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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.

Advances in generative artificial intelligence and multimodal language models have introduced new opportunities to interpret document content, analyse images, identify relevant information, and convert unstructured material into organised, usable data.

ChatGPT can assist professionals with extracting text, identifying key fields, interpreting tables, classifying documents, comparing information, and preparing structured outputs. When combined with appropriate validation procedures and workflow controls, these capabilities can significantly improve information processing and reduce repetitive administrative work.

However, AI-assisted information extraction also introduces challenges involving recognition accuracy, document quality, ambiguous layouts, missing information, data privacy, and the reliability of generated results. Successful implementation requires clear extraction instructions, suitable document preparation, structured output formats, and effective quality assurance.

The ChatGPT: Document and Image Information Extraction course provides participants with practical skills for using ChatGPT to analyse documents and visual information, extract relevant data, and develop reliable information processing workflows.

Through hands-on exercises and realistic business scenarios, participants learn to design extraction prompts, process different document types, validate extracted information, organise results, and identify opportunities for responsible automation.

Professional Problems This Course Is Designed to Solve

• Time-consuming manual information extraction: Using ChatGPT to identify and organise relevant information from documents, forms, reports, and images more efficiently.

Course content

Why Attend

• Inconsistent document formats and layouts: Developing adaptable extraction instructions for structured, semi-structured, and unstructured information sources.

• Errors in extracted business information: Establishing verification procedures to identify omissions, incorrect values, misinterpreted content, and unsupported AI-generated information.

• Difficulty converting documents into usable datasets: Transforming extracted information into tables, standardised fields, JSON structures, and spreadsheet-ready formats.

• Limited ability to analyse visual information: Applying multimodal AI techniques to interpret photographs, charts, diagrams, scanned documents, and image-based records.

• Fragmented document processing workflows: Designing repeatable processes for document classification, extraction, validation, consolidation, and reporting.

• Privacy and compliance concerns: Applying appropriate safeguards when processing confidential, personal, financial, or commercially sensitive information.

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 content

Course Objectives

By the end of this course, participants will be able to:

- 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
- Apply ChatGPT to interpret images and scanned business records
- Convert extracted information into standardised tables and structured formats
- Classify documents and identify relevant information across multiple records
- Detect extraction errors, missing information, and inconsistent results
- Establish validation and quality assurance procedures for extracted data
- Understand privacy, confidentiality, and responsible AI considerations
- Design practical document and image information extraction workflows

Target Audience

This course is suitable for:

- Administrative and office management professionals
- Document control and records management specialists
- Business analysts and process improvement professionals
- Finance and accounting professionals
- Procurement and supply chain professionals
- Human resources and recruitment specialists
- Compliance and internal audit professionals

Course content

Target Audience

• Data analysts and information management specialists

• Digital transformation and automation professionals

• Customer service and business operations managers

Target Competencies

Participants will develop competencies in:

• AI-assisted document analysis

• Multimodal image interpretation

• Information extraction prompt engineering

• Document classification and field identification

• Table and form data extraction

• Structured data formatting and standardisation

• Extraction accuracy assessment

• Data validation and quality assurance

• Document workflow design and automation

• Responsible AI and information security practices

Course outline

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

• Understanding information extraction and its role in business operations, document management, financial processing, compliance, and digital transformation

• Exploring ChatGPT's multimodal capabilities for interpreting text, images, documents, tables, and mixed-format information

Course content

Course outline

• Distinguishing structured, semi-structured, and unstructured documents and identifying suitable extraction approaches for each category

• Understanding the differences between optical character recognition, document parsing, visual interpretation, and AI-assisted semantic extraction

• Identifying practical limitations involving document resolution, handwriting, complex layouts, ambiguous information, and AI-generated inaccuracies

• Practical workshop: Analysing different document and image types and developing initial extraction instructions for common business information

Day 2: Prompt Engineering for Accurate Document Data Extraction

• Developing structured extraction prompts that specify required fields, document context, output formats, and validation expectations

• Applying field-based extraction techniques to invoices, purchase orders, contracts, application forms, receipts, and business correspondence

• Extracting information from tables, financial statements, schedules, and documents containing multiple sections or repeated records

• Designing prompts that distinguish missing information, uncertain values, conflicting entries, and information explicitly supported by source documents

• Converting extracted information into standardised tables, CSV-ready structures, and JSON formats suitable for further processing

• Hands-on exercise: Developing a reusable document extraction prompt library for financial, administrative, procurement, and operational records

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

• Understanding how multimodal AI interprets photographs, scanned records, screenshots, charts, diagrams, and image-based business information

• Applying ChatGPT to extract relevant information from photographed forms, identification fields in authorised workflows, labels, and operational records

Course content

Course outline

• Interpreting charts, graphs, and visual reports while recognising limitations in numerical precision and visual ambiguity

• Managing challenges involving low-resolution images, skewed documents, incomplete scans, handwritten annotations, and complex page layouts

• Combining visual information with textual instructions to improve contextual interpretation and extraction consistency

• Practical workshop: Extracting and validating information from scanned documents, business photographs, charts, and mixed visual materials

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

• Applying AI-assisted document classification to identify document categories, content types, processing priorities, and relevant extraction templates

• Designing workflows for processing multiple documents, consolidating extracted records, identifying duplicates, and organising information

• Establishing data validation procedures covering completeness, consistency, formatting, numerical reconciliation, and source-document verification

• Developing exception-handling methods for missing fields, conflicting information, uncertain interpretations, and documents requiring manual review

• Exploring structured output validation, spreadsheet integration, and API-based automation concepts for repeatable extraction processes

• Case study: Designing a document processing workflow that classifies business records, extracts selected fields, validates results, and prepares structured information for downstream systems

Day 5: Responsible AI, Quality Assurance and Enterprise Implementation

• Establishing information extraction quality indicators, including field-level accuracy, completeness, processing time, exception rates, and manual review requirements

• Understanding confidentiality, personal data protection, access controls, document retention, and organisational information security policies

Course content

Course outline

• Evaluating risks associated with hallucinations, incorrect extraction, prompt injection within documents, sensitive information exposure, and inappropriate automated decisions

• Designing human-in-the-loop review procedures, audit trails, approval checkpoints, and continuous improvement mechanisms

• Developing an implementation roadmap covering use case selection, document preparation, prompt standardisation, pilot testing, integration, and performance monitoring

• 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
Dates on request	Venue on request	Classroom	**Contact us**

Live online option	Online delivery is available at €1,850.-.