

Reform[®]

STREAMLINE DOCUMENT WORKFLOW

Effectively managing document workflow is a significant challenge for any organization. Every business process creates its own document workflows, each with their own unique requirements. Reform is a flexible, intuitive solution with customizable features that make it easy for organizations to streamline business processes.

REFORM APPLICATIONS

- Variable Data Printing
- Scanning and Distribution
- Form Management
- Security and Authentication
- Secure Printing
- Cost Accounting
- Document Approval Processes
- Postal Sorting and Address Validation
- Management of Digital Photographs

Variable Data Printing with Reform



Reform will capture data from the HOST or Line of Business Application and intelligently print, email, fax or automatically archive the document. Doing so eliminates the need for expensive pre-printed forms or labor intensive manual processes.

Scanning and Distribution with MOST & Tag Doc

MOST



Modular Object Scanning Technology (MOST) provides on-demand distribution of documents right from the convenience of the Ricoh multi-function peripheral (MFP). With just one trip to the MFP, users can scan and route documents to printers, fax, e-mail and archive systems, and specify options for each destination. MOST even integrates with back-end databases, so recipient contact information can be searched for and selected.

Tag Doc



Tag Doc tags documents with a unique barcode associated with data on the form. Upon scanning, the document is automatically routed to the needed destinations and archived with related paperwork – allowing the progress of the entire workflow to be monitored. Tag Doc is ideal for tracking documents that need to collect notations or signatures, such as contracts, pick tickets, etc.

About Reform[®]

Reform streamlines workflow by automating the output, capture and distribution of documents. Reform provides the ability to capture scanned images, print streams or user data from most any operating system, application, or device. Reform enhances the captured information and intelligently distributes it to printers, fax, email and archive systems.

Form Management with Form Filler



From a user's desktop or a Ricoh MFP, Form Filler allows users to access, fill in and process forms. Not only does this provide convenience, but it also ensures that the most up to date forms are being utilized throughout the entire facility. Client data is merged with the form, or data can be entered manually, so the form is printed with accurate and legible information. Information entered with Form Filler can be used for automated archiving purposes, or to complete client and patient records.

Security and Authentication



Reform leverages industry standard security protocols to the level of security required when automating mission critical documents. Reform communicates real time with LDAP and Active Directory servers in order to authorize users. Companies can also use proximity identification cards in order to authenticate to the MFP. Based on the user, administrators can control features and identify, restrict, and bill usage back by user, department or account.

Secure Printing with PrintToMe



PrintToMe allows users to print documents from a local or remote PC and retrieve them at any network connected Ricoh MFP. This convenient capability increases security, eliminates wasted prints, and allows for built-in smart release of pending print jobs.

Cost Accounting with Reform Tracker



Reform Tracker lets organizations take control of their print and copy related expenses. Reform Tracker will monitor print and copy activity on a network or local workstation and the MFP control panel. Administrators can generate reports based on activity, user, device, cost, etc. With Reform Tracker, businesses can evaluate usage, reduce expenses, and recapture document costs.

Document Approval Processes with Document Authority Control[®]



Document Authority Control (DAC) simplifies manual approval processes by providing intelligent routing and easy to use management tools. There are many cases when certain individuals or groups in a company may need to review, authorize or collaborate on important documents. DAC automatically notifies users of awaiting documents and provides a web interface where paperwork can be retrieved, edited and approved.

Postal Sorting and Address Validation



Postal sorting utilizes address quality services to provide immediate verification and automatic correction of all addresses. Reform's postal sorting maintains the most up-to-date USPS certified postal data available, allowing organizations to confidently proceed with vital deliveries. Additionally, mail is automatically CASS certified which qualifies it for USPS discounts.

Management of Digital Photographs with Snap Doc[®]



Snap Doc automates the organization of images taken with a Ricoh 500SE Digital Camera. Photographs are automatically associated with form data and routed to printers, fax, email, and archive systems. Additionally, with the Ricoh 500SE's GPS capabilities, photographs are embedded with GPS coordinates, so users can view the location of where the picture was taken.