

# FabSoft's Solutions and the Real Estate Industry



## **Reform® - FabSoft's Core Product** **Automate form enhancement and distribution**

FabSoft's Reform streamlines business workflow by automating document management, enhancement, and distribution. Reform will capture the print stream from any operating system, application, or device; enhance it; and intelligently distribute it to printers, fax, email and archive systems. Users can generate customized forms, invoices, transactional documents, etc. - giving them a professional look and feel without having to buy expensive pre-printed forms. \*All of FabSoft's Solutions require Reform Enterprise



## **The Real Estate Industry Challenges**

Sale and Rental Agreements, Lease Applications, Titles, Bank Forms, Mortgage Contracts, Property Management Forms and Photographs are just a few of the documents that agents and brokers in the Real Estate business deal with in their operations and like most organizations, they are faced with many issues when trying to manage these documents. Paperwork is misfiled, time is wasted trying to locate a particular document and files are undelivered due to inaccurate entry of information. FabSoft offers a variety of solutions that provide automatic delivery of documents to recipients via fax and email, intelligent archiving to digital archive systems, postal sorting, workflow routing and even management and distribution of digital photographs. No matter what the document management need may be, FabSoft has a solution that can efficiently streamline workflow and improve productivity for any organization in the real estate business.



## **Tag Doc** **Distribute and track forms filled out by clients or other associates**

FabSoft's Tag Doc automates the archival of documents by combining barcode tagging with the scanning utility of any MFP or scanner. Client contracts and other documentation may need to be distributed to a client or to other agents and brokers in order to collect handwritten notes or signatures. Since these documents will be returned with the necessary handwriting at a later time or date, it is difficult to ensure that they are being filed with the correct client files. With Tag Doc, these documents are tagged with a barcode which is associated with the information on the form - property details, location, client name, etc. When the form is scanned after it has been signed, Tag Doc will recognize the barcode and intelligently archive the document with the rest of the paperwork related to the property or client. If the document needs to be referenced in the future, searches can be performed using any of the information that was on the form.

## **Snap Doc** **Simplify the organization and distribution of property images**

Real Estate companies will take numerous photographs of available homes and for property inspection purposes. Managing these images is difficult and time consuming, since you must distinguish what each picture is and ensure they are distributed and stored appropriately. FabSoft's Snap Doc simplifies this process by automating the organization and distribution of images taken with a Ricoh 500SE digital camera. With Snap Doc, forms can be printed containing a barcode and information regarding the property - street name, city, number of rooms, etc. At the property, the agent will scan the barcode and take the needed pictures. When the pictures are uploaded, they are associated with all of the property information and then automatically distributed via fax or email to interested clients and archived to the digital archive systems. If the images need to be reference in the future, searches can be performed using any of the property information that was on the form. Additionally, the Ricoh 500SE digital camera has GPS capabilities so the images are stamped with the GPS location. This allows users to view the actual location by using mapping software.

FabSoft's Solutions can be applied to various processes of a Manufacturing Company:

- Property Management
- Sales & Customer Service
- Advertising
- Accounting & Back Office
- Human Resources
- And more...



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# FabSoft's Solutions and the Real Estate Industry



## **Modular Object Scanning Technology\*** *Scan and specify document distribution right from the MFP screen*

FabSoft's Modular Object Scanning Technology provides realtors with the walk up convenience of scanning and distributing documents right from the MFP. So if a real estate company receives a document, such as a signed agreement, that needs to be emailed to another department, faxed to a client and archived to the company's digital archive system; all of these actions could be completed right from one location. Modular Object Scanning Technology presents users with all of the document distribution options right at the MFP screen. Enter in fax numbers, email addresses, subjects and notes for faxing and emailing and specify directory locations, indexes, document types, and descriptions for archive systems. The document can also be printed to any printer on the network, with full control over all finishing options.

## **Form Filler\*** *Access, fill in and distribute forms right from the MFP screen*

Tremendous amounts of time and money are wasted on storing and managing pre-printed forms. FabSoft's Form Filler replaces paper forms with electronic ones and allows users to access, fill in and process them from the most convenient location - the MFP screen. With Form Filler, real estate companies can select the form they need from an entire library of 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. After selecting the form, form fields can even be entered right from the MFP screen, so they are printed with accurate and legible information. Additionally, when forms are completed and scanned, Form Filler will intelligently distribute them to any needed devices such as printers, fax, email and archive systems.

## **Postal Sorting** *Ensure client paperwork is being mailed efficiently*

Oftentimes, real estate documents such as contracts, agreements, reports or even advertising materials will need to be sent through the mail. Using incorrect address information when sending out these important documents can waste resources and cause delays that can severely affect meeting deadlines. FabSoft's postal sorting eliminates this worry by utilizing address quality services to provide immediate verification and automatic correction of all addresses. FabSoft's postal sorting maintains the most up-to-date USPS certified postal data available, allowing realtors to confidently proceed with their vital project deliveries. Additionally, mail is automatically CASS certified which qualifies it for USPS discounts of up to 9.5 cents per mail piece.

## **Document Authority Control (DAC)** *Route documents throughout the company for approval*

There are many cases in which a document must be distributed to specific individuals throughout a real estate company in order to be reviewed and/or approved. A signed contract may need to be reviewed by the real estate agent and then by the title officer and any other individuals needed to assist in the closing process. As the document is reviewed by these individuals they may notice some changes that need to be made or make comments and then sign for authorization. FabSoft's Document Authority Control (DAC) can be used in order to automatically perform this approval process. 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. When a document is received, it can be viewed right from a web page where recipients can reject the document, add their own comments or even make changes. When finished reviewing and approving, the document will continue to be sent to the next level for further action.

*\*MOST & Form Filler are only compatible with select devices.*

## **About FabSoft**

Established in 1992, FabSoft is a leading developer of document automation solutions that enable companies of all sizes to expand their maximum level of productivity. FabSoft specializes in streamlining workflow through intelligent document distribution and enhancement, with products that are fully compatible with all operating systems, applications and devices. With over 16,000 installations, FabSoft's solutions have been successfully implemented into the operations of businesses all over the world. FabSoft's line of solutions include: automatic document capture and routing of print jobs and scanned documents to printers, fax, e-mail & archive systems; electronic form enhancement; multi-part form distribution; barcode; image link; check printing; security print and more. FabSoft's solutions are simple to install and easy to use and can be implemented in accounting, finance and management systems of all kinds.

We strongly believe that our success in today's market is due to the fact that we listen to the requests and needs of our customers and make every effort to meet those demands. Our clients are our most valued assets and we will continue to listen to their changing needs and take action. Our technical staff is dedicated to updating, enhancing and creating products that save time and money. With software products from FabSoft, you can be sure that the learning curve will be small and the profits large.

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