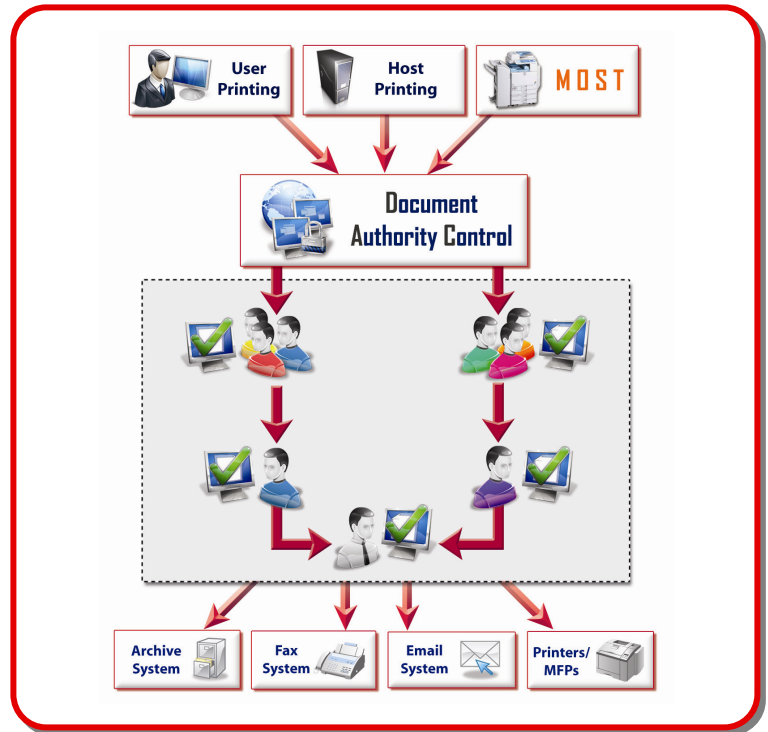


Document Authority Control (DAC)

Document Authority Control (DAC) provides administration control over critical document processes. There are many cases when certain individuals or groups in a company may need to review, authorize or collaborate on important documents. Various employees may work together on reports, contracts or proposals. Expense claims, human resource paperwork and requests may need to be reviewed and approved by department supervisors or managers. Manually coordinating these processes can be difficult since hand-delivered paperwork is easily overlooked, which can cause delays. Additionally, it is challenging to guarantee that all employees are accessing and revising the correct version of documents, which is crucial to collaboration. DAC simplifies this process by providing a web interface where documents can be retrieved, edited and approved. When documents need to be reviewed, DAC automatically notifies the necessary users. With DAC, organizations can supervise and regulate the progress of vital document procedures, for control over financial transactions, legal communications, operations, etc.



The Document Authority Control Process

Capture, Notify & Review

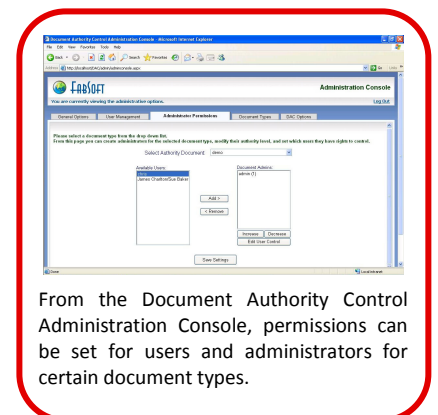
- Document Authority Control can capture information from the host system, documents scanned using an MFP, or printed from a user's application.
- DAC automatically notifies the required recipients of the awaiting documents.
- From the DAC web interface, users can view the documents and edit, approve or reject them as needed.
- Depending on the user's actions, DAC will continue to route the document for further processing.
- The initiating user can be notified of rejections, team members can receive revisions, and approved paperwork can move on to the next individual or department.

Archive, Print, Fax & E-mail

- As documents are edited and approved, they can be automatically stored to digital archive systems – ensuring that users can access previous drafts and final versions.
- The content of the document is used for intelligent indexing and archiving.
- The document is also automatically routed to printers or to recipients via fax and email.



From the Document Authority Control web interface, users can view, approve or deny documents as well as add comments, view history, lock or delete.



From the Document Authority Control Administration Console, permissions can be set for users and administrators for certain document types.

Customizable Routing

DAC lets you define the workflow according to your organization's document activities and demands.

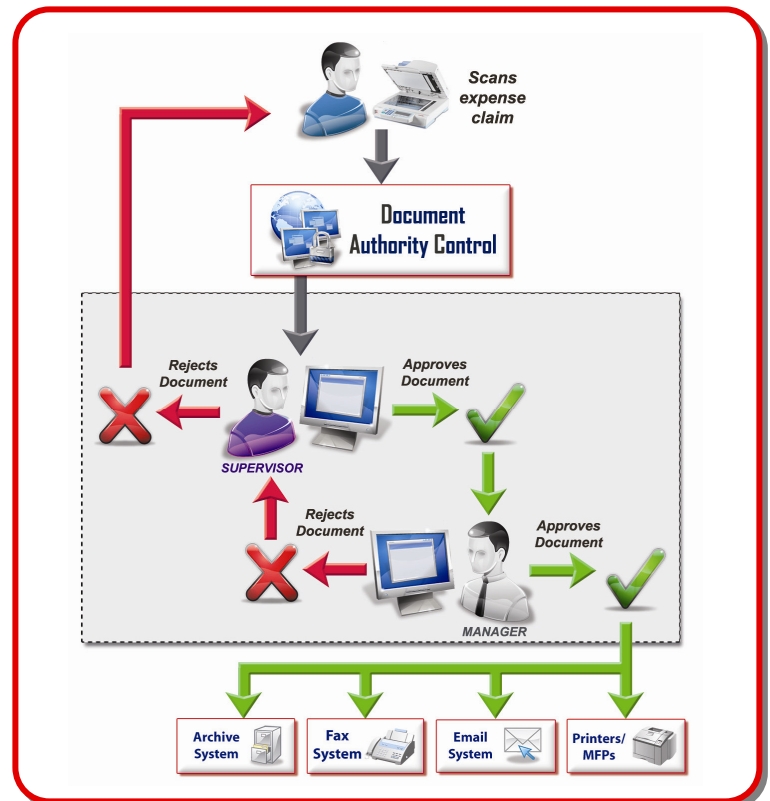
- With DAC, users can set rules to determine where documents should be routed.
- Routing can be configured to occur across specific departments, to individuals with similar roles, within small work groups, etc.
- Specific document types or documents processed by particular users can even establish who the document should be delivered to.
- When documents are routed, it can occur at one level at a time – with routing to the next level not occurring until approval is received from the previous level, or it can be performed simultaneously.

Benefits of Document Authority Control

- With Document Authority Control, organizations can easily manage the flow of their document operations and streamline the distribution of business processes.
- Document processes can be closely monitored, so unauthorized activities are immediately detected and eliminated
- Documents are reliably being routed and reviewed by the appropriate people
- Routing rules can be assigned to specific users, document types, departments, etc.
- Increased sharing and access to information improves business productivity and reliability.

Example Document Authority Control Workflow

An employee has just returned from a business trip and has an expense claim that needs to be processed in order to be reimbursed. Before the claim can be sent to the Finance Department for processing, it must be reviewed by the employee's supervisor and the department manager. Upon scanning the expense claim, DAC notifies the employee's supervisor of the document awaiting approval. The supervisor goes to the DAC web interface and reviews the claim. If the supervisor has any questions or needs further information, they can add comments which will be sent to the employee. Once the supervisor approves of the claim, DAC notifies the department manager that there is a document that needs to be reviewed. The manager reviews the claim and has the option to add comments, approve or reject. If the manager does not approve, he can leave comments explaining the rejection and click "Deny". The supervisor will be notified, and communicate the rejection reasons to the employee. The employee can make the necessary changes to the claim and resubmit it for approval. Once again, the document will follow the workflow until the Manager finally approves. Upon approval, the expense claim is sent to the finance department in order to generate payment for the employee. The processed expense claim can then be routed to digital archive systems for future retrieval, printed, faxed, and emailed.



Document Authority Control requires FabSoft's Reform® Enterprise. Other requirements may also apply depending on desired workflow.