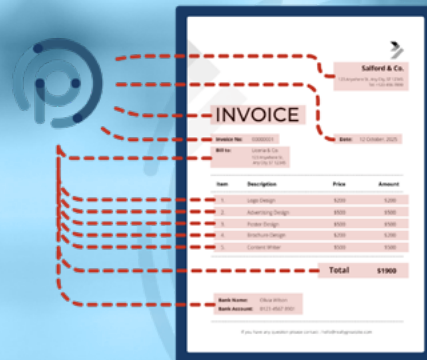


# A Step-by-Step Guide To Intelligent Capture



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## Overview

Paperwise's Intelligent Capture and document data extraction allow your company to organize content by automatically acquiring, digitizing, indexing, sorting, and matching your content with your existing business system data, leveraging AI and machine learning.

Digitizing paper documents used to be a time-consuming and manual process for businesses. With Intelligent Capture by Paperwise, this tedious process has become a fast and efficient solution. Its robust automation capabilities enable companies to improve accuracy and efficiency by up to 40%.

Intelligent Capture allows your business to increase workplace productivity while contributing to substantial cost savings. When seamlessly integrated into your operating systems, it can automate mundane and repetitive tasks, reduce data inaccuracies, provide strategic insights through data extraction and analytics, and more!

**Intelligent Capture allows your business to increase workplace productivity while contributing to substantial cost savings.**



## What Is Intelligent Capture?

Intelligent Capture is a cutting-edge technology that leverages AI and machine learning that automates the extraction and processing of information from various documents. Unlike traditional document capture methods, this technology integrates cognitive capabilities, enabling it to understand, interpret, and learn from a wide range of data sources.



Here are the key technological components of Intelligent Capture that drive its capabilities:

### Optical Character Recognition (OCR)

OCR is a fundamental component of Intelligent Capture. It enables the system to convert scanned images of text into machine-readable formats, facilitating the extraction of information from both printed and handwritten documents.

### Machine Learning Algorithms

These algorithms play a pivotal role in Intelligent Capture systems. They analyze data patterns and continuously enhance their accuracy. Through machine learning, the system adapts to diverse document layouts, formats, and languages, which significantly increases its versatility.

### Natural Language Processing (NLP)

NLP is employed to decipher the meaning of text within documents. This is particularly useful in scenarios where context and semantics play a crucial role, such as in contracts, legal documents, or complex forms.

### Data Extraction Engines

These engines are engineered to recognize and extract pertinent information from various documents, such as invoices, receipts, forms, and contracts. They are trained to identify essential data points and organize the extracted information meaningfully.



# How Intelligent Capture Works

Intelligent capture's business process automation capabilities allow for seamless content acquisition whenever and wherever it enters the organization, making document processing quick and easy.



1

## Document Capture

Import documents and content from any source and in any format using any device—which could also include email attachments, scanners, multifunction devices, or Paperwise mobile apps—regardless of whether the material is printed or handwritten.

2

## Document Classification

Artificial Intelligence algorithms and machine learning are used to classify and sort the document into various categories based on predetermined criteria and the overall placement of content and images, facilitating efficient document management and retrieval.

3

## Text Extraction

Through data extraction engines and intelligent OCR technology, these components employ advanced algorithms to precisely identify and extract critical or relevant information based on predefined rules or patterns, virtually eliminating errors that could result from manual entry.

4

## Validation

Validation checks fine-tune Intelligent Capture's machine learning. If a document does not meet the processing criteria, the document is routed to an exception queue for correction as necessary.

5

## Integrated Workflow

Documents and information pulled from the records are stored in a secure archive and then injected into business processes for approval based on their comparison with other documents or business processes. Integrations with other systems provide strategic decision-making insights to keep you efficient.

# How Intelligent Capture Can Benefit You

Unlock your organization's full potential with Intelligent Capture, a powerful solution designed to streamline document management and enhance operational efficiency. By automating tedious tasks, Intelligent Capture minimizes manual data entry, reduces errors, and allows your team to focus on higher-value activities. Its robust features, including an automatic audit trail and advanced security measures, ensure compliance and protect sensitive information, giving you peace of mind. Experience how Intelligent Capture can transform your workflows and drive your business forward.



## AUDIT TRAIL FEATURE

This feature allows Paperwise to automatically preserve historical processing information, enabling the tracking of activities and ensuring compliance. This system streamlines the audit process and provides quick access to verifiable evidence of user productivity and actions.



## VALIDATE DATA

The validation process enhances Intelligent Capture's ability to validate data effectively. By assessing whether documents meet processing criteria, any that fall short are directed to an exception queue for review and correction. This capability not only improves accuracy but also streamlines the overall processing workflow, ensuring reliable results.



## COMPLIANCE AND SECURITY

Intelligent Capture systems typically include features that bolster compliance with industry regulations and standards. Additionally, they implement advanced security measures to safeguard sensitive information, effectively addressing data privacy concerns.



## REDUCE MANUAL DATA ENTRY

Integration means less manual data entry. By automating repetitive tasks, Intelligent Capture minimizes errors and frees up more time for employees to focus on more strategic activities or other pressing business functions.





### ACCURACY AND ERROR REDUCTION

As machine learning algorithms continually enhance their understanding, the accuracy of data extraction improves over time. This ongoing refinement reduces errors and helps maintain the integrity of the extracted information.



### ENHANCE EFFICIENCY

Intelligent Capture significantly reduces the manual effort required for data entry and document processing, leading to faster and more efficient business processes.



### MAXIMIZE PRODUCTIVITY

Intelligent Capture provides enhanced efficiency by decreasing manual data entry and streamlining document management processes. This enables teams and employees to increase their overall productivity, save time, and channel it towards higher-level, value-driven tasks.



### DECREASE PAPER DEPENDENCY

Intelligent Capture reduces paper dependency by digitizing documents and automating data extraction, allowing organizations to manage information electronically. This not only streamlines workflows but also supports sustainability by minimizing paper usage.



### COST SAVINGS

Intelligent Capture contributes to substantial cost savings by automating repetitive and time-consuming tasks. Organizations can allocate resources more strategically, focusing on tasks that require human expertise.



# Use Cases for Intelligent Capture

Intelligent Capture can be used in many scenarios within your business operations across various industries. With businesses grappling with large volumes of data across diverse formats, Intelligent Capture offers an innovative solution for managing documents, simplifying processes, and improving productivity.



## ACCOUNTS PAYABLE AUTOMATION

Intelligent Capture streamlines your accounts payable processes by automating invoice capture, data extraction, validation, and import of financial information more accurately and efficiently.



## ACCOUNTS RECEIVABLE AUTOMATION

Intelligent Capture facilitates the invoicing process by recognizing supporting documents that can trigger invoice creation. This increases productivity while reducing costs and errors.



## DOCUMENT CLASSIFICATION AND SORTING

Intelligent Capture offers robust indexing capabilities to help businesses organize and access critical data efficiently. This feature can automatically acquire, digitize, sort, and classify information, ensuring documents are quickly and securely filed and accessed.



## FORMS PROCESSING

Businesses with a large volume of forms and documents can benefit from Intelligent Capture's fast and precise data extraction capabilities. These capabilities enable downstream processes to import or consume the data as needed.



## MEDICAL RECORDS MANAGEMENT

With Intelligent Capture, healthcare facilities can elevate medical record keeping, charting, and filing by swiftly digitizing patient records, enhancing accessibility and privacy.



## COMPLIANCE AND REGULATORY REPORTING

Intelligent Capture exceeds industry compliance, providing a secure and compliant environment for your business operations. IC sidesteps the risks associated with non-compliance by ensuring that documents are managed, stored, and processed in line with current legislation. This feature not only protects the company against legalities but also reinforces trust with customers and stakeholders.



## Who Can Leverage Intelligent Capture Best

With Intelligent Capture's many features, businesses can utilize its cutting-edge technology of optical character recognition, machine learning algorithms, natural language processing, and data extraction engines to accurately convert and analyze vast arrays of data, not only saving time and resources but also receiving more informed and strategic decision-making insights.

Organizations across diverse industries and departments can leverage Intelligent Capture to enhance their operations and reap the significant benefits it provides. Businesses can benefit from Intelligent Capture's ability to automate document processing by digitizing records and analytical data, reducing human and processing errors, and enhancing accessibility and the ability to provide strategic insights for decision-making.

**Here are some industries that can best leverage Intelligent Capture and utilize it to its full capabilities.**

- BANKING AND FINANCE
- HEALTHCARE
- EDUCATION
- LEGAL
- RETAIL
- MANUFACTURING
- TRANSPORTATION



## Paperwise Intelligent Capture: Automation Made Easy

Allow Intelligent Capture to take care of the heavy lifting, paving the way for enhanced efficiency and productivity. Paperwise collaborates closely with clients to create tailored solutions that enhance workflows, boost productivity, and optimize overall performance. Our team consists of experienced professionals, including workflow and integration specialists, developers, technical support experts, cybersecurity analysts, network engineers, and business process management authorities.

With continuous support and exceptional expertise in business process automation, we empower organizations to fully harness the potential of automation and achieve improved business results.

Get in touch with Paperwise today and embark on your journey towards peak efficiency and productivity with our cutting-edge data capture solutions.





## Contact Us

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417-886-7505  
888-828-7505



[www.paperwise.com](http://www.paperwise.com)  
[info@paperwise.com](mailto:info@paperwise.com)



1242 E. Independence St. Suite 100  
Springfield, MO 65804

