Regulated Recordkeeping:
An Accurate Solution From SpreadBoss® and DocuVista®

As regulators in Washington, DC remind record custodians to "preserve and verify data," SpreadBoss® and DocuVista® can keep your records accessible, accurate, compliant, secure, traceable, and verifiable.

Part One of a Two-Part Series: Convert Paper Documents to Digital

Are Your Organization's Regulated Records Accurate?

An EPA official recently stated, "In terms of recordkeeping requirements, the United States is the most heavily regulated country in the world."

A business can be reasonably certain it is in complete compliance with laws and regulations only if it employs a high-quality records management program which includes features to achieve regulatory compliance. Failure to maintain full and accurate recordkeeping could result in legal consequences such as punitive fines or other penalties.

Full and accurate recordkeeping must correctly capture the activity it documents using meticulous care and due diligence. It is also complete, as it contains all of the information necessary to thoroughly record and verify the data from the activity. This offers an enriched capacity to confirm authentic reconstruction of the details of the transaction for key fiscal, operational, or regulatory purposes.

Practically every organization with a vast recordkeeping conformation realizes optimizing it is a time-consuming process, essentially fixed on labor-intensive methods. These methods are prone to human error and progressively more costly.

Convert Paper Documents to Digital Using Optical Character Recognition (OCR).

Why Use OCR Technology?

Imagine you need to create digital copies of your government-regulated original paper documentation from a project. And, you want to have all the data about the project organized and instantly available. You visualize your staff expending hours manually entering the data, verifying accuracy, and then transferring the records to the archives. There is an accurate, cost-effective alternative for this scenario - convert original paper documents to digital using OCR technology and archiving the data with SpreadBoss® and DocuVista®.

OCR is one of the most frequently employed tools used to convert paper documents into digital copies. Normally, it uses the triad of scanning the information printed on a document, translating the scan into valid data, and archiving the artifacts.

How is OCR Technology Used?

Many companies actively work to reduce the volume of paper they process. Users employ the previously mentioned three-step process and transform a project's original paper documents into digital copies by use of an optical device to scan the records. The output of the optical scan contains only the information necessary to recreate the original document as if it were an image.

Next, highly sophisticated computer routines accurately identify comprehensible information. The program then decodes, interprets, and validates the scan data. Another utility translates the decoded information imbedded in the scan into useable data in the form of letters, words, phrases or sentences. Then it encodes the data in similar layout and suitable format.

Finally, the user can save the data as a file (.pdf, .docx, .xlsx, etc.) or import the data into an open application (Adobe Acrobat, DocuVista®, Microsoft Office, SpreadBoss®, etc.) This final step makes the information available for archives, edits or searches.

What are the Benefits of Using OCR?

Digitally capturing, interpreting, and validating information from an imaged document boosts the rate of accurate data entry exponentially when compared with manual techniques. The benefits associated with the increase in accuracy lead directly to enhancements in:

- information management
- control and compliance
- real-time data searches
- asset traceability
- inventory control
- project efficiency
- legacy data verification
- client satisfaction
- return on investment

The data in the OCR processed document appears identical to the original document. And, the software enables you to create a new, identical document, modify the design of the document, or completely change the document's purpose. After saving, the document's data is available in real-time for recall by search routines.

Using an image from a scanner or digital camera and a computer with OCR software installed, you can capture text from records anyplace. Whether in the office or in the field - capture, convert, and store data from assets, paper documents, or hand-written notes. Add the data to your searchable archives for instant access to regulated information. The whole process of conversion and storage from original scan to data file takes about 15 seconds per page or image.

What are the Characteristics of Reliable OCR Software?

In addition to producing a nearly identical copy, strong OCR software includes the following elements:

- Character recognition accuracy
- Design capture capability
- Multi-Lingual capacity
- Ability to process large or multiple files
- Means to edit layouts
- Utilities to save data in popular formats

These elements make it simple to store and control digitalized documents without undue concern for compliance, privacy or traceability issues. Robust OCR software also creates searchable records that maintain version control. These are the fundamental characteristics at the core of SpreadBoss® and DocuVista®.

What Paper Documents Need to be Digitized?

OCR software processes object-oriented artifacts in an offline mode. It can target typewritten text, one character at a time. Or, one word, delimited by spaces, at a time. This last type is also referred to as optical word recognition. Intelligent character recognition and intelligent word recognition can process scanned hand-written documents in the same way as OCR. Automatic plate recognition captures information while scanning a moving object such as a label or data plate.

The capabilities of SpreadBoss® and DocuVista® make them exceptionally effective for capturing the data from:

- Bills of Lading
- Contracts
- Engineering Specifications
- Hand-Written Agreements
- Inspection Reports
- Invoices
- Packing Lists
- Tallies

Now, using OCR technology, a business can be reasonably certain it has accessible, accurate, compliant, secure, traceable, and verifiable records. OCR correctly captures the activity it documents using state-of-the-art technology. The records are complete; they contain all of the information necessary to thoroughly record and verify the data from the activity. Virtually every organization with a large recordkeeping requirement can benefit from converting paper documents into digital copies using OCR technology. The SpreadBoss® and DocuVista® solution have the capability to ensure accurate data capture, secure storage and real-time, on-demand access.

Part Two in the Two-Part Series:
Regulated Recordkeeping: Hyper-Intuitive Searches From SpreadBoss® and DocuVista®

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Monitor and Control Inventory With Radio Frequency Identification, SpreadBoss® and DocuVista®

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