payslip	Month, employer	`YYYY-MM_Employer`
Bank documents	Month, institution, account	`YYYY-MM_Institution_Account`
Invoice / receipt	Date, issuer	`YYYY-MM-DD_Issuer`
Official notice	Date, authority, subject	`YYYY-MM-DD_Authority_Subject`
Insurance policy	Date, insurer, branch	`YYYY-MM-DD_Insurer_Branch`
Contract	Date, party, kind	`YYYY-MM-DD_Party_Kind`
Health	Date, issuer, kind	`YYYY-MM-DD_Issuer_Kind`
Education & qualification	Date, issuer, kind	`YYYY-MM-DD_Issuer_Kind`
Certificate & record	Date, issuer, kind	`YYYY-MM-DD_Issuer_Kind`
Correspondence	Date, issuer, subject	`YYYY-MM-DD_Issuer_Subject`
Other documents	Date, issuer	`YYYY-MM-DD_Issuer`
Encrypted	none	original name, unchanged
Not archived	none	original name, unchanged

Often confused — the short form:

This category	is often confused with
Tax document	Official notice (tax assessments belong to Tax) and Payslip (the payroll tax statement belongs to Tax)
Payslip	Contract (employment contract) and Tax document
Bank documents	Invoice (a credit card statement belongs to the bank)
Invoice / receipt	Insurance policy, Contract, Health — all three can produce invoices, and those invoices stay invoices
Official notice	Certificate & record (a confirmation is not a notice) and Correspondence (your own application)
Insurance policy	Invoice (contribution invoice) and Correspondence (cancellation, claim report)
Contract	Insurance policy and Correspondence (letter of termination)
Health	Invoice (doctor's invoice), Official notice (care level), Education (nursing training)
Education & qualification	Certificate & record and Contract (training contract)
Certificate & record	Official notice and Health — all three know "certificates"

This category	is often confused with
🖂 Correspondence	🗏 Other documents
🗏 Other documents	🖂 Correspondence and 🗂 Not archived
🔒 Encrypted	🗂 Not archived — that folder holds what ORDNA COULD read but could not name
🗂 Not archived	is taken to mean "unimportant" — which it expressly is not

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When a document could fit several categories

Many documents look at first sight as though they belong in two folders. A doctor's invoice is medical **and** an invoice. A credit card statement lists purchases **and** comes from the bank.

ORDNA resolves this in two ways.

First: what counts is the purpose of the whole document, not a single word. The local AI reads the text in context and asks what the paper is for: Does it demand money? Does it decide something? Does it confirm something? Does it report on a treatment?

Second: known overlaps follow a fixed order. ORDNA always checks the categories in the same sequence and takes the first one for which the document itself provides evidence. The same kind of document therefore always ends up in the same folder:

▦ Tax → **🖭 Payslip** → **🏢 Bank documents** → **🧾 Invoice** → **🏛 Official notice** → **🛡 Insurance policy** → **📝 Contract** → **⚕ Health** → **🎓 Education & qualification** → **📜 Certificate & record** → **🖂 Correspondence** → **🗏 Other documents** → **🔒 Encrypted** → **🗂 Not archived**

> **CAUTION**
> An earlier category does not win automatically just because a matching word appears somewhere. To correct an assignment, the document itself must provide evidence — a strong, unambiguous feature in the text. The word "account holder" in the direct debit block of an invoice is expressly not enough.

Six examples that show the principle

Document	Category	Why
Doctor's invoice from Praxis Dr. Muster	🧾 **Invoice**	Invoice comes before Health; the paper demands money
Care level notice from the care insurer	🏛 **Official notice**	Notice comes before Health; something is decided here
Credit card statement	🏢 **Bank documents**	Bank comes before Invoice; a list of transactions is not a single invoice
Contribution invoice for home contents insurance	🧾 **Invoice**	Invoice comes before Policy; the policy itself would be something else
Payroll tax statement from the employer	▦ **Tax document**	Tax comes before Payslip; it serves the tax year
Nursing training certificate	🎓 **Education & qualification**	the purpose decides, not the subject area

Two deliberate exceptions

Two points in this order are deliberately weakened, because they would otherwise do damage:

- **The tax rule does not override an invoice.** Otherwise your tax adviser's invoice, which carries the item "income tax return", would become a tax document.
- **The bank rule only applies with strong account features.** Words such as "account holder" or "current account" appear in the direct debit block of countless invoices. On their own they must not turn an invoice

into a bank document.

🧮 Tax document

In short: Documents relating to a particular tax year — a return, an assessment, a statement or a piece of evidence.

Typical examples

- Tax assessment from the tax office
- Income tax return with its schedules
- Annual payroll tax statement from the employer
- Payroll tax card
- Annual tax certificate from the bank
- Statement of capital gains tax
- Property tax assessment

How ORDNA recognises this category

Typical of it are unambiguous tax terms in the text: payroll tax statement, payroll tax card, tax assessment, tax return, capital gains tax, tax identification number, assessment period, taxable income, payroll tax withheld, solidarity surcharge.

Supporting indications — not proof on their own: schedules to the return, the tax portal, allowance, assessment, work-related expenses, special expenses, additional payment, church tax, refund.

ORDNA pays particular attention to the difference between a tax reference and a merely tax-related context. A built-in safety rule steps in when an unambiguous tax term appears in the text and the document is not an invoice: it is then filed as a tax document. This rule exists because one and the same payroll tax statement used to end up sometimes here and sometimes under official notices.

> **CAUTION**
> The words "VAT" and "tax office" expressly do not count as tax terms. They appear on almost every invoice.

What ORDNA needs

- **Tax year** — the year being assessed, that is the year the document is about; expressly not the date of the assessment.
- **Tax type** — for example payroll tax, income tax, property tax.
- **Tax office** — the issuing authority. If the paper comes from the employer, as with the payroll tax statement, its name takes that place.

How the file is named

Pattern: `TaxYear_TaxType_TaxOffice.pdf` — target folder: **Tax**

Example: A payroll tax statement for 2025, issued by Musterwerk GmbH, becomes `2025_Payroll tax_Musterwerk GmbH.pdf`

What belongs here — and what does not

Belongs here	Does NOT belong here
Income tax assessment from the tax office	Tax adviser's invoice → 🧾 Invoice
Payroll tax statement, payroll tax card	Payslip showing tax figures → 💵 Payslip

Belongs here	Does NOT belong here
Annual tax certificate from the bank	Bank statement with no tax reference → 🏦 Bank documents
Tax return with its schedules	Notice about tax portal access or an authorisation → ✉ Correspondence
Property and trade tax assessments	Employment contract stating the tax class → 📝 Contract

A typical borderline case

Document: Invoice from the tax firm for preparing your 2025 income tax return. **Decision:** 🧾 Invoice. **Why:** The paper demands money for a service — it assesses no tax and certifies nothing. So that the tax rule does not pull such cases in, it deliberately may not override a recognised invoice.

> **REMEMBER**
> What counts is the tax reference, not the tax context. A document that merely talks about tax is not a tax document.

💷 Payslip

In short: Your employer's statement of gross pay, deductions, social insurance, tax and the amount paid out for a particular month.

Typical examples

- Monthly payslip
- Wage, earnings or salary statement
- Statement including a recalculation for an earlier month
- Back payment or corrected statement
- Statement for a one-off payment
- Foreign wage statement, for instance from Switzerland

How ORDNA recognises this category

Typical of it: payslip, salary statement, wage statement, accounting month, gross pay, net pay, amount paid out, tax class, personnel number, social insurance days.

The heading is the most reliable sign. If it carries the usual form "payslip for month and year" together with the employer's name, both the month and the employer are evidenced — they are then taken from the document rather than estimated. This heading is so unambiguous that it even overrides an assessment of "invoice": a payslip is never an invoice.

If the heading is missing, one of seven wordings in the text is enough: wage statement, earnings statement, payslip, earnings summary, the pre-printed note "serves as proof of earnings", the column heading "wage type", or "collectively agreed salary". That is why Swiss statements are recognised reliably as well, even though they use their own wording instead of the German heading — and so are older statements from the nineties, where often only the printed form labels remain clearly readable, not the values entered on them.

ORDNA pays particular attention to the company name. A payslip carries more than just the employer: wage-type lines, column headings and sometimes even the print on the envelope. Several checks make sure that the employer really is what ends up in the file name:

- Lines such as "employer's contribution" or "employee's share" are not read as a company name. On a payslip, "AG" means employer, not public limited company.
- Column headings such as "tax data", which the recognised text places right next to the company name, are trimmed off.

– If the same name appears in several spellings, the cleanly written one wins — not simply the most frequent one.
– If statements from the same employer are already in the target folder, the spelling established there is adopted. A misread "Mustervverk GmbH" therefore becomes "Musterwerk GmbH" again.
– If recognition yields no employer at all, a name already established in the folder may step in — but only if it also appears in the text of the document. If two different names match, nothing is adopted.

What ORDNA needs

– **Month** in year-and-month form, for example `2025-01`.
– **Employer** — the issuing company, never your own name.

How the file is named

Pattern: `YYYY-MM_Employer.pdf` — target folder: **Payslips**

Example: The statement for January 2025 becomes `2025-01_Musterwerk GmbH.pdf`

Every version is kept

A month often has two documents: the statement and its correction. Recalculations, back payments and partial corrections are therefore **all** kept in the archive — none displaces another. They are told apart by an appended number:

`2025-01_Musterwerk GmbH.pdf` and `2025-01_Musterwerk GmbH_2.pdf`

There is a solid reason for this: corrections often show only a partial amount. If the correction replaced the monthly statement, the full amount would disappear from your overview.

What belongs here — and what does not

Belongs here	Does NOT belong here
Monthly payslip	Payroll tax statement → 🧾 Tax document
Recalculation and back payment	Employment contract → 📝 Contract
Corrected statement with a partial amount	Salary amendment, bonus agreement → 📝 Contract
Statement for a one-off payment	Employer's reference → 🎓 Education & qualification

A typical borderline case

Document: A statement headed "invoice" that lists gross pay, tax class and personnel number. **Decision:** 💶 Payslip. **Why:** The heading rule for payslips is stronger than an assessment of "invoice". Your employer's statement about your pay is not a demand for payment addressed to you.

> **REMEMBER**
> On a payslip, "AG" means employer. And a month may have more than one file — a correction does not replace the statement, it adds to it.

🏦 Bank documents

In short: Documents that summarise balances, postings, transactions or holdings of an account, a card or a securities account — plus other letters from your bank with a genuine account or card reference.

Typical examples

– Bank statement
– Credit card statement, sometimes called a transaction statement

- Transaction overview
- Securities account statement
- Documents for opening an account
- Credit card application
- Letter from the bank about a particular account or card

How ORDNA recognises this category

Typical of it are words that only appear on genuine account documents: bank statement, statement number, account balance, old balance, new balance, account opening, credit card statement, credit card application, transaction overview, transaction statement, securities account statement, value date, posting date, day of posting, debit interest, credit interest, overdraft facility.

Only an indication, not proof are "account holder" and "current account". Both appear in the direct debit block of many invoices. They can push an otherwise unclear document towards the bank, but they must never override another recognised category.

> **CAUTION**
> An IBAN, an account number, a sort code or a bank connection is expressly not enough on its own. Almost every company prints its bank details in the footer. That does not turn a business letter into a bank document — this is exactly how a job rejection once ended up in the archive as a bank statement.

An additional safety rule helps when recognition is undecided: if the issuer carries "bank", "savings bank" or "fund" in its name and both a date and an account or customer number can be evidenced, the document counts as an account document. Health, care and accident funds are excluded — they are not financial institutions.

What ORDNA needs

- **Month** in year-and-month form.
- **Institution** — the bank keeping or billing the account, never the account holder.
- **Account** — the last four digits of the account number or IBAN; failing that, the customer or card number.

How the file is named

Pattern: `YYYY-MM_Institution_Account.pdf` — target folder: **Bank documents**

Example: The bank statement for July 2026 becomes `2026-07_Musterbank_4934.pdf`

> **GOOD TO KNOW**
> The name of the institution does not always come out the same — the same bank may be recognised once by its abbreviation and once by its full name, and the account digits vary from statement to statement. It is worth a look into the folder if you want to see all statements for one account together.

What belongs here — and what does not

Belongs here	Does NOT belong here
Bank statement with old and new balance	A single invoice or payment receipt → 🧾 Invoice
Credit card statement	Loan, current account or securities account contract → 📝 Contract
Securities account statement, transaction overview	Annual tax certificate from the bank → 🧮 Tax document
Documents for opening an account	Business letter with bank details in the footer → depending on content ✉️ Correspondence or 📄 Other documents

A typical borderline case

Document: Credit card statement with a list of purchases and amounts. **Decision:** 🏢 Bank documents. **Why:** Bank documents are checked before invoices. The statement lists the transactions of a card account — it is not a single invoice from a retailer, even though it names amounts and a due date.

> **REMEMBER**
>
> Bank details alone do not make a bank document. It takes a genuine account feature such as a balance, a posting date or a value date.

🧾 Invoice / receipt

In short: The billing of a delivery or a service, a demand for payment, or proof of a purchase paid on the spot.

Typical examples

- Tradesman's or garage invoice
- Till receipt from a supermarket, filling station or DIY store
- Handwritten receipt
- Doctor's invoice as well as treatment and cost statements
- Contribution invoice from an insurer
- Electricity, gas or mobile phone bill
- Flight ticket, rail ticket and similar travel documents
- Fee invoice from a public authority

How ORDNA recognises this category

Invoices and till receipts have **their own, particularly thorough recognition** in ORDNA — it has been refined over a long period, because invoices make up the largest part of a private archive.

Typical of it: invoice, invoice number, invoice amount, invoice date, receipt, till receipt, sales slip, total amount, VAT, date of service, "payable by", receipt number.

Two checks and, if needed, a third opinion: determining the document type and recognising the invoice are two separate steps. If they contradict each other — one says invoice, the other does not — a third, narrowly worded question about the type of document decides. Delivery notes, quotations and reminders are rejected in that step, while invoices, receipts and travel documents are confirmed. Without this second opinion, flight tickets in particular used to fall through.

It is enough for the document to contain an invoice. Attached forms, declarations or a "paid" stamp do not change the category.

ORDNA pays particular attention to the issuer. The issuer is always the selling company or person, never the recipient and never an address. If the name appears only in the logo, it is derived from the email or web address if necessary. Names that text recognition has broken apart are put back together.

As for the date, what counts is the date of the invoice, the receipt or the till slip — not the date of payment and not the day of the scan. If the existing file name already contains a date, that one takes precedence: recognition misreads years more often than the name you or your scanner gave the file.

What ORDNA needs

- **Date** of the document.
- **Issuer** — the issuing company or person.

If one of the two is missing, ORDNA puts a placeholder in its place and marks the name as uncertain with an appended _x. If **both** are missing, nothing is filed — a file name made up entirely of placeholders carries no information.

How the file is named

Pattern: `YYYY-MM-DD_Issuer.pdf` — target folder: **Invoices**

Example: The car park invoice of 10 December 2023 becomes `2023-12-10_Parkhaus Musterstadt GmbH.pdf`

What belongs here — and what does not

Belongs here	Does NOT belong here
Invoice with number, date and amount	Order confirmation without a demand for payment → usually 🖂 Correspondence
Till receipt with items and total	Delivery note → not an invoice
Doctor's invoice, treatment and cost statement	Quotation or cost estimate → not an invoice
Contribution invoice from an insurer	The policy document itself → 🛡 Insurance policy
Fee invoice from a public authority	Credit card and account transaction lists → 🏦 Bank documents
Flight ticket and travel document	Employer's payslip → 💷 Payslip

A **reminder** is only an invoice if the character of an invoice and the amount dominate the letter.

A typical borderline case

Document: Till receipt from an electronics store carrying the note "not an invoice within the meaning of section 14 of the German VAT Act" against a single item, such as a voucher. **Decision:** 🧾 Receipt. **Why:** The note applies only to that one item, not to the whole receipt. Without this exception, every receipt containing a voucher would have slipped through the net.

> **REMEMBER**
> Anything that demands money or proves a payment is an invoice — even if it comes from a doctor, an insurer, a public authority or an existing contract.

🏛 Official notice

In short: A public authority or public-law body decides with binding effect on an application, a claim, a status, a contribution or a benefit.

Typical examples

- Pension notice
- Care level notice from the care insurer
- Notice of approval or refusal
- Contribution notice
- Notice of determination
- Notice of amendment or withdrawal

How ORDNA recognises this category

The decisive feature is not the sender but the effect: a notice **decides** something. It approves, refuses, assesses, amends or withdraws. A mere confirmation without that effect is not one.

Typical of it: notice, notice of approval, notice of refusal, pension notice, notice of determination, contribution notice, administrative act, instructions on legal remedies, objection, file reference.

Direction matters: the document comes **from** the authority. Your own application **to** an authority is not a notice but correspondence.

A safety rule for the most common borderline case: if the text contains instructions on legal remedies — the note about objection or legal action — a document first assessed as an insurance policy or a contract is corrected to an official notice. This also applies to letters from health and care insurers, which are formally insurance bodies. Instructions on legal remedies appear in notices, but in no policy and in no contract.

What ORDNA needs

- **Date** of the notice.
- **Authority** — the issuing body.
- **Subject** — a short subject line, for example pension, child benefit or care level.

How the file is named

Pattern: `YYYY-MM-DD_Authority_Subject.pdf` — target folder: **Official notices**

Example: `2013-09-18_Rentenversicherung Musterland_Pension.pdf`

What belongs here — and what does not

Belongs here	Does NOT belong here
Pension notice, contribution notice	Tax assessment → 🧮 Tax document
Care level notice	Registration certificate → 📃 Certificate & record
Approval or refusal of a benefit	Fee invoice from the authority → 🧾 Invoice
Notice from a health or care insurer	Your own application to the authority → 🖂 Correspondence
Notice of withdrawal or amendment	General letter from an authority without a decision → 🖂 Correspondence

The "Official notices" folder covers **all notices except tax** — tax assessments belong to the tax folder.

A typical borderline case

Document: Registration certificate from the residents' registration office. **Decision:** 📃 Certificate & record.
Why: The certificate merely **confirms** that you are registered there. It decides nothing, rules on nothing and carries no instructions on legal remedies. A registration notice that does carry them is a different matter and belongs here.

> **REMEMBER**
> A notice decides. If a paper merely confirms a state of affairs, it is a certificate. And if it comes from you rather than from the authority, it is correspondence.

🛡 Insurance policy

In short: The document that evidences a particular insurance relationship itself — that it exists, what it covers, when it starts or on what terms.

Typical examples

- Policy document
- Policy for home contents, personal liability or motor insurance
- Endorsement to the policy document
- Amendment showing a new sum insured
- Premium adjustment forming part of the policy

How ORDNA recognises this category

Typical of it: policy document, policy, policy number, policyholder, start of cover, sum insured, cover, excess, insured peril, endorsement to the policy document.

What matters is this: the document must evidence the insurance relationship itself. A letter **about** an insurance policy is not a policy.

A safety rule against the most common mix-up: a policy document is legally a contract, and recognition sometimes classifies it as one. If the text names a policy document, a policy, a policy number or an endorsement, it is therefore corrected to an insurance policy.

What ORDNA needs

- **Date** of the policy or the endorsement.
- **Insurer** — the insurance company as the issuer, never the policyholder.
- **Branch** — for example home contents, liability, motor, legal expenses.

How the file is named

Pattern: `YYYY-MM-DD_Insurer_Branch.pdf` — target folder: **Insurance**

Example: `2024-03-01_Musterversicherung_Home contents.pdf`

What belongs here — and what does not

Belongs here	Does NOT belong here
Policy document with a policy number	Contribution invoice → 🧾 Invoice
Endorsement to the policy	Cancelling the insurance → ✉ Correspondence
Document showing sum insured and cover	Claim report, claims correspondence → ✉ Correspondence
Change to the insurance cover	Benefit or refusal notice from a social insurance body → 🏛 Official notice
	General terms and conditions without a personal reference → not a policy

A typical borderline case

Document: Annual invoice from your home contents insurer for the yearly premium, with the policy number in the header. **Decision:** 🧾 Invoice. **Why:** Invoices are checked before policies, and the document demands money. The policy number appears on it only as a reference. Only the policy document itself belongs in this category.

> **REMEMBER**
> An invoice from an insurer stays an invoice. Only the policy document itself belongs to the "Insurance policy" category.

📝 Contract

In short: A binding agreement between at least two parties, with rights, obligations, performance, a term or a notice period.

Typical examples

- Employment contract
- Tenancy agreement
- Mobile phone, electricity or internet contract
- Purchase or works contract

– Loan agreement
– Maintenance or service contract

How ORDNA recognises this category

Typical of it: contract, agreement, contracting parties, start of contract, term, notice period, contract number, scope of services, signatures and a division into numbered sections.

The kind of contract is evidenced, not guessed. For the file name ORDNA needs a short description such as "employment contract" or "tenancy agreement". If the proposed description cannot be found in the text, ORDNA looks for the most frequent word ending in "contract" in the document. If that fails too, the field stays empty and the assignment counts as uncertain. This rule exists because an employment contract was once filed as a tenancy agreement — the description did not come from the document.

ORDNA pays particular attention to the party. What is meant is always the other side, never you. Two clues help: a company is never addressed as "Mr" or "Mrs", and the usual formula "between … and Mr …" reveals who is who. A gift agreement between two private individuals is left untouched — a replacement is only made where a company is evidenced.

What ORDNA needs

– **Date** of the contract.
– **Party** — the other side.
– **Kind** — the kind of contract, evidenced in the text.

How the file is named

Pattern: `YYYY-MM-DD_Party_Kind.pdf` — target folder: **Contracts**

Example: `2018-06-01_Musterwerk GmbH_Employment contract.pdf`

What belongs here — and what does not

Belongs here	Does NOT belong here
Employment, tenancy, mobile phone contract	Invoice relating to a contract, such as the electricity bill → 🧾 Invoice
Loan, current account and securities account contract	Policy document → 🛡 Insurance policy
Amendment agreement with signatures	Letter of termination → 🖂 Correspondence
Training and education contract	Quotation or cost estimate without acceptance → not a contract
	Employer's reference → 🎓 Education & qualification

If the contract is submitted together with the letter of termination, the contract counts.

A typical borderline case

Document: A signed quotation from a tradesman for refitting a bathroom, without an order confirmation. **Decision:** not a contract — depending on content 🖂 Correspondence or 🗏 Other documents. **Why:** A quotation describes a service but does not yet create a mutual obligation. Only acceptance and a contract document make it a contract.

> **REMEMBER**
> The contract governs the relationship, the invoice demands the money, the cancellation is a letter. Three papers, three folders.

🩺 Health

In short: Documents about a specific personal medical, therapeutic or nursing matter.

Typical examples

- Doctor's letter
- Findings or laboratory report
- Discharge summary after a stay in hospital
- Operation report
- Medication plan
- Medical certificate
- Certificate of incapacity for work
- Care assessment report

How ORDNA recognises this category

Typical of it: doctor's letter, findings report, laboratory findings, discharge summary, diagnosis, operation report, therapy report, medication plan, vaccination certificate, certificate of incapacity for work, medical certificate, prescription, care assessment report, rehabilitation report.

Supporting indications: patient, medical history, diagnostics, therapy, medication, dosage, symptom, course of illness, hospital, practice, reference range.

ORDNA pays particular attention to the name of the document. For the file name this category needs a short document type. If recognition does not supply one, ORDNA looks for it in the text — using a fixed list of common designations that follows the classification of clinical documents customary in Germany. The classic opening of a doctor's letter counts as evidence too. **Nothing is invented:** the designation must appear in the document, and a designation that has already been recognised is never replaced by another.

A letterhead code is not an issuer. If the sender field contains only a ward code such as "MUST41" or a case number, ORDNA looks in the text for the proper name of the hospital or practice. If it finds none, the code stays — an empty field would be worse, because the document would then drop into the catch-all stage.

> **PRIVACY**
> Medical content is no reason not to archive a document. ORDNA works exclusively on your own computer. This category makes such documents findable instead of letting them disappear into the catch-all folder.

What ORDNA needs

- **Date** — the date of issue, treatment or findings. For a stay of several days, the date of the closing document.
- **Issuer** — the issuing practice, hospital, doctor, laboratory, therapist or assessor.
- **Kind** — the short document type, for example doctor's letter, laboratory findings or medication plan.

How the file is named

Pattern: `YYYY-MM-DD_Issuer_Kind.pdf` — target folder: **Health**

Example: `2026-02-14_Klinikum Musterstadt_Doctors letter.pdf`

What belongs here — and what does not

Belongs here	Does NOT belong here
Doctor's letter, findings and laboratory report	Doctor's invoice, treatment and cost statement → 🧾 Invoice
Discharge summary and operation report	Care level notice → 🏛 Official notice
Medication plan, medical certificate	Training or attendance certificate in healthcare → 🎓 Education & qualification
Certificate of incapacity for work	Contribution invoice from the health insurer → 🧾 Invoice
Care assessment report	Medical article, advertising, device manual → not a personal health document

A typical borderline case

Document: A letter from a hospital that both describes the course of treatment and lists the costs, headed "treatment and cost statement". **Decision:** 🧾 Invoice. **Why:** Invoices are checked before health documents. As soon as the paper demands money, that purpose decides. The doctor's letter about the same treatment arrives separately and then ends up here.

> **REMEMBER**
> If the paper reports on a treatment, it is health. If it demands money for it, it is an invoice. If a body decides about it, it is an official notice.

🎓 Education & qualification

In short: Documents that confirm or assess training, attendance, an examination, a course or a qualification obtained.

Typical examples

- School leaving or examination certificate
- Employer's reference
- Apprenticeship certificate
- Degree certificate or diploma
- Certificate from a training course
- Proof of attendance
- Certificate of enrolment
- Proof of competence or capability

How ORDNA recognises this category

Typical of it: certificate, school leaving certificate, examination certificate, employer's reference, apprenticeship certificate, diploma, course certificate, proof of attendance, proof of training, proof of qualification, certificate of enrolment, transcript of records, proof of competence, proof of capability.

Supporting indications: school, college, university, chamber of commerce, chamber of trades, training provider, apprenticeship, studies, course, further training, examination, degree, passed, credit points, teaching units.

> **CAUTION**
> It is not the subject area that decides but the purpose of the document. A nursing certificate does not belong to Health, a tax seminar certificate does not belong to Tax, and a technical training certificate does not belong to Contract. All three confirm a qualification — and belong here.

What ORDNA needs

- **Date** — the date of issue of the certificate or proof.
- **Issuer** — the school, college, chamber, training provider or the employer as the issuer.
- **Kind** — the short document type, for example school leaving certificate, proof of attendance, employer's reference or proof of competence.

How the file is named

Pattern: `YYYY-MM-DD_Issuer_Kind.pdf` — target folder: **Education & qualifications**

Example: `2025-11-07_IHK Musterstadt_Attendance certificate.pdf`

What belongs here — and what does not

Belongs here	Does NOT belong here
School leaving, examination and employer's reference	Invoice for a course or tuition → 🧾 Invoice
Course certificate and proof of attendance	Training or education contract → 📝 Contract
Certificate of enrolment	Invitation or course advertising → 🖂 Correspondence
Proof of competence and capability	Certificate of good conduct → 📜 Certificate & record
Proof of training from any subject area	Certificate of incapacity for work → 🩺 Health

A typical borderline case

Document: An employer's reference from your former employer. **Decision:** 🎓 Education & qualification. **Why:** An employer's reference assesses your performance and qualification. It is not an agreement and creates no obligations — the employment contract from the same employer belongs to "Contract".

> **REMEMBER**
> What you can do and have learned belongs here — whatever the subject area in which you learned it.

📜 Certificate & record

In short: Documents that confirm with binding effect a personal status, an identity, a right, a registration or ownership.

Typical examples

– Birth, marriage and death certificate
– Registration certificate
– Naturalisation certificate, proof of nationality
– Certificate of good conduct
– Copy of an identity card, passport or driving licence
– Vehicle registration document
– Land register extract, register extract, proof of ownership

How ORDNA recognises this category

Typical of it: birth certificate, marriage certificate, death certificate, registration certificate, naturalisation certificate, proof of nationality, certificate of good conduct, identity card, passport, driving licence, vehicle registration document, land register extract, register extract, proof of ownership.

Supporting indications: the formulas "this is to certify" and "it is hereby confirmed", as well as official, certified, certificate number, register number, place of birth, nationality, registered address and official seal.

> **CAUTION**
> The word "certificate" alone does not decide the category. It occurs in three of them: the certificate of incapacity for work belongs to 🩺 Health, the attendance certificate to 🎓 Education & qualification, and the registration certificate here.

What ORDNA needs

- **Date** — the date of issue. For civil status certificates, failing that the date of the event recorded, if no date of issue can be found.
- **Issuer** — the issuing authority, registry office, register office, association or institution.
- **Kind** — the short document type, for example birth certificate, registration certificate or land register extract.

How the file is named

Pattern: `YYYY-MM-DD_Issuer_Kind.pdf` — target folder: **Certificates & records**

Example: `1985-04-22_Standesamt Musterstadt_Birth certificate.pdf`

What belongs here — and what does not

Belongs here	Does NOT belong here
Birth, marriage and death certificate	Notice with instructions on legal remedies → 🏛 Official notice
Registration certificate, certificate of good conduct	Fee invoice from the registry office → 🧾 Invoice
Copy of identity card, passport, driving licence	Proof of attendance → 🎓 Education & qualification
Vehicle registration document, land register extract	Certificate of incapacity for work → 🩺 Health
Plain power of attorney without consideration	Power of attorney with a mutual contractual structure → 📝 Contract
	Informal letter of confirmation → 🖂 Correspondence

A typical borderline case

Document: Invoice from the registry office for issuing a birth certificate. **Decision:** 🧾 Invoice. **Why:** Public authorities issue invoices too, and invoices are checked first. The certificate itself arrives separately and ends up here.

> **REMEMBER**
> A certificate confirms who or what you are — it decides nothing and assesses nothing.

🖂 Correspondence

In short: Written communication between a sender and a recipient — whenever no more specific type of document applies.

Typical examples

- Letter of termination and confirmation of termination
- Appointment notice
- Query or follow-up letter
- Complaint
- General letter from an authority without a decision
- Your own application to an authority
- Claim report to an insurer
- Printed email message

How ORDNA recognises this category

Typical of it are the building blocks of a letter: forms of address such as "Dear Sir or Madam", closing formulas such as "Yours sincerely", reference formulas such as "further to", "as discussed on the telephone" or "thank you for your message", and email headers with From, To, Sent and Subject.

CAUTION

A form of address alone does not turn an invoice, a contract or an official notice into correspondence. Almost every business document starts with "Dear Sir or Madam". Correspondence is therefore only checked once all more specific categories have been ruled out.

What ORDNA needs

- **Date** — the date of the letter or the email; not the date of receipt and not the day of the scan.
- **Issuer** — the actual sender, never the recipient from the address field.
- **Subject** — a short subject line, for example meter reading, confirmation of termination or appointment.

How the file is named

Pattern: `YYYY-MM-DD_Issuer_Subject.pdf` — target folder: **Correspondence**

Example: `2026-07-18_Stadtwerke Musterstadt_Meter reading.pdf`

What belongs here — and what does not

Belongs here	Does NOT belong here
Letter terminating a contract or an insurance policy	The terminated contract itself → 📝 Contract
Confirmation of termination, appointment notice	Notice from an authority → 🏛 Official notice
Complaint, query, objection letter	Invoice, even with a friendly salutation → 🧾 Invoice
Your own application to an authority	Policy document → 🛡 Insurance policy
Claim report to an insurer	Advertising letter and newsletter → 📄 Other documents or 📭 Not archived
Letter from an authority without a binding decision	Message with the character of a certificate or proof → 🎓 Education & qualification

Advertising and newsletters look like correspondence but have no lasting archive value. They move on to "Other documents" or "Not archived" — depending on whether a sender and a date can be evidenced.

A typical borderline case

Document: Your application to the city council for a housing entitlement certificate. **Decision:** ✉ Correspondence. **Why:** The direction decides. A notice comes **from** the authority and decides something. Your application goes **to** the authority and asks for something — it is a letter, not an administrative act.

REMEMBER

Correspondence is everything written that serves no stronger purpose. It is the last specialised category — not the first choice.

📄 Other documents

In short: The catch-all stage for readable documents that fit none of the eleven specialised categories.

Typical examples

- Information letter with no recognisable specialised character
- Circular to the members of an association
- Brochure or advertising letter with a proper letterhead
- Minutes or a note with a sender and a date
- A list or overview from a sender

How ORDNA recognises this category

This category has no recognition features of its own, and it is deliberately not offered to the recognition step. It is a stage **at the end**: only when no specialised category has applied does ORDNA check whether the document can at least be named sensibly.

For that, **all three** conditions must be met:

1. **Enough readable text** — enough to tell it apart from a photo or a drawing.
2. **An issuer stated expressly in the text** — in the letterhead, the footer, the imprint or the closing formula.
3. **A document date stated expressly in the text** — strictly checked: it must be a date that really exists and lie within a plausible period.

ORDNA pays particular attention to not taking the recipient for the sender. A name is rejected if it matches the separately determined recipient, or if it appears in the text directly after a recipient marker — after "Mr", "Mrs", "Dear" or "FAO" and similar forms.

> **IN DETAIL**
> "Enough readable text" means at least 15 real words of three letters or more, and at least 85 per cent of the characters must be normally readable. The date is checked in year-month-day form, with a year between 1950 and next year.

What ORDNA needs

- **Date** of the document.
- **Issuer** — the sender.

How the file is named

Pattern: `YYYY-MM-DD_Issuer.pdf` — target folder: **Other documents**

Example: `2007-08-27_Muster Handels GmbH.pdf`

What belongs here — and what does not

Belongs here	Does NOT belong here
Readable letter with no specialised character	Anything a specialised category applies to — it always comes first
Advertising letter with letterhead and date	Document without an evidenced sender → 📁 Not archived
Circular from an association	Document without an evidenced date → 📁 Not archived
Note with a sender and a date	Photo or drawing without text → 📁 Not archived

> **CAUTION**
> "Other documents" is not a convenient default category. If the features are enough for a specialised category, that one is used. This stage only comes afterwards.

A typical borderline case

Document: An advertising brochure with a letterhead, a sender and a date. **Decision:** 📄 Other documents.
Why: ORDNA does not judge whether a document is important. It checks whether it can be named reliably. The sender and the date are there — so it is filed properly, and you decide yourself what to do with it.

REMEMBER
Readable text, a sender and a date are enough for proper filing. If one of them is missing, the document moves on one stage.

🔒 Encrypted

In short: The folder for files that are locked with a password. ORDNA cannot open them and therefore files them here unchanged.

IMPORTANT
This category, too, says nothing about the value of your document. It says one thing only: without your password nobody can reach the contents — ORDNA included.

Typical examples

- A medical report a clinic sends out password-protected
- A bank statement that arrives as an encrypted attachment
- A payslip from a protected employee portal
- Any other PDF that asks for a password when you open it

How ORDNA recognises this category

By a single technical property: the PDF cannot be opened without a password. This is checked right at the start, before text recognition and before the artificial intelligence — on a locked file both would be in vain.

A PDF that merely restricts printing or copying but still opens is expressly NOT treated as encrypted. Such files go through recognition as usual.

What ORDNA needs

Nothing. This category makes no demands — it cannot, because there is no readable content.

How the file is named

Not at all. The original name and the file extension stay unchanged, for example `Kontoauszug_geschuetzt.pdf`. Target folder: **Encrypted**.

NAME PROVES NOTHING
ORDNA used to infer the category of a locked file from its file name — a file called `Hausrat_Musterversicherung.pdf` then ended up under insurance. As of this version that no longer happens: a file name is a claim about the contents, not proof of them. All locked files now sit in ONE place, and you can see at a glance which ones still need unlocking.

What belongs here — and what does not

Belongs here	Does NOT belong here
PDF that asks for a password when opened	PDF that opens and merely restricts printing → ordinary recognition
Locked attachment from an e-mail	Damaged or blank PDF → 🗋 Not archived
Locked document from a portal	Photo or drawing without text → 🗋 Not archived

A typical borderline case

Document: A bank statement the bank sends out password-protected. **Decision:** 🔒 Encrypted — not 🏦 Bank documents. **Why:** ORDNA cannot read the contents and would never get to see the banking features. Once you have removed the password, simply feed the file in again; it is then recognised as usual.

> **REMEMBER**
> This folder is your to-do list: whatever sits here needs your password once — after that ORDNA files it correctly by itself.

📦 Not archived

In short: The final stage for files that cannot be read or named reliably. The original is kept in full.

> **IMPORTANT**
> "Not archived" does not mean "unimportant", "faulty" or "deleted". The stage says one thing only: not readable, or not reliably nameable. It passes no judgement on the value of your document.

Typical examples

- Photo without enough readable text
- Drawing, sketch or plan
- Blank or badly damaged scan
- Undated note without a clear sender
- Damaged scan that even text recognition cannot rescue

What happens here

The file is moved **unchanged**: no conversion, no text recognition, no renaming. A JPG stays a JPG, and the file name stays as it was. Before any processing, ORDNA mirrors the incoming file and uses the digital fingerprint to verify that the filed original matches the source byte for byte.

What ORDNA needs

Nothing. This stage makes no demands — that is its purpose.

How the file is named

Not at all. The original name and the file extension stay unchanged, for example `Patientenkopie.pdf` or `IMG_2043.jpg`. Target folder: **Not archived**.

What belongs here — and what does not

Belongs here	Does NOT belong here
Photo or drawing without readable text	Duplicates → they go into the "Duplikate" folder of the relevant target folder
Blank or unreadable scan	Readable document with a sender and a date → 📄 Other documents
Note without a sender or without a date	Document held up only by a technical fault — it stays in the source folder
Document whose date cannot be established	Password-protected PDF → 🔒 Encrypted

A typical borderline case

Document: A photograph of a poster carrying a great deal of text. **Decision:** 📄 Other documents, provided a sender and a date are readable. **Why:** ORDNA tells images and text apart by the amount of readable words. A text-rich photo therefore counts as a text document — that is the limit of this distinction, and in practice the rarer direction.

> **REMEMBER**
> Nothing ends up here because it is unimportant, but because ORDNA cannot name it reliably. The original stays untouched — do look into this folder after large imports.

Typical borderline cases at a glance

This table answers the most frequent "why is that filed there?" questions.

Document	Category	Why
Doctor's invoice	🧾 Invoice	Invoice is checked before Health — the paper demands money
Treatment and cost statement	🧾 Invoice	same principle; the doctor's letter about the treatment arrives separately
Contribution invoice from an insurer	🧾 Invoice	Invoice comes before Insurance policy; only the policy document itself is a policy
Invoice relating to a contract, such as electricity or mobile phone	🧾 Invoice	Invoice comes before Contract; the contract is a separate document
Fee invoice from the registry office	🧾 Invoice	public authorities issue invoices too; the certificate arrives separately
Tax adviser's invoice	🧾 Invoice	the tax rule deliberately does not override a recognised invoice
Flight ticket or travel document	🧾 Invoice	a focused follow-up question confirms travel documents as invoices
Invoice with attachments or a "paid" stamp	🧾 Invoice	it is enough that the document contains an invoice
Till receipt noting "not an invoice within the meaning of section 14 of the German VAT Act"	🧾 Receipt	the note applies to the single item, not to the receipt
Invoice with "account holder" in the direct debit block	🧾 Invoice	weak bank features must not override a category
Delivery note, quotation or plain reminder	not an invoice	without a demand for payment of an invoice character it is rejected
Credit card statement	🏦 Bank documents	Bank comes before Invoice; a list of transactions is not a single invoice
Business letter with an IBAN in the footer	**not** a bank document	IBAN, sort code and account number expressly do not count as features
Annual tax certificate from the bank	🧮 Tax document	Tax comes before Bank documents
Tax assessment	🧮 Tax document	the "Official notices" folder covers all notices except tax
Payroll tax statement	🧮 Tax document	Tax comes before Payslip; it belongs to the tax year, not to the month
Notice about tax portal access or an authorisation	✉ Correspondence	what counts is the tax reference, not the tax context
Payslip headed "invoice"	💶 Payslip	the heading rule for payslips is stronger
Two statements for the same month	💶 **both are kept**	the monthly statement and its correction are two documents, told apart by _2
Care level notice	🏛 Official notice	Notice comes before Health; the document decides on a benefit
Notice from a health or care insurer	🏛 Official notice	instructions on legal remedies outweigh the insurance appearance

Document	Category	Why
Policy document with the character of a contract	🛡 Insurance policy	Insurance comes before Contract; the policy features decide
Cancelling a contract	✉ Correspondence	a letter about a contract is not the contract
Cancelling an insurance policy	✉ Correspondence	a letter about a policy is not the policy
Claim report to the insurer	✉ Correspondence	an informal message without the character of a policy
Your own application to an authority	✉ Correspondence	direction matters: a notice comes from the authority
Registration certificate	📜 Certificate & record	it confirms a status, it decides nothing
Registration notice with instructions on legal remedies	🏛 Official notice	here something is decided, not confirmed
Certificate of incapacity for work	🩺 Health	"certificate" alone does not decide — the purpose is medical
Proof of attendance	🎓 Education & qualification	same rule, different purpose
Employer's reference	🎓 Education & qualification	it assesses your qualification, it agrees nothing
Nursing training certificate	🎓 Education & qualification	the purpose decides, not the subject area
Photo or drawing without text	📁 Not archived	kept unchanged as the original
Photographed poster with a lot of text	📄 Other documents	counts as a text document by the amount of text
Invoice with neither a readable date nor a readable issuer	**not filed**	a name made up entirely of placeholders carries no information
Digitally signed invoice	🧾 Invoice	recognised and archived, but not converted into the archive format
Password-protected PDF	depends on the file name	with an unambiguous keyword into the specialised category, otherwise 📁 Not archived
File that has been processed in exactly this form before	"Duplikate" folder	recognised by the digital fingerprint, before any analysis

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Special cases worth knowing

Password-protected PDFs

If a PDF is genuinely locked with a password, ORDNA cannot reach the content — there is no text in which anything could be evidenced. Such files are filed unchanged, without text recognition and without analysis. The log states the reason; it is expressly not a scanning fault.

This is the only case in which the existing file name may decide the category. Everywhere else the rule is: a file name is a claim about the content, not proof. Here, however, the alternative is not a safer assignment but no assignment at all.

If the file name carries one of these words, the file goes into the matching folder:

Word in the file name	Target folder
`patientenkopie`	Health
`hausrat`	Insurance
`onlinebanking`	Bank documents
`kaufbeleg`	Invoices
`darlehen`	Contracts

Word in the file name	Target folder
`baufinanzierung`	Contracts

The file name stays unchanged — without readable content there is neither a date nor an issuer, and a name following the pattern would be guesswork. If two words match at once, the fixed order of the categories decides. If the target category is switched off in the settings, the file stays under "Not archived". Without a keyword it does so as well.

> **CAUTION**
> A PDF that merely blocks printing or copying does not count as password-protected. Such files can be read and go through recognition as normal.

Digitally signed PDFs

A digitally signed invoice is recognised, named and archived like any other. It is, however, **not** converted into the long-term archive format: the conversion would invalidate the electronic signature. The file therefore keeps its evidential value, and the log states why it was treated differently.

Duplicates

The same document easily arrives twice — once as an email attachment, once as a scan. ORDNA checks this in three ways:

1. **Exactly the same file:** every incoming file is given a digital fingerprint. If exactly the same file has been processed before, it is set aside immediately — before text recognition and analysis.
2. **Invoices:** if an invoice of the same name is already in the archive, the new one only counts as a duplicate if **three features match at once**: invoice date, amount and invoice number. Recurring subscription invoices with consecutive numbers are therefore kept as a matter of course.
3. **All other categories:** the number of pages and the fingerprint of the entire recognised text are compared. If a file is unreadable or contains little text, it is **not** treated as a duplicate.

Nothing is ever deleted in the process. Duplicates that are found move into the `Duplikate` subfolder of the relevant target folder. You can look at them there at any time and take them back.

> **REMEMBER**
> If one of the features cannot be determined, the file does **not** count as a duplicate. Better one copy too many in the archive than a document lost.

Payslips are additionally protected: recalculations, back payments and partial corrections are all kept, because a correction often shows only part of the amount.

What happens when ORDNA is unsure?

This question decides whether you can trust the archive. So here is the exact sequence:

1. **ORDNA does not invent missing details.** If a value cannot be evidenced in the document text, it is discarded — not estimated.
2. **If a required detail is missing, the category is not used.** Not even if the category itself was recognised beyond doubt. A doctor's letter without an evidenced designation is therefore not filed under "Health".
3. **ORDNA then checks whether another category fits.** The document is passed on to the next stage instead of being filed under an incomplete name.
4. **If no specialised category fits, the catch-all stages follow.** "Other documents" requires readable text, a sender and a date; "Not archived" keeps the unchanged original.

5. **If both catch-all stages are switched off, the file stays where you can see it** — in your source folder or in the mailbox. Nothing is lost.
6. **A technical fault is not a rejection on the merits.** If the local AI cannot answer at that moment, the file stays in the source and goes through the next run as normal. It does not move into a catch-all stage, and the log records the fault as such.

There is a simple reason why ORDNA is this strict: a wrong name in the archive often goes unnoticed for years. A file sitting visibly in the catch-all stage is something you see the next time you open the folder.

> **REMEMBER**
> Better visibly unsorted than convincingly filed in the wrong place.

By the way: every category can be switched off individually in the settings. A category that is switched off is not used — the document then carries on as though it did not exist and ends up at the next matching stage. At least one category always stays active.

How are the file names built?

Every category has a fixed naming pattern made up of two or three building blocks, separated by underscores. Because the date always comes first and starts with the year, every folder sorts itself chronologically.

The building blocks

Building block	Meaning
`Date`	date of issue or of the document, written as year-month-day: `2026-02-14`
`Month`	accounting month, written as year-month: `2026-02`
`TaxYear`	the year being assessed — expressly not the date of the assessment
`Issuer`	the person or organisation the document comes from
`Institution`	the bank keeping or billing the account, never the account holder
`Account`	the last four digits of the account number or IBAN; failing that the customer or card number
`Insurer`	the insurance company as the issuer, never the policyholder
`Employer`	the issuing employer, never the employee
`Authority`	the issuing authority; for statements, the issuing employer
`Party`	the other side of a contract, not you
`Kind`	a short description of the document type, such as employment contract, doctor's letter, birth certificate
`Branch`	the branch of insurance, such as home contents, liability, motor
`TaxType`	the type of tax document, such as payroll tax, income tax, property tax
`Subject`	a short subject line, not a full sentence

> **IMPORTANT**
> "Issuer" always means the person or organisation the document comes from — never the recipient and never an address. The same applies to Institution, Insurer, Employer, Authority and Party. Several counter-checks make sure that your own name does not end up in the file name by mistake.

Before and after

Your document	Category	becomes
Doctor's letter from Klinikum Musterstadt, 14 Feb 2026	🩺 Health	`2026-02-14_Klinikum Musterstadt_Doctors letter.pdf`

Your document	Category	becomes
Car park invoice, 10 Dec 2023	🧾 Invoice	`2023-12-10_Parkhaus Musterstadt GmbH.pdf`
Bank statement July 2026, account ending 4934	🏦 Bank documents	`2026-07_Musterbank_4934.pdf`
Payslip January 2025	💷 Payslip	`2025-01_Musterwerk GmbH.pdf`
Payroll tax statement for 2025	🧮 Tax document	`2025_Payroll tax_Musterwerk GmbH.pdf`
Home contents policy, 1 Mar 2024	🛡 Insurance policy	`2024-03-01_Musterversicherung_Home contents.pdf`
Employment contract, 1 Jun 2018	📝 Contract	`2018-06-01_Musterwerk GmbH_Employment contract.pdf`
Proof of attendance, 7 Nov 2025	🎓 Education & qualification	`2025-11-07_IHK Musterstadt_Attendance certificate.pdf`
Birth certificate, 22 Apr 1985	📜 Certificate & record	`1985-04-22_Standesamt Musterstadt_Birth certificate.pdf`
Letter from the utility company, 18 Jul 2026	✉ Correspondence	`2026-07-18_Stadtwerke Musterstadt_Meter reading.pdf`

What else ORDNA repairs in names

- **Company names broken apart** by text recognition ("M u s t e r w e r k") are put back together.
- **Inconsistent spellings** of the same issuer are aligned: if a name differs from one already on file only in punctuation, capitalisation or spacing, the established spelling wins. The comparison requires the letters to be **identical**, not merely similar — otherwise "Finanzamt Musterstadt" and "Finanzamt Musterberg" would be merged.
- **Swapped days and months** are corrected, but only if the swapped form can be evidenced in the document and the supplied one cannot.
- **Duplicate names** are given an appended number: `…_2.pdf`, `…_3.pdf`. With invoices, an additional `_X` indicates that the date or the issuer is uncertain.
- **Names that are too long** are shortened, always at the **last** building block — that is, at the subject, kind, branch or tax type. The date and the issuer stay complete, so that the file remains findable and the folder stays in chronological order.

> **CAUTION**
> Dates written with slashes, such as `03/04/2018`, are deliberately not adopted: in Germany that would be 3 April, in the English-speaking world 4 March. Guessing such a date would be worse than discarding it.

How long may a file name be?

Windows limits a file name to 255 characters and the full path of folders plus file name to 259 characters. These are limits of the operating system, not of ORDNA — and the text-recognition programs keep to them as well.

When filing, ORDNA therefore shortens the last building block of the name if it has to. How much room is left depends on how deep your archive sits in the file system: an archive directly on a drive allows longer names than one several folders down.

If you correct a name by hand, ORDNA does **not** shorten it. It tells you by how many characters it is too long and leaves you to decide which entry gets shorter.

Why ORDNA does not simply search for keywords

Searching for individual words would go wrong surprisingly often in practice. Five examples:

Word	Why it is not enough on its own
IBAN or bank details	appear in the footer of almost every business letter — that does not make it a bank document
VAT	appears on almost every invoice — that does not make it a tax document
Certificate	can mean health, education or a record — three different folders
Dear Sir or Madam	also appears above an invoice, a contract and an official notice
Insurance	appears on every contribution invoice without it being a policy

ORDNA therefore combines five levels, and only their interplay produces the category:

1. **The purpose of the whole document** — what is the paper for?
2. **Typical features** — which terms really do appear in it?
3. **The required details** — can a meaningful name be built from them?
4. **The fixed order of priority** — which category is checked first?
5. **Counter-checks at known borderline cases** — does one of the built-in safety rules apply?

> **THE FORMULA**
> Overall impression + evidence in the text + complete required details + priority rules = category. If one of them is missing, the document moves on one stage.

Where to look up why a file is where it is

The log in the interface records what happened to each file in a run — and, where a document was rejected, the reason in plain words, for example "too little readable text (photo or drawing?)" or "issuer or date could not be determined".

The record of provenance — a file in the main folder of your archive — receives one line per archived document: date and time, the origin (mailbox or source folder), the original file name, the digital fingerprint of both the original and the archived file, and the result of the format check. For every file you can therefore evidence:

- **where** it came from,
- **when** it was archived,
- and that it has been **unchanged since**.

Duplicates that are found are recorded there with their reason as well. This follows the principle of traceability and integrity for documents that must be retained.

Tips for good results

- **Scans:** 300 dpi and documents placed straight improve both text recognition and naming noticeably; slight skew is corrected by ORDNA itself.
- **Till receipts** from filling stations and supermarkets are best scanned promptly — thermal paper fades over the months.
- **Photos taken with a phone** work if the document fills the frame and is well lit. Image formats must be enabled in the settings for this.
- **Source files and emails stay untouched** unless you expressly ask otherwise: the two options "delete source file after archiving" and "move mail to trash once its attachments are fully archived" are off by default. If the mail option is on, an email is only moved to the mailbox's trash — and only once all of its attachments have been archived.
- **After large imports** it is worth looking into the "Duplikate" and "Not archived" folders. That is where everything gathers that ORDNA deliberately did not assign.