



## Quick Discovery Survey

Question:	Answer:
If documents are being scanned, what solution is currently being utilizing for capture? Scanner make and model?	
What ECM or Content Management solution is being leveraged for the documents?	
What type of documents are being scanned? (or wanting to scan)	
Describe the current business process for the documents.	
What is the annual volume of the documents and/or forms?	
Describe any peaks in volume.	
What is the average page number per document or form? (Each side counts as one page)	
What are the fields that require capture from the forms or documents?	
How many clerks are involved with prepping and sorting documents. performing the keying or processing of the forms or documents?	
How many clerks are performing the keying or processing of the forms or documents? (if applicable)	
What system is the information being entered into?	
Describe any of the customers current business objectives. (reduce document preparation, reduce labor, reduce data entry, etc.)	
Other areas of interest	