

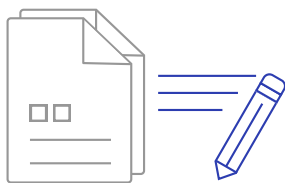
How HRs use PDFelement to simplify form completion and signature collection, and eliminate manual form data entry

Introduction

If you're human resources professional, your average day involves dealing with employee vacation requests, review forms, invoices, tax documents and more. You might have to print, scan and fax these documents for completion and signature collection. This leads in turn, to unreasonable overhead costs and delays. According to 2012 AIIM survey results, office workers print 2.1 copies of each process document for signatures, resulting in an average 3.1 days of delay or more.¹ HRs are also often the one entering employee form data into their system by hand -- a source of more costs and delays.

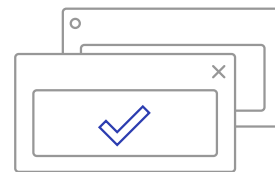
Now there's a way to affordably simplify your invoices and forms, and eliminate over 90 percent of form data entry. PDFelement comes with everything for your daily HR document needs, including advanced form technologies, at a fractional cost of software with similar capabilities. With PDFelement's short learning curve and intuitive design, you will also have no problem adapting. You can seamlessly deploy the software and enjoy its productivity advantages right away.

6 reasons to choose PDFelement, for your Mac or Windows office.



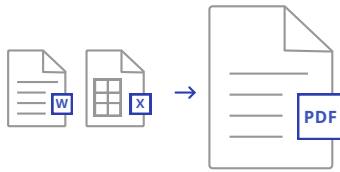
Smarter, Faster Text Editing

Edit documents just like you would in Microsoft Word without losing formatting or fonts.



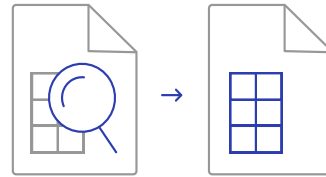
Unified Office 2016 Design

A new interface ensures a short learning curve and familiar experience remarkably consistent on Mac and Windows.



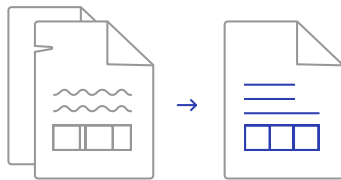
Form Recognition

Create interactive, fillable PDF forms from Word and Excel files at a click.



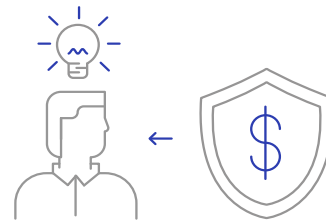
Advanced Form Data Extraction

Extract data from forms and eliminate errors and delays caused by manual data entry.



Extract from Paper

PDFelement's unique form technology even extracts information from paper forms using its accurate Optical Character Recognition.



Simple, Affordable Pricing

You don't have to pay subscription prices that pile up over time. Your one-time investment gets you full access.

Combine, OCR, comment, sign, extract data and more on a single compact application

- Combine documents from 300+ file types into a single compact PDF.
- Transform scanned images into editable and selectable text objects with OCR.
- Annotate and comment on documents using sticky notes, strikethroughs, highlighters, draw tools and more.

- Sign documents with secure, certificate ID-based digital signatures.
- Create forms from Excel and Word files at a click.
- Reduce form data entry up to 90 percent with data extraction technology

Key Features

- Convert PDFs into and out of popular Office file formats.
- Annotation, comment and draw tools
- Optical Character Recognition (OCR)
- Digital signatures
- Form data extraction
- Form recognition from Excel and Word

The benefits of form automation for HR professionals

In addition to tools to create, edit, combine and convert documents, businesses require ways to automate form workflows to stay competitive. Even as late as 2015, however, almost a half of surveyed businesses admit to being dependent on paper for important processes.²

With advances in form technology, most businesses can now access solutions that allow them to automate form creation and processing. Experts on information management agree, these solutions pay for themselves within 12 months or less and eradicate up to 75% of hidden labor costs associated with manual data entry, document backlogs and employee overtime.³

With PDFelement installed, your business will be able to

- Simplify scan-and-capture of paper documents, reducing processing time, delivery costs and space needed for storing paper documents.⁴
- Speed up data entry from forms by over 90 percent.
- Eliminate errors associated with manual entry of information.
- Reduce repetitive strain injuries caused by excessive typing.
- Improve data security & privacy by eliminating the cost of misplaced paper.

Advanced Form Data Extraction -- even straight from paper -- How it works

PDFelement Professional comes with advanced form technology that can recognize forms in imported Excel and Word files at a click. This is through a relatively simple "name/mapping" process, similar to document metadata API. Text-based fields and form elements are automatically identified and labeled, transforming documents into interactive, electronically fillable PDFs. The software can then easily extract this form data into a single Excel .CSV file.

Data extraction -- even straight from paper

PDFelement's data extraction also works on scanned paper forms or photos of forms: i.e., documents without selectable, searchable and editable text objects. With PDFelement's form field tool, you can highlight sections of the scanned image you wish to extract. At a click, you can then process literally hundreds of identical scanned forms in minutes. PDFelement is unique in that it will automatically use its built-in Optical Character Recognition (OCR) to accurately recognize, extract and sort information from the areas you have highlighted.

PDFelement, the most convenient way to work with PDF invoices and forms

Affordable Lifetime Investment

Get everything you need to create, edit, convert and combine your PDFs plus advanced form tools at fraction of the cost of what Adobe Acrobat DC will cost you over two years.

No Sweat Licensing

Your single investment gets you lifetime access with no strings. Your ITs will never have to endure the pressure of an Adobe audit. With PDFelement's perpetual license model, deployment is simple.

The bottom line: PDFelement is a solution designed with you in mind

Other PDF software comes with cumbersome interfaces, expensive subscriptions or complex feature menus that frustrate your ability to work with PDFs. On the other hand, PDFelement -- with its beautifully simple design and affordable pricing -- eliminates these issues, while equipping your office with professional document tools for all your daily tasks. There's never been a simpler way for HRs to improve their document productivity.

Works Cited

- 1 Doug Miles, "Digital Signatures - making the business case," AIIM 2012.
- 2 Doug Miles, "The Digital Office -- Improving the way we work." AIIM, 2015.
- 3 Nick Geddes, "Turning Documents into Data: using data capture to improve document processing," AIIM, 2014.
- 4 Dan Lucarini, "The 5 Strategic Benefits of Transforming Information Management with Intelligent Document Recognition". ibmL/AIIM, 2016.



The PDF Association exists to promote the adoption and implementation of International Standards for PDF technology across developers, software vendors and end-users.

The Mission of the PDF Association is to promote Open Standards-based electronic document implementations using PDF technology through education, expertise and shared experience for stakeholders worldwide.

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