



**Working with paper documents** is a way of working in common office workflows that everyone is familiar with. Resulting in a greater number of paper documents as well working with paper documents often has limitations that create difficulties for employees and organizations, including:



### 1. Takes a long time to input data into the system

In general, employees often have to enter information on documents into the system for further use. It takes a long time to store data into the system. If there is a large number of documents, it may affect delay work.



### 2. Difficult to find information

Searching for information on paper documents such as receipts, tax invoices, or other documents takes a long time. Sometimes employee can't find it or lost documents.



### 3. High cost of printing and document storage

Working with paper documents means organizations have high printing and storage costs. Whether it's printer cost, ink cost, paper cost, filing cabinet cost or rent a warehouse to store documents.

## Reduce time and cost of work from working with paper documents with OCR Solution

### What is OCR ?

Optical Character Recognition (OCR) is an optical character reading technology to convert documents, images or even electronic signatures in the form of letters or text on digital files that can be searched by keywords and can edit the text or use the text further.

OCR Solution is the implementation of OCR technology in the software to convert information from documents from various sources into digital data whether scanning paper documents through a scanner or import image files such as PDF files on your computer, from e-mails, or images taken from your mobile phone and then store data or continue to use in various ways such as storing data in the form of Excel files or sending data into various systems directly to use the information eliminating the need for data entry personnel from the start just checking the accuracy and fixing some points only.

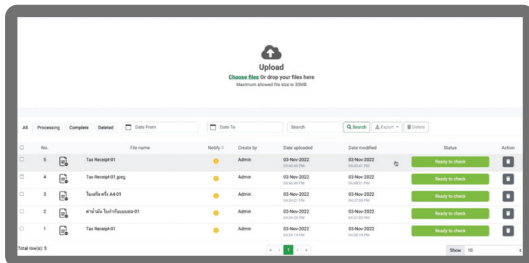


# OCR Solution Workflow

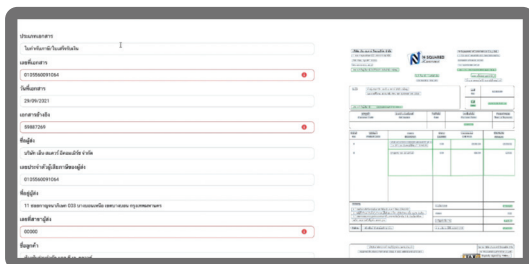


- 1 Import documents and image files from a variety of sources.
- 2 Digitization of data able to compare the original and the obtained data to check the accuracy and make corrections.
- 3 Send the acquired data to store or send to various systems as specified in order to be able to continue working immediately.

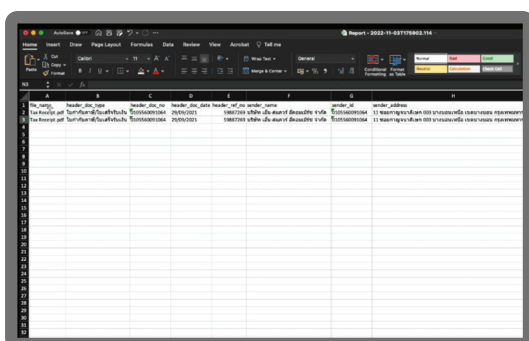
## Working screen example



Screen of document file upload



Document file verification screen obtained from OCR with real documents

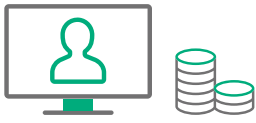


The screen displays the results of the obtained data in the form of an Excel file.



Scan QR Code  
for working screen example

## Examples of businesses using OCR solutions



### Banking and financing business

OCR is often used to verify documents that the customer sends in to verify their identity, such as the information on their ID card (Also known as KYC – Know Your Customer process).



### E-commerce business

Use OCR to extract information from documents sent by customers to purchase products, whether it's name, address, email, or credit card information to enter into the system automatically.



### Transportation business

It is popular to scan various delivery documents on parcel boxes or delivery orders to do OCR, allowing the delivery data to be stored in the system immediately.



### Manufacturing business

Use OCR to read barcodes to capture product codes, lot numbers, storage conditions, expiration dates, and other information. The collected data will be used to check product quality and check the warehouse or analysis.

## Benefits of using OCR



Employees do not need to enter data to create documents themselves thereby reducing the time for collecting data.



Reduce the cost of printing and archiving documents because the data is stored in digital files.



Easy to find information from stored electronic data.



Easily edit or customize files in the form of Word, Excel, PowerPoint or other files.



Able to store data in the database or send data to other systems to continue using immediately make it work faster.

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