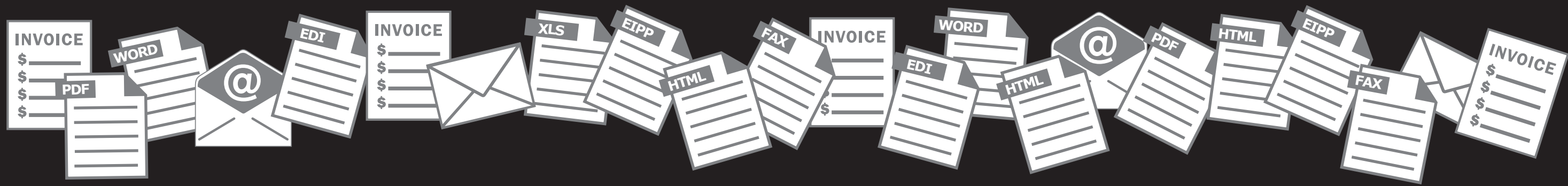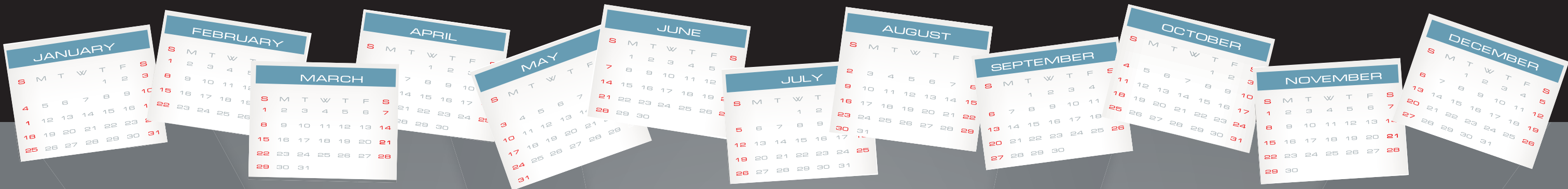# Is your **critical data** trapped in forms?

29% of business are **processing** more than **1,000 forms per business day** (250,000 per year).

- AIIM, 2012

What **data** do **you need** from documents?

Healthcare	Education	Financial Services	Manufacturing	Insurance
Public Utilities	Government	Retail	Legal	All Businesses

Documents are the ♥ of every business!

49% of the **insurance industry** reports forms **not processing completely as a point of pain**.
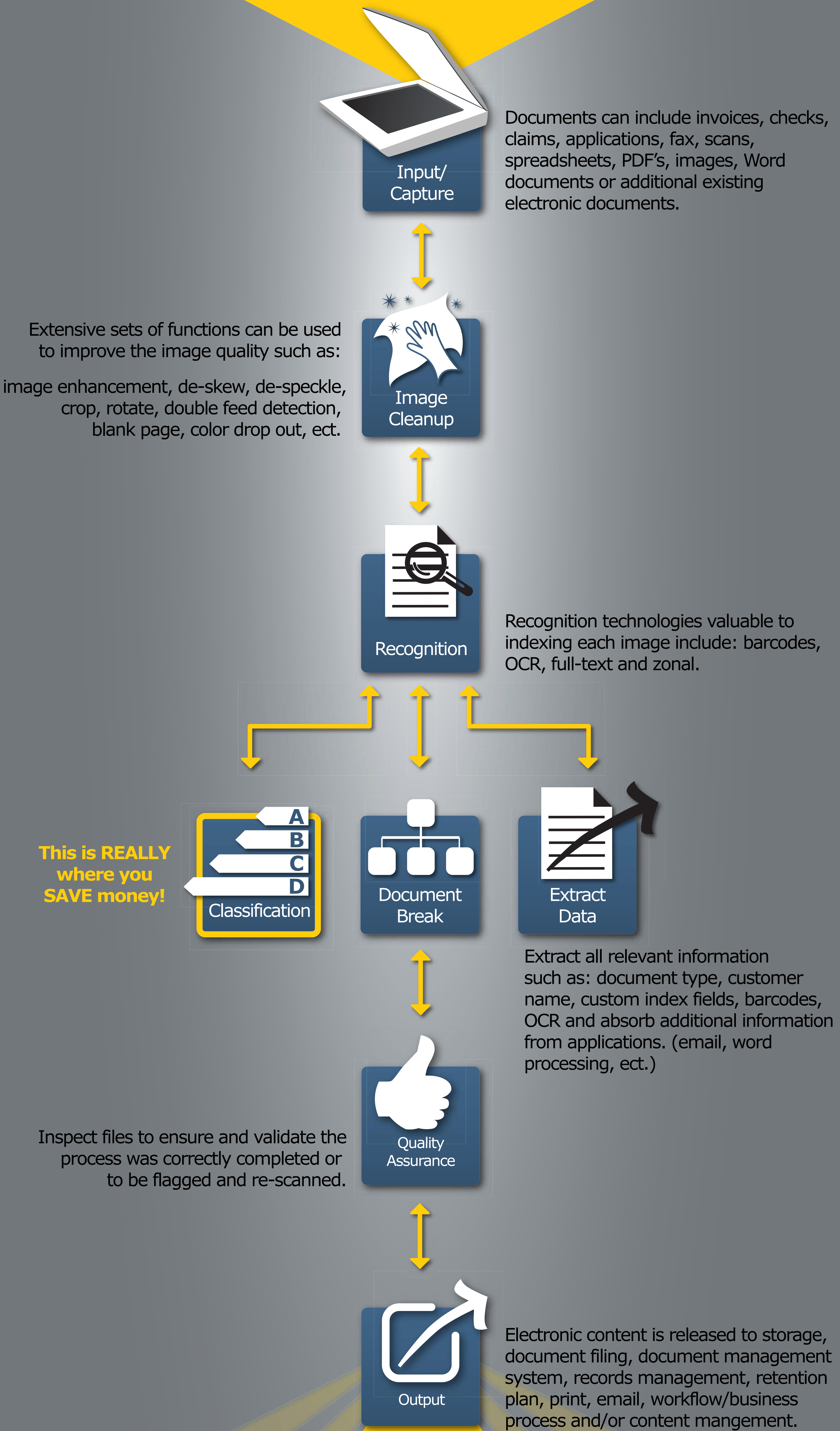
- IDC, 2013

52% of the **medical industry** reports **finding relevant information as a point of pain**.

- IDC, 2013

How to **get the most** out of your data:

Input/ Capture

Documents can include invoices, checks, claims, applications, fax, scans, spreadsheets, PDF's, images, Word documents or additional existing electronic documents.

Image Cleanup

Extensive sets of functions can be used to improve the image quality such as:

image enhancement, de-skew, de-speckle, crop, rotate, double feed detection, blank page, color drop out, ect.

Recognition

Recognition technologies valuable to indexing each image include: barcodes, OCR, full-text and zonal.

A
B
C
D
Classification

This is REALLY where you SAVE money!

Document Break

Extract Data

Extract all relevant information such as: document type, customer name, custom index fields, barcodes, OCR and absorb additional information from applications. (email, word processing, ect.)

Quality Assurance

Inspect files to ensure and validate the process was correctly completed or to be flagged and re-scanned.

Output

Electronic content is released to storage, document filing, document management system, records management, retention plan, print, email, workflow/business process and/or content mangement.
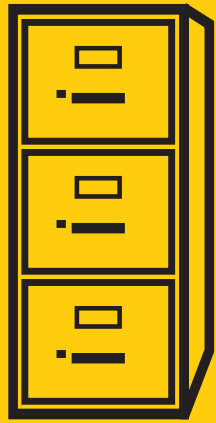
Why should you **extract data** from forms?

59%
Improved searchability/sharability

47%
Improved efficiency

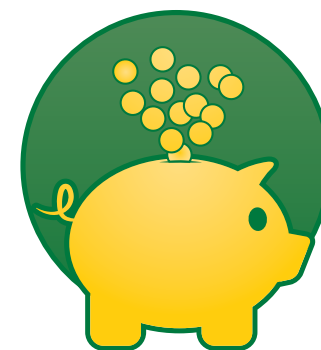**42%**
Reduced storage space

- AIIM, 2014

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