

How Does Digitization Help Businesses Control Chaos?



“ 75% of organizations see information chaos as a major problem for their organization. Two out of three organizations cannot even easily identify basic data, like the owner and version for over 50% of their documents. - AIIM, 2019



Digitization simplifies information sharing to streamline processes and improve collaboration.



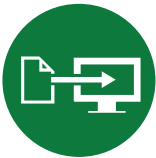
Digitization increases information security to enable compliance with industry regulations.



Digitization saves money on costly physical storage by electronically storing all your business information.

What Should You Know About Digitization?

In order to automate business processes, you must digitize your information. Digitization is converting text, pictures, or sound into a digital form. Before you can start digitizing your information, you should start to familiarize yourself with these terms.



Data Capture

The process of converting information into a digital format to easily manage, retrieve, and distribute information quickly



Scanners

Devices that capture images of printed text, handwriting, objects, etc. to convert paper documents to digital images



Multi-Function Devices (MFDs)

Office machines that include functionality of multiple devices in one, like email, fax, photocopier, printer, and scanner, to centralize document management



Optical Character Recognition (OCR)

OCR technology scans images of paper documents that have been typed and turns them into text that can be easily searched and categorized



Intelligent Character Recognition (ICR)

ICR technology reads block handwriting from forms to improve accuracy and eliminate manual data entry



Optical Mark Recognition (OMR)

OMR technology collects data from human-marked forms. It can read shaded areas and line marks. OMR is popular in education and medical industries

Easily Digitize Your Information With the PaperVision® Product Suite

“ 79% of organizations realize they must transform into a true digital business in order to survive -AIIM, 2019

“You can't automate something you can't read or look at. PaperVision® Forms Magic enabled us to access the critical information we need. Being able to extract the data with artificial intelligence has enabled us to automate our entire business process, saving more than \$3 million annually.”



-Troy Brown, Director of Innovation and Tools



“PaperVision Capture turns data into actionable information, by extracting data from both paper and electronic documents and delivering the information to where it's needed.”



-Jamie Bsales, Senior Editor, Buyer's Laboratory



Learn more about digitization and data capture

www.DigitechSystems.com/capture

