ENGAGECENTRAL

6 of 7

Documents in, verified data out

Certificates, licences, work passes, receipts and resumes. EngageCentral's intelligent document processing reads them, extracts the data and checks it against your records, so nobody has to retype or eyeball it.

THE PROBLEM

A lot of HR data still starts on paper or as a photo. Someone has to read it, type it in and check it, one document at a time.

Mistakes slip through, and expiry dates sit in spreadsheets until a certificate or licence has already lapsed.

5

document types handled by one engine: certificates, licences, work passes, receipts and resumes

DETECT FIRST, THEN REDUCE

1 DETECTS

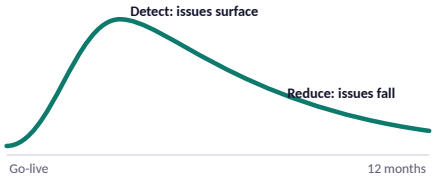
Mismatches and upcoming expiries

Details that do not match the record, and documents close to expiry.

2 REDUCES

Retyping, errors and lapsed documents

Data is captured once, checked automatically, and renewals start on time.



Curve is illustrative: hidden issues become visible first, then fall as the causes are fixed.

HOW A DOCUMENT IS HANDLED

STEP 1
Upload
An employee or candidate uploads a photo or PDF, where they already do.

→

STEP 2
Extract
Name, number, issuer, and issue and expiry dates read into fields.

→

STEP 3
Verify
Checked against the document and the record. Mismatches go to HR.

→

STEP 4
Track
Expiry dates feed Upcoming Expiries in Analytics.

What it does, and where

One engine, four steps, used across onboarding, claims and hiring.

FEATURE 01
Extract

DOES	Reads documents into structured data.
HOW	Photos and PDFs. Names, numbers, issuers and dates are pulled into fields.
YOU DECIDE	Nothing to retype.
YOU GET	Data captured once, accurately.

FEATURE 02
Verify

DOES	Checks the details are right.
HOW	Compares what was read with the document and with the employee or candidate record.
YOU DECIDE	HR reviews only the mismatches.
YOU GET	Errors caught at the door.

FEATURE 03
Track

DOES	Watches expiry dates.
HOW	Feeds every expiry date into Upcoming Expiries in Analytics.
YOU DECIDE	HR starts renewals in good time.
YOU GET	No lapsed certificates or passes.

FEATURE 04
Human review

DOES	Sends uncertain reads to a person.
HOW	Low-confidence reads and mismatches always go to HR, never straight into the record.
YOU DECIDE	HR confirms or corrects.
YOU GET	Automation you can trust.

FEATURE 05
Certificates and licences

DOES	Handles professional and safety documents.
HOW	Practising certificates, safety course certificates and driving licences.
YOU DECIDE	HR sets which documents are required, by role.
YOU GET	Compliance by role, always up to date.

FEATURE 06
Work passes

DOES	Keeps pass details current.
HOW	Pass details are read and tracked to expiry with the employee record.
YOU DECIDE	HR acts on upcoming expiries.
YOU GET	Renewals started before anything lapses.

FEATURE 07
Receipts and resumes

DOES	Powers ReimburseME and HireCentral.
HOW	The same engine reads receipts, including handwriting, and resumes in any layout.
YOU DECIDE	Nothing extra to set up.
YOU GET	One engine across the Group.

FEATURE 08
APIs and your own AWS

DOES	Works with your other systems.
HOW	Receipt Extraction and Resume Parsing APIs. Can run inside your own AWS account.
YOU DECIDE	Your IT team chooses how to connect.
YOU GET	Documents never leave your environment.

See it working

One nurse, one certificate, renewed on time.

Day 1 — A new nurse uploads a photo of her **practising certificate** during onboarding.

Seconds later — Her name, certificate number, issuer and expiry date are **read into her record**.

Seconds later — The name on the certificate does not match her record. The mismatch **goes to HR** instead of into the system.

Day 2 — HR confirms the certificate is in her previous surname and updates the record.

60 days before expiry — The certificate appears in **Upcoming Expiries** in Analytics. HR reminds her to renew.

Expiry date — The renewed certificate is already uploaded and verified. Nothing lapsed.

Illustrative example.

BEFORE AND AFTER

	TODAY	WITH ENGAGECENTRAL
Data entry	Typed in by HR	**Read from the document automatically**
Checking	By eye, when there is time	**Verified against the record every time**
Mismatches	Found later, if at all	**Sent to HR straight away**
Expiry dates	Spreadsheet reminders	**Upcoming Expiries in Analytics**
Where it runs	A separate tool	**Inside onboarding, claims and hiring**

BUILT TO BE TRUSTED

A person checks the uncertain ones

Low-confidence reads and mismatches always go to HR. Nothing doubtful goes straight into a record.

Part of the HR process

Extraction happens where documents already arrive: onboarding, claims and hiring. No new tool for staff to learn.

Your environment

EngageCentral can run inside your own AWS account, so documents never leave it.

EngageCentral already powers ReimburseME extraction and HireCentral resume parsing.

Start here

Start with one document type

Pick the document that causes the most checking today, such as practising certificates or safety course certificates.

1

Pick a document type

The one HR checks most often, or the one that hurts most when it lapses.

2

Set the fields and checks

Which details to capture, and what to verify them against.

3

Track expiries

Expiry dates flow into Upcoming Expiries in Analytics.

QUESTIONS CLIENTS ASK

What if it misreads a document?

Low-confidence reads go to a person, so they are checked before anything is saved.

Do staff need a new tool?

No. They upload documents where they already do, in onboarding, claims and hiring.

Can it run in our own AWS account?

Yes. Documents then never leave your environment.

Can our other systems use it?

Yes. Receipt Extraction and Resume Parsing are available as APIs.

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Figures as of November 2026.