

TeleForm

Capture, classify, and index any kind of form or document

The challenge of streamlining critical business processes to improve client services efforts, drive cost reductions, and ensure compliance with laws and policies is a daunting task. This objective is one of the most difficult to achieve, especially when you must manage a wide range of document-driven processes simultaneously. In most companies, the need for accurate, efficient document capture and classification is a critical part of the way you serve the needs of your customers, suppliers, and employees.

To successfully drive your business, you need technology that can capture documents and automatically understand their full meaning. When you understand the meaning held within a document, you can take the appropriate action based on that intelligence. For instance, if you can identify an incoming document as an invoice, you can direct it to a certain department or queue for processing, or send an alert to a particular employee. But without this capability, you could face delays resulting from the need for manual intervention.

Autonomy TeleForm helps you streamline document-driven business processes and gain a significant return on investment by automatically capturing, classifying, and extracting information from paper and electronic documents using powerful recognition technologies. Teleform then creates accurate process-ready content for you to use in real time. By eliminating time-consuming manual document sorting and data entry, we help you reduce costs and accelerate your business processes.

With Autonomy TeleForm, you can benefit from a unified approach to document capture. We provide a single platform for capturing all documents as they are received by your organization, across different departments, businesses, and geographies. This improves business operations across the enterprise by accelerating processes, reducing costs, lowering your compliance risk, consistently enforcing policies, and increasing information security.

Capture and understand information from multiple channels

When information is locked away in paper and electronic documents, you are less able to control its risk or leverage the value of the

Highlights

- Streamline business processes and eliminate manual labor using automatic document classification and information extraction that create process-ready content
- Gain rapid return on investment by accelerating processes, improving service, reducing costs, and lowering compliance risk
- Benefit other parts of your organization by capturing and understanding all documents
- Simplify and automate your business processes using a single platform solution that processes all information



content to extract business insights. Autonomy TeleForm helps you derive value from these documents while maintaining compliance. It delivers important information contained in the documents and places these documents, into a secure electronic repository so they can be managed correctly and fully exploited for commercial advantage.

We understand that your documents come from a multitude of sources and in numerous formats, all of which must be captured and understood. Autonomy TeleForm is a multichannel solution for acquiring information from documents received via post, fax, email, web, and mobile devices. TeleForm is able to handle all kinds of documents, such as application forms, invoices, sales orders, letters, and contracts. This unrivalled flexibility has enabled hundreds of TeleForm users worldwide to fully leverage the benefits of automation across the enterprise.

Integrate information, people, and processes

In the modern enterprise, information and processes drive nearly every action you take as a business leader. But their effectiveness and quality can directly impact the success of your business, particularly when it comes to accomplishing certain tasks within tight timeframes. Two approaches, Integrated Business Process Management (BPM) and Enterprise Content Management (ECM), contribute to the efficient flow of information and tasks between workers and computers to complete a business process.

Autonomy Teleform is fully integrated with the Autonomy Process Automation and Autonomy WorkSite to give you a seamless platform for automating business processes that fully leverages all information sources. By integrating information, people, and processes, you can guide and automate decision-making and optimize business outcomes for greater success.

Add intelligence to your document capture capabilities

Autonomy takes traditional document capture to a new level by providing the industry's only intelligent document capture layer based on meaning. TeleForm leverages Autonomy's unique meaning-based computing platform, the Intelligent Data Operating Layer (IDOL), to classify and extract information from documents in real time. IDOL offers a unique technology that understands the concepts and context held within 100 percent of information. IDOL is able to automatically perform a range of sophisticated pattern-matching, hyperlinking, and clustering functions on information without relying on keywords or metadata.

Powered by IDOL, Teleform puts all data at your fingertips. Powerful connectors put all your information within reach—capturing, classifying, and extracting data from any paper or electronic document regardless of its origin or type. TeleForm's intelligent capture capabilities help you succeed in today's unstructured and distributed world where traditional computing technologies can no longer keep pace.

Customer solutions

- Legal: Case documents, client engagements, contracts
- Accounting: Expense reports, invoices, statements, purchase orders, time cards
- Customer Service: Order forms, warranty claims, service requests, consultation forms, work authorizations
- Human Resources: Application forms, enrollment, evaluations, request forms, consent forms
- Marketing: Customer surveys, event registrations, product evaluation forms, questionnaires
- Production: Work orders, requisition forms, shipping documents, receiving documents
- Government: License applications, census forms, tax forms, vehicle registration forms, business and building permit applications
- Education: Student applications, test results, financial aid applications
- Healthcare: Claim forms, prescription orders, patient encounter forms
- Pharmaceutical: Case report forms, patient surveys, research forms
- Finance: Loan applications, credit reports, new account applications, claims forms

Key business benefits

By automating the creation of process-ready content from paper and electronic documents, Autonomy TeleForm helps you to:

- Improve customer, supplier, and employee service by initiating business processes as soon as documents are received to reduce latency and delays
- Reduce the cost of manual document sorting and data entry by up to 80% in individual departments or across the entire organization
- Minimize the risk of fines and damage to business reputation that arise from non-compliance by ensuring that paper-based information is stored securely
- Improve staff productivity by allowing knowledge workers to focus on value-adding tasks rather than time-consuming document sorting and data entry
- Ensure business continuity in the event of flood, fire, and other catastrophic events by reducing the amount of unsecured paper moving around the organization
- Improve control by tracking and auditing the capture of documents from the point they are received at central and remote sites
- Improve visibility of information within the organization by converting paper documents into electronic information that can be shared easily between multiple employees and departments
- Increase data quality by eliminating human data entry errors, reducing costly and disruptive exceptions in downstream business processes
- Free-up expensive office space by eliminating on-site long-term paper storage requirements

“Improved information access and knowledge sharing are seen as the strongest benefits of scanning and capture. When combined with the more immediate financial benefits of increased productivity and reduced office costs, this produces a win-win situation.”

AIIM Market Intelligence Industry Watch, 'Capture and Business Process' —December 2010

Autonomy TeleForm can help you to:

- Automate the processing of invoices, loan documents, contracts, and other unstructured documents
- Automate forms, documents, and electronic files using a single platform
- Enhance visibility into document driven business processes with comprehensive tracking, reporting, and digital signature support
- Minimize the risk of noncompliance by ensuring that your paper-based information is stored securely
- Seamlessly connect paper-based processes with electronic business workflows and eForms

About Autonomy

Autonomy, an HP Company, is a global leader in software that processes human information, or unstructured data, including social media, email, video, audio, text and web pages, etc. Autonomy's powerful management and analytic tools for structured information together with its ability to extract meaning in real time from all forms of information, regardless of format, is a powerful tool for companies seeking to get the most out of their data. Autonomy's product portfolio helps power companies through enterprise search analytics, business process management and OEM operations. Autonomy also offers information governance solutions in areas such as eDiscovery, content management and compliance, as well as marketing solutions that help companies grow revenue, such as web content management, online marketing optimization and rich media management.

Please visit autonomy.com to find out more.

About HP

HP creates new possibilities for technology to have a meaningful impact on people, businesses, governments and society. The world's largest technology company, HP brings together a portfolio that spans printing, personal computing, software, services and IT infrastructure to solve customer problems.

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