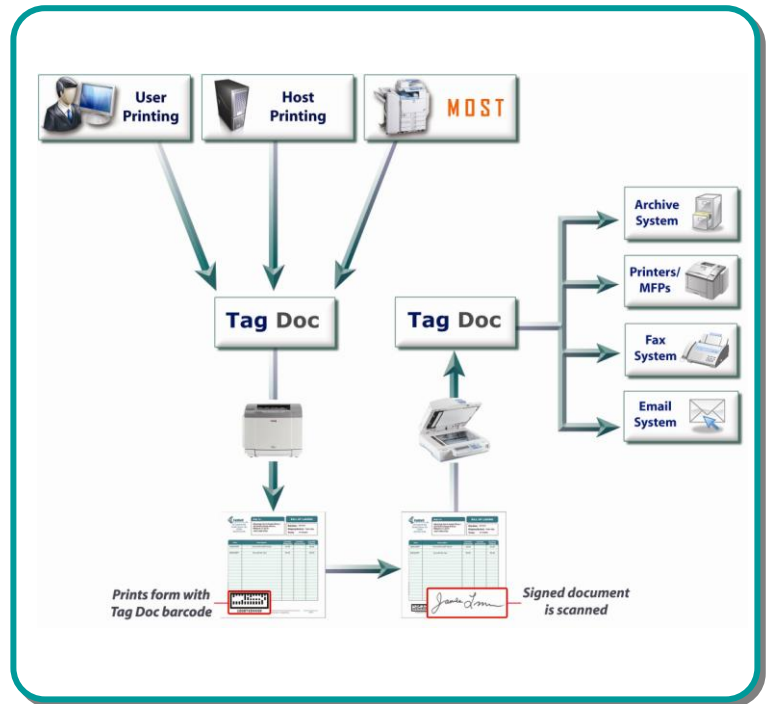


TagDoc

Organizations are constantly looking for ways to alleviate or eliminate the difficult and time-consuming burden of manually managing documents. Dealing with incoming documents is especially complicated, because time is wasted determining what the document is associated with and deciding how it should be filed. Additionally, the arrival of particular documents may need to trigger certain events to occur; for example, when a completed pick ticket is received, an invoice must be generated. FabSoft's TagDoc eliminates these frustrating problems by automating the archival and routing of outgoing and incoming paperwork for track-able, just in time delivery.

TagDoc combines barcode tagging with the scanning utility of any MFP or scanner in order to automate document distribution. Sometimes paperwork may need to be given to certain individuals in order to collect signatures or handwriting. Since these documents will be returned with the necessary handwriting at a later time or date, it is hard to ensure that they are being filed with the correct associated files.



The TagDoc Process

Tag & Print

- With TagDoc, printed or scanned documents are tagged with FabSoft's proprietary TagDoc barcode.
- The TagDoc barcode is associated with all of the information on the form – client names, email addresses, fax numbers, etc.

Distribute & Scan

- The printed documents can be distributed as needed in order to gather the necessary notations.
- After the form has been written on or signed, it can be scanned with an MFP or scanner. TagDoc will recognize the barcode and retrieve the associated document.

Archive

- The content of the document is used for archiving and indexing to digital archive systems.
- If the document needs to be referenced in the future, searches can be performed using any data that was on the form, for quick retrieval.

Print, Fax, Email

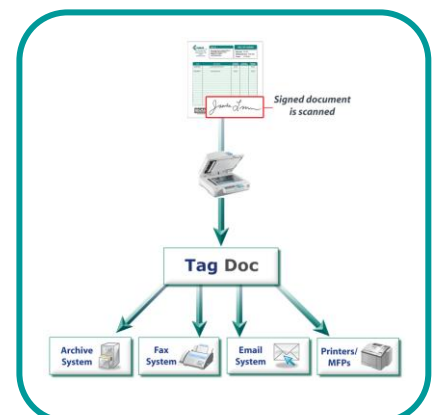
- The form is also automatically routed to printers or to recipients via fax and email.
- Routing to these destinations enables the form to prompt other processes to occur; for example, with TagDoc, when a completed pick ticket is scanned, it is automatically faxed to the Accounts Receivable Department so they can produce an invoice.



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The TagDoc Barcode

Sometimes typical barcodes can be unrecognizable due to poor quality scans or because document print has faded. The TagDoc barcode was designed specifically for accurate barcode recognition.



Upon scanning, TagDoc recognizes the TagDoc barcode, retrieves the associated text, and uses it to route the document.

Accuracy & Reliability

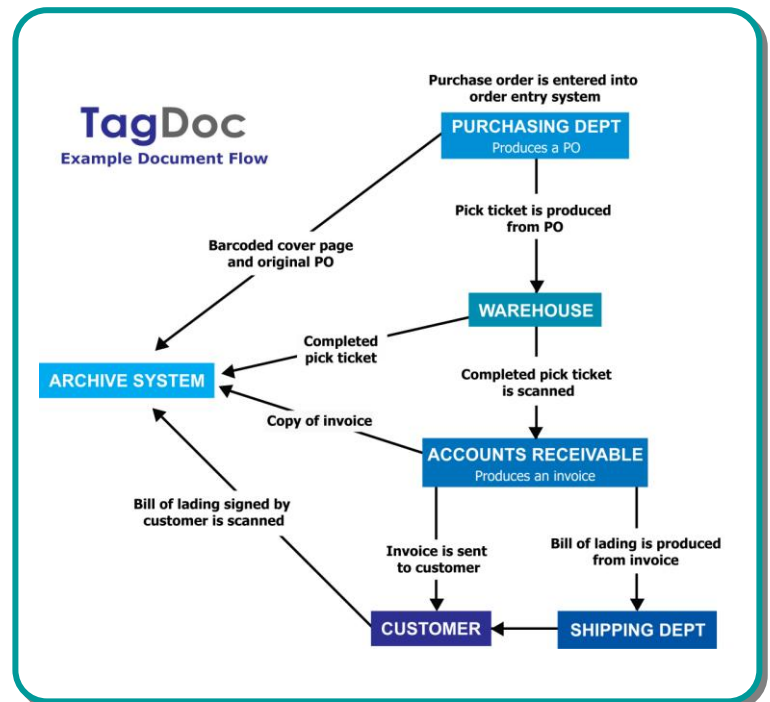
Many document-imaging solutions rely solely on scanning and unreliable OCR (Optical Character Recognition), which is inaccurate and has many disadvantages. Since TagDoc stores the actual content of the documents, it is 100% accurate – allowing reliable search results and effortless document retrieval. Additionally, TagDoc removes the potential of errors due to manually managing documents, which frees up time and allows business productivity levels to rise.

Benefits of TagDoc

- TagDoc replaces OCR or Zonal OCR type processes, which are inaccurate and unreliable.
- The TagDoc barcode was designed specifically for accurate barcode recognition, so documents are routed reliably.
- Documents are delivered just in time, so processes are completed at a faster rate.
- Notices or exception reports can be created in order to determine which documents have not been scanned.
- TagDoc provides you with the ability to share your important document information with ease. Digital files are easily accessible through any network terminal or remote computer, and can be sent to any device in the department or company; such as e-mail systems, fax systems etc.
- Perform searches in order to quickly retrieve documents stored in digital archive systems.
- Original and processed documents are automatically stored together in one file, allowing information to be referenced effortlessly.

TagDoc Example Workflow – Order Entry Process

A company receives a purchase order which is entered into their purchase order entry system. Using the entered information, TagDoc automatically produces a bar-coded cover page and attaches it with the original purchase order. Both the cover page and the original PO are sent to the company's Archive System. The entered information is also used to produce a pick ticket that contains a barcode. The pick ticket is sent to the Warehouse and used by personnel to gather the items and record the picked quantities. When the completed pick ticket is scanned, TagDoc recognizes the bar-code, archives it with the original PO, and also sends it to Accounts Receivable. Accounts Receivable enters the information from the pick ticket into their invoice entry system which generates an invoice that is sent to the customer, and also archived accordingly in the company's Archive System. The entered information is also used to automatically generate a bar-coded bill of lading that is sent to the Shipping Department. When the items are shipped, the bill of lading is signed by the customer to confirm receipt and then scanned by the driver. Again, TagDoc reads the bar-code on the bill of lading and files it with the previous documents sent to the company's Archive System.



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