

# QUICK STUDY: INTELLIGENT CAPTURE AT A GLANCE

Terms, stats and information to get you up to speed on intelligent capture

## 4.5x

expected increase in information volume over the next two years\*

## INTELLIGENT CAPTURE >

Intelligent capture tools classify documents, extract and validate critical information and update the necessary business systems — all electronically and automatically. Organizations can remove unnecessary manual steps that hold up business processes organization-wide by leveraging intelligent capture in combination with other business process automation tools.

### ? How it works:

*Much like the human mind, intelligent capture tools use pattern recognition, not templates, to recognize and interpret information on a document. As users verify the extracted data and document classes, the system begins to learn how to classify document types and find necessary information. Over time, your intelligent capture tools become more efficient, requiring even less manual work from your staff. Additionally, powerful integration tools connect your intelligent capture solution with core business systems to automatically validate information as it enters your organization.*

### ? Why it matters:

*Intelligent capture tools are the critical first step in an end-to-end automation strategy. After all, no matter what automation tools you have in place, processes can't be kicked off without the necessary information or documents. As the vast amount of information and the wide variety of data formats entering organizations increases, manual processing won't get any easier. Intelligent capture answers the need for fast and accurate front-end data capture and information delivery.*

## BENEFITS >

In addition to these advantages, intelligent capture tools provide numerous downstream benefits throughout your organization:

**Reduced overhead and increased efficiency:** Frees up staff resources formerly performing manual data input and processing to perform other critical business tasks.

**Augmented security:** Ensures content is routed to the correct directories at the earliest possible point and guarantees that only authorized individuals can access that content. It also provides more consistent and swifter deployment of security procedures on all inbound content, safeguarding against costly data loss and security breaches.

**Simplified compliance:** Links content to an audit trail that assists in compliance with government regulations and maintains precise retention of records and other sensitive data.

**Enhanced collaboration between remote workers:** Significantly reduces your organization's reliance on a shared location and work hours by enabling dynamic interaction between geographically distant employees.

**Improved analytics and reporting:** Provides real-time insight and analysis into capture processing. With immediate access to metrics and key performance indicators, you are empowered to take timely and decisive action.

**Deciphering of imperfect data:** Understands when information is misspelled or slightly changed on incoming content and still makes matches to core business systems without manual processing.

## 57%

of incoming information expected to be unstructured (like a contract or conversation) or semi-structured (like an invoice or a form)\*

## 78%

of top-performing organizations identify intelligent capture as the on-ramp to digital transformation\*

\*4 Strategies to conquer information chaos with intelligent capture, assisted by artificial intelligence, AIIM, 2020