

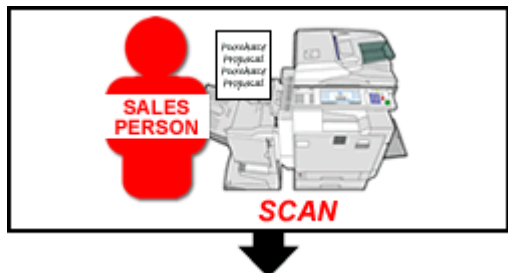
FabSoft Success Story

FabSoft's Solutions provide a timeshare company with an improved contract management process.

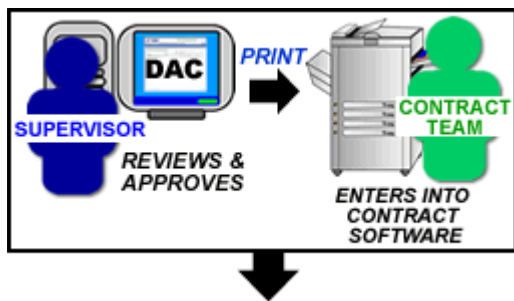
A very large timeshare company in southern California handles client contracts that are extremely vital to business processes. However, their method of managing these critical documents was very time consuming and inefficient. Throughout their contract process, multiple individuals from different departments need to review and approve the document before it could move on to the next level. This meant that time was being wasted on hand delivering documents throughout the office, which was very inefficient and hindered productivity. Oftentimes documents would get lost or buried under other paperwork, causing delays and missed deadlines. Additionally, if a specific contract needed to be located for reference purposes, employees had to search through file cabinets. This timeshare company was in need of a solution that could transform their contract process into an electronic one so that work could be completed in a faster, more efficient and reliable manner.

The Solution

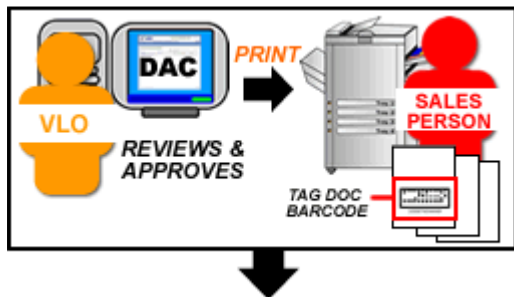
FabSoft's Reform Enterprise, Modular Object Scanning Technology (MOST), Document Authority Control (DAC) and Tag Doc were implemented in order to let this company manage their contract files with ease. First, the client and the salesman work together to create a handwritten purchase proposal that is to be reviewed by a supervisor next.



The salesman walks up to the MFP and scans the proposal using FabSoft's Modular Object Scanning Technology (MOST). MOST is a solution that allows users to configure document distribution right from the screen of the MFP. From MOST's interface on the MFP, the salesman enters in client details such as name and phone number, which aids in tracking the document. Upon scanning, the purchase proposal is sent to Document Authority Control (DAC), which is a web interface that enables users to view, approve and edit documents.



DAC sends an email notification to the supervisor in order to inform them that a new document has entered the queue and needs to be reviewed. The supervisor views the proposal and once he/she approves, it is printed to the nearest printer so that a member of the contract team could enter it into their contract software. After the contract is entered, it is printed to Reform.



The typed contract is sent to DAC so that it can be reviewed by the legal department or VLO. Again, an email notification is sent to the needed VLO informing them that there is a document that needs to be reviewed. When the VLO approves the contract, the typed contract, the handwritten contract and a cover page with FabSoft's proprietary Tag Doc barcode are printed to the printer by the salesman.

Industry
Real Estate

Solutions Implemented
Document Authority Control
Reform Enterprise
Tag Doc
Modular Object Scanning Technology

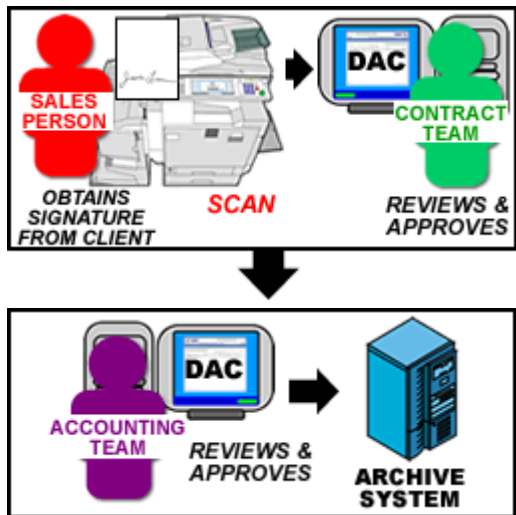
Processes Automated
Document Approval, Printing,
Archiving



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The salesman takes these documents to their client and obtains a signature. Upon scanning the signed contract, Reform recognizes the Tag Doc barcode on the form which is associated with all of the contract details. Reform verifies that the document has a signature and contains all of the needed pages. If not, an email is sent to the administrator informing them of any discrepancies. If everything is correct, the contract is sent to DAC so it can be reviewed by the contract team.

If the contract team does not approve, it is sent back to the VLO for more processing. If they approve, the contract goes to the accounting team. The accounting team reviews the contract and if they do not approve, it is sent back to the contract team. When the accounting team approves, the contract is sent securely to the archive system.

FabSoft's solutions automated this timeshare company's entire contract approval process and provide a number of benefits:

- Free up time - Contracts are automatically distributed to the necessary people for review and approval, so time is no longer wasted on walking documents around the office.
- Quicker turnaround - Since contracts are delivered just in time, they are processed at a much faster rate.
- Reliability - Emails alert individuals when they have a document that needs to be reviewed and approved.
- Accessibility - Since DAC is web based, documents can be viewed and approved from any location.
- Reduce errors - Reform will verify if documents contain signatures and if any pages are missing.
- Administrators are notified of any discrepancies.
- Document Retrieval - Documents are stored securely to a digital archive system. If a specific contract needs to be referenced, employees can perform searches.