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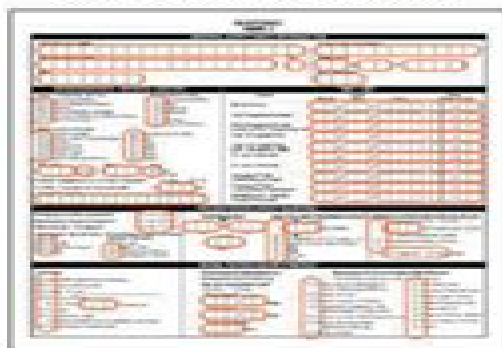
VS

UNSTRUCTURED

DOCUMENTS

Software captures the image of a paper document allowing the information to be translated to electronic data without manual input. Recognition technologies have accelerating capabilities from optical character recognition (OCR) to intelligent character recognition (ICR). The technology differs for each type of document. Which style of documents do you need to automate?

Structured Document



- Surveys
- Questionnaires
- Tests
- Claim forms

Semi-structured Document



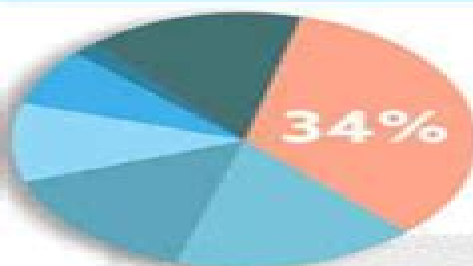
- Invoices
- Purchase orders
- Bills of lading
- Explanation of benefits

Unstructured Document



- Contracts
- Letters
- Articles
- Memos

AUTOMATED CAPTURE



Out of a survey of 493 businesses:

- 2% - Don't scan anything
- 7% - Use fixed-forms
- 10% - Scan semi-structured
- 15% - Scan, but don't process data
- 15% - Auto-index captured data
- 17% - Capture full-text for search
- 34% - Manually process data

Are you akin to the 34%?

Determine which types of documents would your process benefit from automating. Capture is just the beginning of the content lifecycle. Decide if you want to manage, store, preserve, and/or deliver the documents and data that you capture.

Source: www.aifm.org

For more information on document automation visit www.optiform.com

OPTIFORM

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