



DIGITAL INNOVATION AND TRANSFORMATION | DIT-022

ChatGPT: Document and Image Information Extraction

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Course content

Why Attend

Organisations manage increasing volumes of information contained in documents, scanned records, photographs, tables, forms, invoices, contracts, reports, and other visual materials. Extracting useful information from these sources is essential for operational efficiency, regulatory compliance, financial accuracy, customer service, and informed decision-making.

Traditional document processing often relies on manual data entry, repetitive review, and rule-based extraction systems. These approaches can be time-consuming, costly, and vulnerable to human error, particularly when information is distributed across different document formats, complex layouts, or inconsistent templates.

Course Methodology

- The programme combines instructor-led discussions, live ChatGPT demonstrations, practical document analysis exercises, image interpretation workshops, structured data extraction activities, and information validation case studies.
- Participants work with illustrative business materials, including invoices, purchase orders, contracts, application forms, financial reports, scanned records, tables, charts, and photographs.
- Hands-on activities focus on developing effective extraction prompts, identifying document fields, interpreting visual layouts, standardising extracted information, and verifying results against original source materials.
- The programme also introduces workflow automation concepts, structured outputs, and integration opportunities while emphasising human oversight, data protection, and the limitations of AI-assisted document interpretation.

Course Objectives

- Explain how ChatGPT can support document and image information extraction
- Distinguish structured, semi-structured, and unstructured information sources
- Identify suitable document types and business use cases for AI-assisted extraction
- Develop effective prompts for extracting specific fields and information
- Analyse documents containing text, tables, charts, and mixed visual content

Course content

- Apply ChatGPT to interpret images and scanned business records

| Target Audience

- This course is suitable for:
- Administrative and office management professionals
- Document control and records management specialists
- Business analysts and process improvement professionals

Course outline

Detailed course outline

Day-by-day outline for ChatGPT: Document and Image Information Extraction.

Day 1 - Foundations of AI-Assisted Document and Image Information Extraction

- 09:00-09:34 | Understanding information extraction and its role in business operations, document management, financial processing, compliance, and digital transformation
- 09:34-10:08 | Exploring ChatGPT's multimodal capabilities for interpreting text, images, documents, tables, and mixed-format information
- 10:08-10:42 | Distinguishing structured, semi-structured, and unstructured documents and identifying suitable extraction approaches for each category
- 10:42-11:00 | Understanding the differences between optical character recognition, document parsing, visual interpretation, and AI-assisted semantic extraction
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Understanding the differences between optical character recognition, document parsing, visual interpretation, and AI-assisted semantic extraction (continued)
- 11:46-12:53 | Identifying practical limitations involving document resolution, handwriting, complex layouts, ambiguous information, and AI-generated inaccuracies
- 12:53-14:00 | Practical workshop: Analysing different document and image types and developing initial extraction instructions for common business information

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Day 2 - Prompt Engineering for Accurate Document Data Extraction

- 09:00-09:54 | Developing structured extraction prompts that specify required fields, document context, output formats, and validation expectations
- 09:54-10:48 | Applying field-based extraction techniques to invoices, purchase orders, contracts, application forms, receipts, and business correspondence
- 10:48-11:00 | Extracting information from tables, financial statements, schedules, and documents containing multiple sections or repeated records
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Extracting information from tables, financial statements, schedules, and documents containing multiple sections or repeated records (continued)
- 11:45-12:39 | Designing prompts that distinguish missing information, uncertain values, conflicting entries, and information explicitly supported by source documents
- 12:39-13:06 | Converting extracted information into standardised tables, CSV-ready structures, and JSON formats suitable for further processing
- 13:06-14:00 | Hands-on exercise: Developing a reusable document extraction prompt library for financial, administrative, procurement, and operational records

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Day 3 - Image Interpretation, Scanned Documents and Visual Information Analysis

- 09:00-09:39 | Understanding how multimodal AI interprets photographs, scanned records, screenshots, charts, diagrams, and image-based business information
- 09:39-10:18 | Applying ChatGPT to extract relevant information from photographed forms, identification fields in authorised workflows, labels, and operational records
- 10:18-10:57 | Interpreting charts, graphs, and visual reports while recognising limitations in numerical precision and visual ambiguity
- 10:57-11:00 | Managing challenges involving low-resolution images, skewed documents, incomplete scans, handwritten annotations, and complex page layouts
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Managing challenges involving low-resolution images, skewed documents, incomplete scans, handwritten annotations, and complex page layouts (continued)
- 12:05-12:43 | Combining visual information with textual instructions to improve contextual interpretation and extraction consistency
- 12:43-14:00 | Practical workshop: Extracting and validating information from scanned documents, business photographs, charts, and mixed visual materials

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Day 4 - Document Classification, Data Validation and Extraction Workflow Design

- 09:00-09:30 | Applying AI-assisted document classification to identify document categories, content types, processing priorities, and relevant extraction templates
- 09:30-10:30 | Designing workflows for processing multiple documents, consolidating extracted records, identifying duplicates, and organising information
- 10:30-11:00 | Establishing data validation procedures covering completeness, consistency, formatting, numerical reconciliation, and source-document verification
- 11:00-11:30 | Coffee break
- 11:30-12:30 | Developing exception-handling methods for missing fields, conflicting information, uncertain interpretations, and documents requiring manual review
- 12:30-13:00 | Exploring structured output validation, spreadsheet integration, and API-based automation concepts for repeatable extraction processes
- 13:00-14:00 | Case study: Designing a document processing workflow that classifies business records, extracts selected fields, validates results, and prepares structured information for downstream systems

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Day 5 - Responsible AI, Quality Assurance and Enterprise Implementation

- 09:00-09:30 | Establishing information extraction quality indicators, including field-level accuracy, completeness, processing time, exception rates, and manual review requirements
- 09:30-10:00 | Understanding confidentiality, personal data protection, access controls, document retention, and organisational information security policies
- 10:00-10:30 | Evaluating risks associated with hallucinations, incorrect extraction, prompt injection within documents, sensitive information exposure, and inappropriate automated decisions
- 10:30-11:00 | Designing human-in-the-loop review procedures, audit trails, approval checkpoints, and continuous improvement mechanisms
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Designing human-in-the-loop review procedures, audit trails, approval checkpoints, and continuous improvement mechanisms (continued)
- 12:00-13:00 | Developing an implementation roadmap covering use case selection, document preparation, prompt standardisation, pilot testing, integration, and performance monitoring
- 13:00-14:00 | Capstone exercise: Developing and presenting a Comprehensive AI-Assisted Document and Image Extraction Solution incorporating document classification, extraction prompts, structured outputs, data validation, exception handling, privacy safeguards, and an implementation plan

Seminar dates

Available seminar dates

Live dates and pricing for ChatGPT: Document and Image Information Extraction generated from the course details page.

Date	Location	Format	Fee
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No seminar dates are currently available.