FAIRFAX
DATA SYSTEMS

DIGITIZING PAPER IS ONE OF THE MOST IMPORTANT STEPS TO STREAMLINE A BUSINESS

GET RID OF YOU PAPER HEADACHES BY IMPLEMENTING A SMART DATA CAPTURE SOLUTION USING IBM DATA CAPTURE SOFTWARE. OUR EXPEREINCE AND TECHNICAL KNOWLENDGE HELPS TO BEST LEVERAGE DATACAP TO ITS MAXIMUM POTENTIAL.

What is Data Capture?

Data Capture solutions excel at converting paper documents into electronic, easy to manage, easy to search documents.

Leveraging technologies like Optical Character Recognition (OCR), Optical Mark Recognition (OMR) and Intelligent Character Recognition (ICR), DataCap will quickly analyze your scanned documents and identify key data increasing data integrity and workplace efficiently.

Electronic documents can then be fed through well-defined workflows enabling consistency, transparency and measurability of your business. Fully leverage your DataCap solution by integrating with an Enterprise Content Management System, like the FileNet P8 Platform, to manage and browse data, enforce document retention policies and most importantly maintain document security.

Business Challenge

Processing paper is slow, inaccurate and highly inefficient. Many businesses are stuck in a paper centric world where it is difficult to manage, search and enforce business rules on your documents. Manual processing of paper has some of the following limitations:

- **Duplication of Data Entry** - Many times the same data is being entered into multiple systems causing inaccuracies and slow turn around.
- **Inefficient** - Misplaced or damaged paper causes set-backs and issues in processing. Retrieving documents in storage and filing systems further reduces efficiency.
- **Costly** - Studies show that typical organizations of about 1,000 people waste over 11-million dollars per year in manual document handling and management.

- **Laborious -** The manual processing, transporting and maintaining of large volumes of paper is a multi-step, slow and labor intensive process.
- **Storage Space Requirements** - Paper archiving requires large amounts of space as well as staff to manage those documents.
- **Accountability and Security** - Many paper-based operations make copies and pass along paper in folders which can easily be lost or misused.
- **Difficult to Scale** - The hiring, training, cost and space limitations make it nearly impossible to quickly scale a manual paper based process.

A Successful Data Capture Process Provides

- **Automating the Process -** Reduces cost, labor and inaccuracies, increases speed and reliability in processing documents.
- **Optimized Use of Scanning and Indexing Operations –** The scanning and indexing process is the most labor intensive process of Data Capture. Optimizing this process through the use of technology, such as batch/document separation, OCR/ICR/OMR, forms recognition, barcodes and patch codes can reduce labor and increase efficiency and accuracy.
- **Scalability -** Most organizations need the ability to start small and scale up as the organization grows. The solution can be implemented in a decentralized manner across many departments, or centralized, implementing it all at once.
- **Quickly Commit Documents to an ECM Solution for Content Management and Workflow -** Data Capture extends Content Management and Workflow by providing meta-data information for faster processing and retrieving of information.
- **Streamlined Workflows -** Leverage document recognition and metadata to implement automated workflow systems improving consistency and efficiency of the business.