

## ABBYY FormReader: Fast, accurate forms processing

Toshiba Document Solutions combine Toshiba e-STUDIO systems with powerful software applications and targeted business process improvements to enable you to more effectively distribute, manage, and organize your documents.

One of these software applications is ABBYY FormReader from ABBYY Software House. Used in conjunction with a Toshiba e-STUDIO system, FormReader is a data-recognition and form-processing tool for automatic data input of paper forms into information-management systems and databases. It recognizes handprint (ICR), machine print (OCR), check marks (OMR), and barcodes (OBR) from a wide variety of paper forms, including:

- Purchase order forms
- Shipping forms
- Application forms
- Receipts
- Questionnaires
- Accounting reports
- Statistical documents
- Medical records
- Tax return forms

FormReader can process up to 3,000\* pages scanned through an e-STUDIO system per day, a far higher volume than having the forms input by professional data entry personnel. It's also more accurate, making a maximum of five errors per 1000 symbols.\*\* And it enables offices to switch from paper-based filing systems to electronic—increasing productivity and improving the organization of your documents.

FormReader can recognize forms scanned from an e-STUDIO system and images stored on the network. It supports TIFF group III images created by faxes, as well as TIFF group IV images created on Toshiba copiers.

FormReader includes an automatic field validation system to reliably proofread most forms after recognition. And, it automatically checks the interpreted data for validity against customers' databases, standard and user-defined dictionaries, and checking rules.

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FormReader can process up to 3,000 forms per day. It's far faster and more accurate than professional data entry personnel.

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Here are some of FormReader's key benefits:

### **Accuracy**

FormReader recognizes symbols, even those that are hand-printed, with impressive accuracy. Its intelligent recognition capability results in fewer errors compared to manual input.

### **Cost-effectiveness**

FormReader processes forms at a rate ten times faster than professional data entry personnel. It increases office productivity and reduces the need for additional data-entry staff.

### **Flexibility**

By using FormReader Developer Edition, the system's graphical user interface (GUI) can be fine-tuned as

\* The number of forms processed per day may vary, depending upon the complexity of each form and the information filled into the form fields. FormReader can process up to 3,000 pages of standard forms that contain only numeric data and mark sense.

\*\* When the form contains no corrections and is filled in accurately.

# solutions

## FormReader software

needed. FormReader can be run from other applications, or it can be integrated into any other information system through the API. And it's easy to add application-specific capabilities or create custom validation rules and checks to fit your project requirements.

### Scalability

FormReader can be scaled from one desktop solution up to any number—limited only by your needs.

### Efficiency

FormReader's high processing velocity, recognition quality, and automatic control of output results make it a very efficient automatic data-capture system. It's easy to install, and because paper forms are converted into databases, archiving and finding those documents will be much easier—saving time and reducing operational costs.

### Handy instructional guide

FormReader comes with detailed instructions, tips, and tutorials including information on how to

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FormReader increases productivity, cuts costs, and makes documents easier to access.

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increase recognition accuracy, and methods for creating machine-readable forms. The documentation is easy to understand, even for a non-specialist, and provides valuable forms-processing information. In

addition, FormReader includes form samples with matched templates that help users understand the form-processing and validation rule settings before they start inputting their forms.

### FormReader and Toshiba devices

Along with Toshiba e-STUDIO systems, FormReader increases productivity and cuts down on forms input errors. Call your Toshiba representative today for more information on how FormReader and other Toshiba Document Solutions can help *your* organization.

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