

DAC

A Reform PDC Business Platform Component

Document Authority Control (DAC) provides administration control over document processes. There are many cases when certain individuals or groups within an organization may need to review, authorize or collaborate on important documents. Documents including expense claims, human resource paperwork and requests may need to be reviewed and approved by department supervisors or managers. Manually coordinating these processes can be difficult since hand-delivered paperwork, might cause delays.

Additionally, it is difficult to guarantee that all employees are accessing and revising the correct version of documents, which is crucial to collaboration. FabSoft's DAC solution simplifies this process by providing a web interface where documents can be retrieved, edited and approved. With DAC, organizations can supervise and regulate the progress of vital document procedures, for control over financial transactions, legal communications, operations and much more.

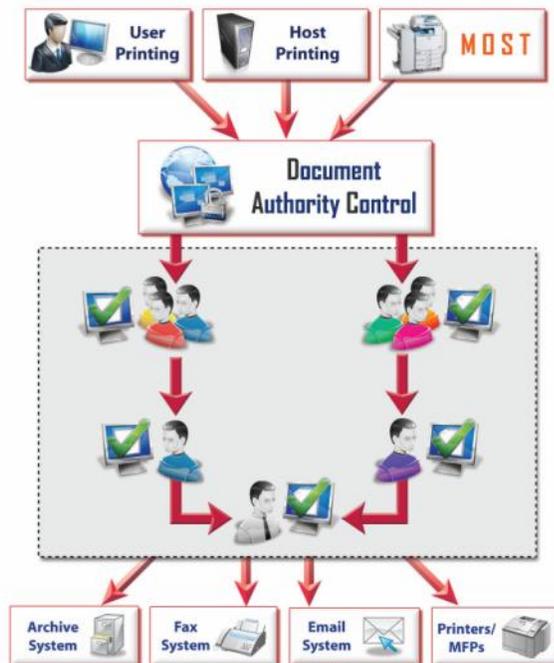
THE DOCUMENT AUTHORITY CONTROL (DAC) PROCESS

Capture, Notify & Review

- DAC can accept print, scan, workstation, notebook, and PDA devices
- DAC automatically notifies the required recipients on the awaiting documents
- From the DAC web interface, users can view the documents and edit, approve or reject them as they see fit
- Depending on user's actions, DAC will continue to route the document for further processing
- Initiating user can be notified of rejections, team members can receive revisions and approved paperwork can be pushed ahead to next department

Print, Fax, Email, Archive

- As documents are edited & approved, they can be automatically stored to digital archive systems
- Content of the document is used for intelligent indexing
- Document can be automatically routed to printers or to recipients via fax or email



DOCUMENT AUTHORITY CONTROL
WORKFLOW



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CUSTOMIZABLE ROUTING

DAC lets you define the workflow according to your organization's document activities & demands

- 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 workgroups, etc
- Specify document types or documents processed by particular users can even establish who the document should be delivered to
- When documents are routed it can occur one level at a time -- with routing to the next level not occurring until approval has been received from the previous level, or it can be performed simultaneously

Benefits of Document Authority Control (DAC)

- Organizations can easily manage the flow of their document operations and streamline the distribution of business processes
- Document processes can be closely monitored, enabling document will flow seamless through the process
- Documents are reliably being routed and reviewed by the appropriate people
- Routing rules can be assigned for specific users, document types, departments, etc.
- Increased sharing and access to information improves business efficiency and reliability

