



## Intelligent Character Recognition

### How can Intelligent Character Recognition set me free?

ICR lets you work faster by capturing data – even handwritten – from scanned forms.

### How does it work?

With ICR, you "tell" the system to recognise a document or form, and how you want data to be collected and formatted from it, according to categories like dates, references, name and addresses.

When a document is scanned, the system automatically recognises the layout of the image created – and therefore which form it represents. It will then apply your pre-set business rules to gather the data.

Any data not meeting your pre-defined rules are flagged for human validation.

Once validated, data can be exported in a range of file formats and used in a number of key business systems, such as Housing, Finance, HR, and so on.

Eliminating spelling mistakes and data appearing in incorrect fields along the way, ICR delivers a significant return on investment by greatly increasing efficiency.

Another important benefit is that forms can be pre-populated by your housing management system, so information already known does not have to be re-submitted. This is invaluable in tenant surveys, for example, where the tenant's name and address can be automatically inserted in the relevant fields, saving time for respondents and often increasing response rates.

## set yourself free

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### The Documotive range includes:

- Finance Scanning Solutions
- Integrated Housing & Tenancy Document Management
- Mailroom e-Post Office
- Expenses Claim Process
- Customer Dashboard
- HR File Management
- Intelligent Data Capture from scanned forms and letters
- Document Hosting Solutions.

### Benefits:

- Tenant surveys
- Application forms
- Benefit schedules
- Benefit change notification letters.