

Autonomy TeleForm

Nowhere is the need for automation, visibility and control greater than in the document-driven processes that power business in the modern enterprise. Whether it's the service requests in Financial Services, the work orders in Manufacturing or the invoices in Accounting, more than 80% of all business documents and forms are still processed manually today.

Autonomy TeleForm is the only solution to combine world-class information capture with Meaning-Based Computing (MBC) technology, successfully integrating people, paper and processes. It offers the unrivalled flexibility to capture information from document and form paper-based sources and seamlessly incorporate it into secure, automated business processes.



Capture Information Automatically

Autonomy TeleForm delivers a complete range of alternatives for capturing paper and electronic forms and documents from distributed knowledge workers or external customers and partners, via fax, email, internet, postage, scanners and mobile devices.



Classify and Extract Information Rapidly

Forms and documents come in all different formats with complex variances, and many of them are generated outside the enterprise and beyond its control. TeleForm uses a robust suite of identification methods to automatically sort scanned documents into "virtual piles" for further processing without any human intervention.

Manually keying data from forms and documents into business systems is time consuming, costly and error prone. The potential for compliance or privacy violations due to operator error is high. TeleForm automatically reads hand print, machine print, optical mark, barcodes and signatures and extracts information automatically from any document type including semi-structured and unstructured documents such as loans, contracts and invoices. Autonomy customers consistently experience a 60% - 80% reduction in the costs associated with manually typing data from paper forms and documents



Intelligent Information Validation

Often the data contained in forms and documents is inherently inaccurate or difficult to read, a problem which intensifies as that data travels through business processes. With TeleForm, automated information processing functions can be easily defined via point-and-click interfaces to ensure the data entering enterprise systems is complete and accurate.



Maximize Security and Enforce Compliance

Autonomy customers use TeleForm in their most mission critical applications where the reliability and security of the system are paramount. Applications such as clinical trials and many financial services applications require that any and all changes or interactions with the data and system be recorded. TeleForm provides built in functions to record all requisite audit data, including system administration, operator interactions and software induced changes and allows for signing data and image sets.

Benefits

- Eliminate manual tasks and automate data entry to drive rapid ROI and cost savings
- Accelerate the processing of incoming documents with automatic document classification
- Reduce business risk by converting paper-based information into visible and actionable data
- Compliance and visibility with automatic audit logging of all activity and information
- Improve control of operations and cash flow by accelerating business cycle
- Gain advantageous financial terms based on improved accuracy and productivity
- Enhance records management through automatic classification and indexing of documents

"This system has had so many benefits for us. It has enabled us to spot problems more quickly and easily and it has reduced our workload. It has really paid dividends"

—Rick Faulkner, Health and Safety and Environmental Advisor, Chevron



Define Intelligent Business Processes

Typically, a paper form or document is just the first step or a supporting step in a complex business process and in many cases that paper follows the workflow at each step. The ability for TeleForm customers to seamlessly and easily combine paper forms and documents with electronic business processes allows them to accelerate business significantly and reduce costs in order to outpace the competition.



Scale Without Limits

TeleForm delivers enterprise-class high availability, scalability and comprehensive system management tools. The result is uninterrupted service and critical processes that are always available.

Core System Components

Form Designer

A point-and-click application for easily implementing automated forms processing and document capture.

Capture, View and Index Non-Image File Types

Supports viewing of word processing, spreadsheet, presentation and other formats without the native file application.

Content-based Classification

Automatically classifies and sorts forms and semi- and unstructured layouts via barcode, form identification, full page keyword, phrase and concept-based identification algorithms.

Automatic Data Extraction

Automatic and user guided (freeform) extraction of key indexes from forms and semi- and unstructured layouts.

Data Validation

Extracted data can be automatically validated using: dictionaries, format checking, database and business systems to increase data accuracy.

Document Package Handling

Allows multiple levels of association for forms and documents within a batch.

Anytime QC

Enables image manipulation, reclassification and indexing at any time from scan to commit.

Verification Application

Verification personnel can intuitively and efficiently validate classification and extraction results with ease.

Auditing and Tracking

Logs and tracks: all system and security changes, and interactions between people, systems, images and associated data.

Digital Record Signature Support

Provides ability for a user to digitally sign records associated with views and changes made to data.

Print Merge Application

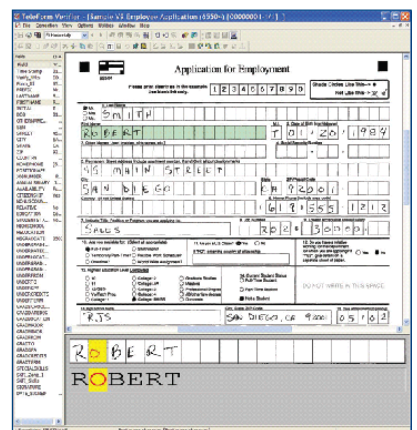
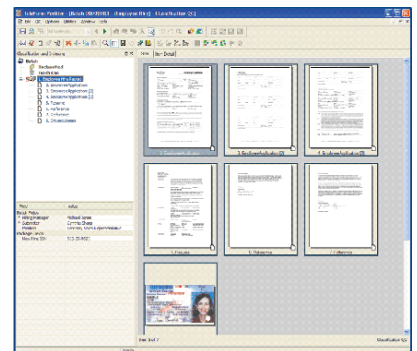
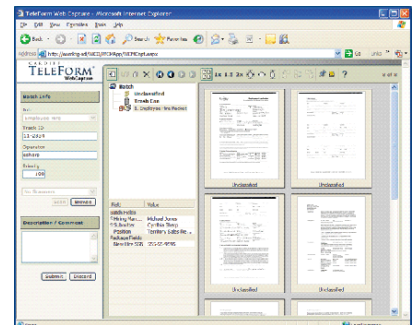
Merges electronic data onto forms for automated printing and faxing.

Automated Workflow

Paper-originated forms and documents can easily and rapidly feed into electronic-based processes.

Flexible Export Interfaces

Automatically delivers data to more than 300 business systems.



Autonomy IDC and IDR Features and Benefits:

Unified platform	Process both structured forms and unstructured documents utilizing the same TeleForm, IT and personnel resources
Multi-modal document classification	Removes the need to manually sort documents while providing maximum flexibility and accuracy of classification
Meaning-based document classification	Automatically classifies documents based on an automatic understanding of its content
Field, multi-line and table data extraction	Significantly reduces the labor intensive manual keying of information from documents.
User guided data extraction (freeform)	Reduces the need to key missed information by allowing user to click on missed text which requires extraction

About Autonomy

Autonomy Corporation plc (LSE: AU. or AU.L), a global leader in infrastructure software for the enterprise, spearheads the Meaning Based Computing movement. It was recently ranked by IDC as the clear leader in enterprise search revenues, with market share nearly double that of its nearest competitor. Autonomy's technology allows computers to harness the full richness of human information, forming a conceptual and contextual understanding of any piece of electronic data, including unstructured information, such as text, email, web pages, voice, or video. Autonomy's software powers the full spectrum of mission-critical enterprise applications including pan-enterprise search, customer interaction solutions, information governance, end-to-end eDiscovery, records management, archiving, business process management, web content management, web optimization, rich media management and video and audio analysis.

Autonomy's customer base is comprised of more than 20,000 global companies, law firms and federal agencies including: AOL, BAE Systems, BBC, Bloomberg, Boeing, Citigroup, Coca Cola, Daimler AG, Deutsche Bank, DLA Piper, Ericsson, FedEx, Ford, GlaxoSmithKline, Lloyds TSB, NASA, Nestlé, the New York Stock Exchange, Reuters, Shell, Tesco, T-Mobile, the U.S. Department of Energy, the U.S. Department of Homeland Security and the U.S. Securities and Exchange Commission. More than 400 companies OEM Autonomy technology, including Symantec, Citrix, HP, Novell, Oracle, Sybase and TIBCO. The company has offices worldwide. Please visit www.autonomy.com to find out more.

Common Customer Applications

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:

Applications, enrollment, evaluations, request forms, consent forms

Marketing:

Surveys, research test forms, event registrations, product evaluations, entry forms, questionnaires

Production:

Work orders, requisition forms, shipping, receiving documents
Industries

Government:

License applications, census forms, tax forms, vehicle registration, business and building permits

Education:

Student applications, test results, financial aid

Healthcare:

Claim forms, prescription orders, patient encounter forms

Pharmaceutical:

Case Report Forms (CRF), patient surveys, research forms

Finance:

Loan applications, credit reports, new accounts, claims, reimbursement forms

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