

# Streamline repetitive document-based processes



## HP Forms Recognition

Extract critical data locked into paper-based and electronic forms with HP Capture and Route's Forms Recognition software



### What if you could...

- Extract critical data locked into paper-based and electronic forms of various types—like invoices, sales orders, and new accounts?
- Validate your data against existing data sources for image-quality confirmation, data preview, or further data extraction prior to routing?
- Reduce labor costs for document sorting and data entry?
- Increase efficiency while reducing errors in your data collection processes?

### The challenge

Today's businesses are dependent on a wide array of both electronic and paper-based document types. Managing these documents and extracting critical information is an ongoing burden and cost of doing business.

Converting paper-based and electronic documents into a variety of digital formats helps make it easy to manage, update, and store information—accurately and efficiently. As a result, your organisation can save time and money, while reducing manual processing errors.

### Solution overview

As an extension to HP Capture and Route, an HP JetAdvantage Workflow Solution, HP Forms Recognition automates manual processes for forms-based documents.

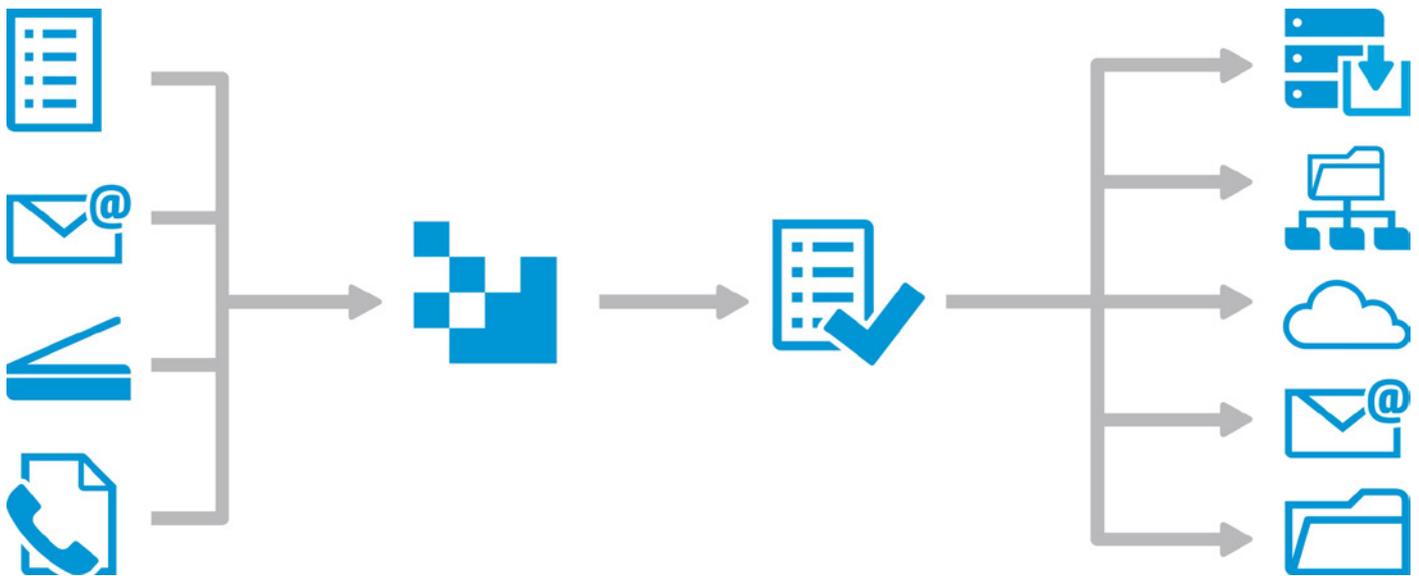
HP Forms Recognition streamlines repetitive document-based business processes to help reduce processing time and associated costs, especially in instances where workflows are controlled by data locked in forms and other content.

### Types of forms include:

- Purchase orders and invoices
- Legal case documents
- Sales orders and shipping documents
- New employee records
- Loan applications or new accounts
- Medical claims and patient records

### Benefits and features

- Reduced processing time for document-driven business processes, especially those that are forms-based and highly repetitive
- Elimination of errors and reduction of labor costs associated with manual data entry
- Highly scalable, server-based solution designed to expand as your business demands evolve
- Single software solution for processing all types of documents
- Cost-effective, perpetual software license model with no incremental per-page fees



**Capture**

HP Forms Recognition captures information from both structured and unstructured forms in a variety of formats.

**Process**

The software identifies documents and extracts the data.

- Documents are categorised into form types
- Extracted data is assigned a confidence level

**Review**

Documents pass through a review cycle to confirm images and data.

- The software allows for manual review and exception-handling
- Straight-through processing is available for high-reliability forms

**Distribute**

Documents are routed to predefined destinations, including document archives and management systems.

**Efficiently manage a variety of forms**

HP Forms Recognition software includes optical character recognition (OCR) and optical mark recognition (OMR) technologies to extract data locked in diverse forms, including structured, semi-structured, and unstructured.

- Structured forms have a specific and reliable layout. Corporate forms fit this category.
- Semi-structured forms contain some variables, like purchase orders.
- Unstructured forms are inconsistently formatted—for instance, resumes and power-of-attorney letters.

**Get started**

Contact your local HP representative to assess your specific business needs. To purchase HP Forms Recognition, or to learn more about it, visit the link below.

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