



# Project



## ■ Task

At the Hamburger Hochbahn AG, Hamburg's leading transport association, we make recording working hours easier. To improve time-consuming and cost intensive manual entry, **QS-Beleg** was adapted and introduced for automatic data capture and processing.

## ■ Form Design

A new form was created to optimize the results of automatic form interpretation. The most important characteristics are introduction of blind color (yellow) as well as a clear separating of OCR fields. The form refers to employees and includes working hours for one month, break information, absence from work and extra payments to employees.

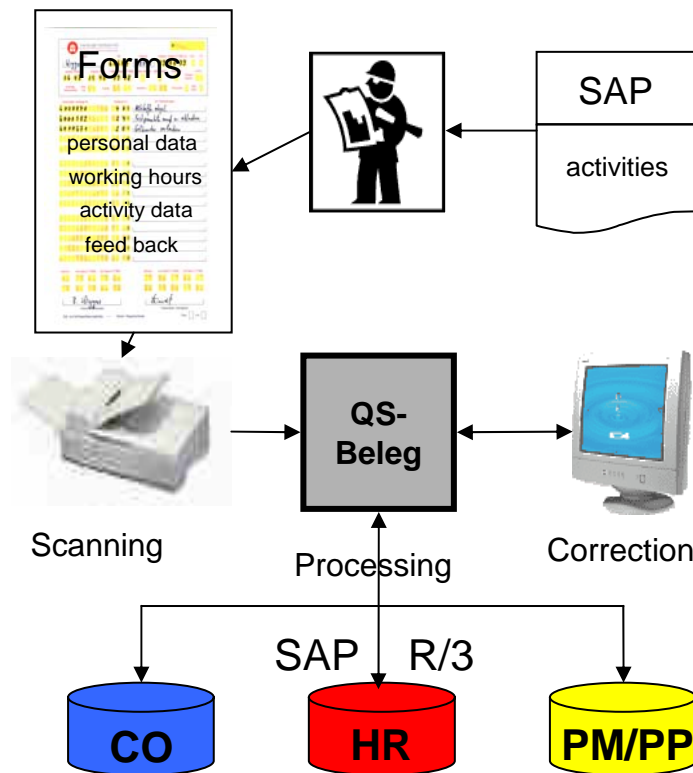
## ■ OnScreen Correction and Verification

During correction the data is displayed together with the corresponding section of the form (OnScreen Correction). Data must be checked for completeness and errors.

Several logical verifications were set up to maintain low post-processing times. This is done via DLL verification of date and working hours. The industry time fields received special verification. All fields that violate verifications are color coded. This makes it easy to determine whether corrections are necessary.

## ■ Export

At the export sections of the data is written to different export files, e.g. "time results" are created for each employee based on time fields. In addition, export for the entire month is performed. In this case the forms are exported cumulatively for the month. The data is transferred to SAP, as shown on the left.



... using **QS-Beleg**