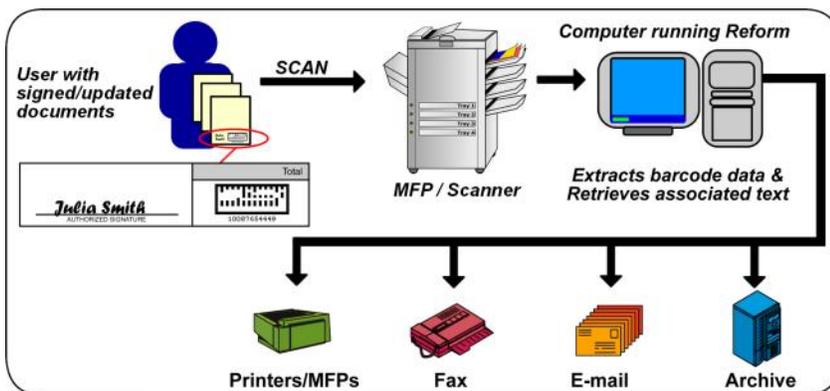# TAG DOC

A Reform PDC Business Platform Component

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 as time is wasted determining what each document is associated with and deciding how it should be filed.

Additionally, the arrival of particular documents may trigger certain events to occur; such as, when a completed pick ticket is received, an invoice must be generated. FabSoft's Tag Doc solution eliminates these frustrating problems by automating the archival and routing of both outgoing and incoming paperwork for on time delivery.

Tag Doc 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. Since these documents will be returned with the necessary information at a later time or date, it is hard to ensure that they are being filed with the correct associated files.

The Tag Doc Workflow

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

The Tag Doc Process

Tag & Print
- Printed or scanned documents are tagged with FabSoft's proprietary Tag Doc barcode
- Tag Doc barcode is associated with all of the information on the form -- client names, email addresses, fax numbers etc

Distribute & Scan
- Printed documents can be distributed as needed in order to gather all necessary notations
- After being signed or written on, form can be scanned with an MFP or scanner. Tag Doc will recognize the barcode and retrieve the associated document

Archive
- Content of the document is used for archiving and indexing to digital archive systems
- If document needs to be referenced in the future, searches can be performed using any data on the form

Accuracy & Reliability

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

Benefits of Tag Doc

- Replaces OCR or Zonal OCR type processes, which are inaccurate and unreliable
- Tag Doc barcode was designed specifically for accurate barcode recognition, so documents can be routed reliably
- Documents are delivered on time, so processes are completed at a faster and more efficient rate
- Notices or exception reports can be created in order to determine which documents have not been scanned
- Tag Doc provides users with the ability to share 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 email or fax systems
- 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 Document Flow