DESKTOP FILLER

A Reform PDC Business Platform Component

FabSoft's Desktop Filler is an innovative solution that replaces paper forms with electronic ones, allowing users to access, fill in and process directly from the desktop or from the MFP.   Desktop Filler allows users to select the form from an entire library of forms listed right on the user's workstation or the MFP screen, providing instant access to important forms. Not only does this provide convenience, but ensures that the most up to date forms are being utilized throughout the entire organization. By utilizing Desktop Filler's lookup function specific client information can be used to automatically fill in some of the form fields so the form is printed with accurate and legible information. As a result, potential or fatal errors due to unclear handwritten information can be avoided and the quality of customer service is improved.

Additionally, when forms are completed and scanned, Desktop Filler can intelligently distribute them to any devices such as printers, fax, email and archive systems, enabling automatic communication of important information to difference departments, offices, customers, and digital archive system.

Convenient, Centralized Access

- Desktop Filler easily converts pre-printed forms to electronic format, so they can be easily modified when needed.
- Forms are stored in one central location, guaranteeing that the same forms are being used throughout the organization
- Users can conveniently access all forms upon login at their workstation or any MFP on the network
- The list of accessible forms can be set to vary depending on the user or group, with certain forms only being available to certain individuals
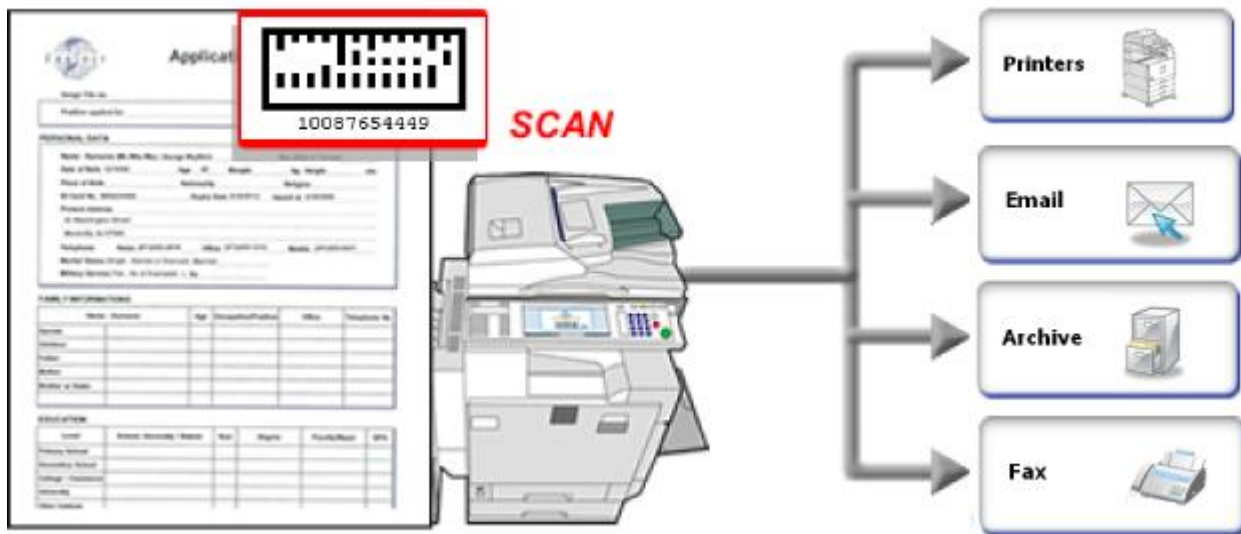
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Increased Security

- Relying on hand-written information on forms is unreliable
- Using Desktop Filler allows employees to lookup client information and automatically fill in form fields
- Details can be entered directly from the desktop or the MFP screen if customer information is not on file
- When a form is printed, it populates with information that is easy to read -- eliminating the potential for critical or fatal mistakes

Automatic Distribution

- All documents printed with Desktop Filler are tagged with the unique Tag Doc barcode which is associated with all information on the form -- customer name, order #, ID, etc.
- Printed forms can be given to customers or employees to complete
- Upon scanning the document, the Tag Doc barcode is recognized
- Automatically, the form is sent to a printer in a different department, faxed to the home office, emailed to the customer and archived to the digital archive system
- Document is searchable using any data that was on the form for quick retrieval

Desktop Filler Distribution Workflow

Benefits of Desktop Filler

- Streamline form management & processing, improve quality of customer service
- Eliminate costs & wasted time on managing and storing paper documents
- Conveniently access and print forms on demand from any MFP or workstation
- Guarantee that the most up to date forms are being used throughout the organization
- Automatically fill in forms with client information
- Remove the potential of fatal errors due to inaccurate or illegible information
- Ensure documents are scanned back in