Formpipe.
Lasernet

INPUT
MANAGEMENT

TODAY'S CHALLENGES

Organisations receive documentation in many different formats and modes of media. These can take the form of a good old fashion hardcopy arriving by post or fax, or a .doc, .pdf, .xls or xml dropping into an inbox, dropbox or Google docs account.

Managing the entry of data into a single or multiple system(s) for processing is often complex and time consuming. Manual entry is becoming more costly, and many organisations are calling out for automation, but this has the potential to adversely affect quality control, leaving businesses trying to control the delicate and interwoven balance of investment between finances and manpower.

THE LASERNET SOLUTION

Formpipe Lasernet offers complete end-to-end processing of all documents. Whether they are scanned by a user, received as an email attachment, or downloaded from the cloud, Lasernet will process them into a consolidated workflow, accessed by a single interface.

This cost-effective and intuitive software allows organisations of all sizes to simplify, systemise and economise, minimising running costs, optimising productivity and maximising profitability

KEY POINTS

- **Reduction of your costs**
  The manual handling and administration of documents costs in the region of €20-50 per item. Processing them electronically can reduce this cost significantly, allowing staff to concentrate on other tasks, subsequently increasing overall business efficiency.

- **Increase in accuracy**
  Manual data entry comes with a relatively high risk in terms of errors and corruption. Using intelligent software to validate data before it is entered into the ERP, rather than relying on a person's engagement and concentration levels, can greatly reduce the number of mistakes that are overlooked and subsequently need correction.

- **Improve responsiveness**
  An increase in the speed that documents are processed at means that other tasks can be performed quicker. This can include clarification on invoices, acknowledgement of receipt of documents, and a whole host of other time sensitive functions.

- **Eliminate duplication of work**
  Manual data entry, validation and retyping are all areas that businesses are trying to cut down on. Validating only the areas that really need attention, whilst the rest pass through the system with no intervention, eliminates time wasted when users are required to examine every detail of a document unnecessarily.

- **Access data in "real-time"**
  Documents that arrive and are processed immediately can then be viewed in real-time.
  This allows all areas of the business to gain greater visibility over both content and progress.

- **Integrate legacy systems**
  Enhancing rather than replacing an organisation's existing systems significantly reduces capital expenditure. This is achieved by collecting all the different types of data in varying media formats and then creating a single XML schema that can be uploaded into the existing application.

- **Create templates**
  Having the ability to open a document that is already formatted, easily adapted and potentially part-complete, has the potential to substantially reduce administrative workloads. This process is made simple with an easy to use graphical interface that has been developed using 20 years experience in this field.

- **Ensure precision**
  Built-in dictionaries and intelligent software means the system automatically recognises documents and words, and learns patterns to simplify the process the more the software is used. Validation is then controlled centrally, allowing it to be applied, updated and configured for all templates and processes.

RECEIVE

Documents are received either electronically or on paper. All paper documents can be scanned and then simply processed through the input module, where they will be OCR`d and a template added to extract the data. Templates are created using the simple graphical interface by a business user, and by using dictionaries the system learns phrases and words, making the process even simpler. Equally, electronic documents can be received by the input module, which will then extract the data from a PDF or excel sheet, and again pass through templates to extract the correct fields.

VALIDATE

Documents and fields that require validation can be setup by a central administrator. If a field needs to be a certain length or a certain data type then this can all be setup centrally for each template. Complex validation can be easily achieved using expressions to ensure even the most complex requirement can be covered.

APPROVE

Documents that require approval by a certain department will pass instantly into the central client for review. Split by department, user, document or any other defined criteria, the specified user can then check the data that has been processed and either adjust the template or simply update the field ready for processing.

UPLOAD

After collecting all this data, a pre-configured set of rules will then map it to a standard schema ready to be uploaded. With no user intervention all the documents that have been received, validated and approved if necessary will be transformed instantly into an XML / TXT / CSV file that is then sent to the ERP solution.

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