

Electronic Processing of Paper Freight Bills

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Special points of interest:

- Convert Paper Freight Bills and BOLs to EDI.
- Integrate Your Paper Freight Bills and BOLs with Your Business Information Flow.
- Utilize Electronic DocFlow Technology to Reduce Operating Cost and Cycle Time.
- OCR technology reduces data entry efforts.

Incredible Data Capture!

DocWorks processes more than 50,000 bills per week for one of our clients with only 7 people working data entry. We captured every field from each bill (over 98% accuracy) and some from the BOL for fractions of what it costs to key that data today.

As companies do business in the 21st century, there is still a gap between the manual or paper-based processes, and the computer systems which Businesses use to manage their day to day flow of information.

By capturing documents electronically (scanning) and converting them into digital images, they can be linked to records in your business systems. Automating this input process bridges the gap between the paper and electronic systems and minimizes the cost of the data entry and provides a foundation from which you can automate the business process.

DocWorks® is a service that can quickly digitize your paper documents acting as your **document resource**, updating, interacting with, and adding value to your existing business capabilities.

Without changing your technology at all DocWorks® sends data to your business systems for

processing. DocWorks® automatically routes information regarding exception documents via email to their appropriate queues/people as defined by your business process rules.

The recipient can click on a link in the email and pull up the document with simple a mouse click. The recipient can add comments to a document and route it back to sender, your customer service group, or back to your document archive.

DocWorks® stores processed and resolved documents in a secure, web accessible archive. If a user has permission, these documents can be accessed from anywhere in the world with just a few mouse clicks.

DocWorks® can export processed document data in any format including **EDI** and **XML**.

DocWorks® was awarded best Internet based imaging solution from AIIM and Business Solutions Magazine in recognition of its advanced workflow and data capture automation capabilities.



DocWorks® OCR Advantage

DocWorks® uses a revolutionary OCR technology that allows us to develop templates more quickly and cost effectively than ever.

This trainable technology reads documents with increasing accuracy as more documents are processed.

DocWorks® reads unstructured data and is ideal for capturing information that moves around on the page.

Invoices and **Bills of Lading** are unstructured documents, multiple line items, assessorial charges, and other variables are quickly and accurately

captured by DocWorks®.

Some Freight Bill Processors have reduced their manual data entry efforts by as much as 80% by using DocWorks®.

You scan it and DocWorks® will pick it up via FTP and send back an EDI or XML file.

Online Verification vs. Manual Data Entry

The DocWorks® OCR processing engine is fast and accurate.

Questionable characters will be flagged by the OCR process and presented to a user for **online verification**.

DocWorks® highlights the questionable characters via the online verifier and displays it to a user.

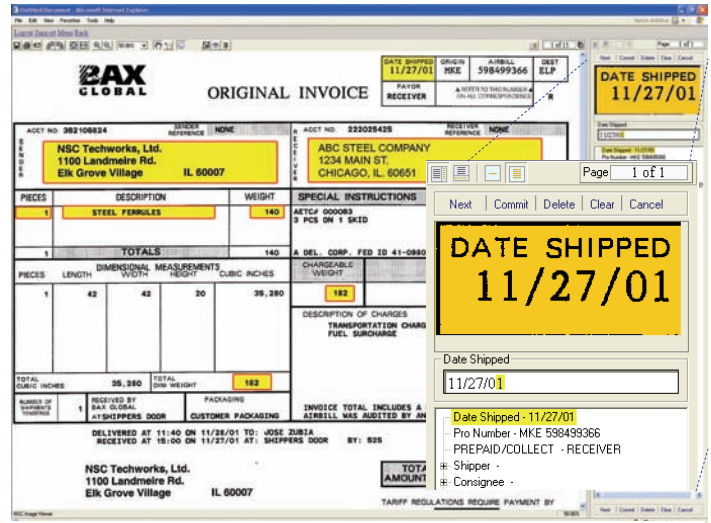
The user can change or accept the value of the character and submit the docu-

ment for export to your logistics software.

Characters and documents that are confidently read move through the process without verification, **save as much as 100% of the keying effort** on a document.

Only exceptions in OCR or recognition of the document will require manual review.

DocWorks® web-based solution allows at home or overseas users to verify docs.



The DocWorks® correction interface highlights the area on the document image (left) and directs the users mouse to only questionable characters (upper right). DocWorks® can save up to 100% of the keystrokes required to key a document.

Manual Entry vs. DocWorks® Processing

In most business environments, paper documents are sorted, walked to their destination, keyed into systems, filed, and manually retrieved for reprocessing if exception handling is required.

In contrast to manual processing, documents enter DocWorks®, and are **automatically identified** and read by the system.

DocWorks® reads the document data by applying tem-

plates (see invoice example) that electronically overlay the document, directing the capture of data from specific areas on the document.

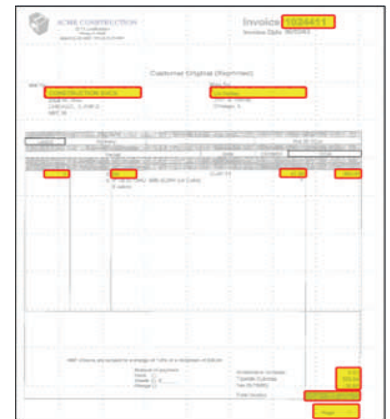
DocWorks® templates also include data validations for dates, dollar amounts and other requirements.

DocWorks® OCR can *eliminate as much as 90% of your manual data entry efforts* by automatically processing and routing or archiving

the document for your team. Documents that are not recognized can be keyed manually into DocWorks®.

All documents are processed in a uniform online application that simplifies training for all users.

DocWorks® **improves client service by speeding the process** of resolving exceptions, delivering documents, and providing instant access to document information.



The highlighted areas on the document show data captured automatically on this invoice. These characters are presented to users only if verification is required.

Electronic Routing of Documents

Streamline and automate your current **exception and resolution processes**.

Freight bills that require resolution or manual audit can be routed to auditors, clients, carriers, and internal staff to quickly resolve audit or other issues.

DocWorks® can process a bill and then receive an ex-

ception code from your computing system if a bill fails audit or is identified to have other exceptions.

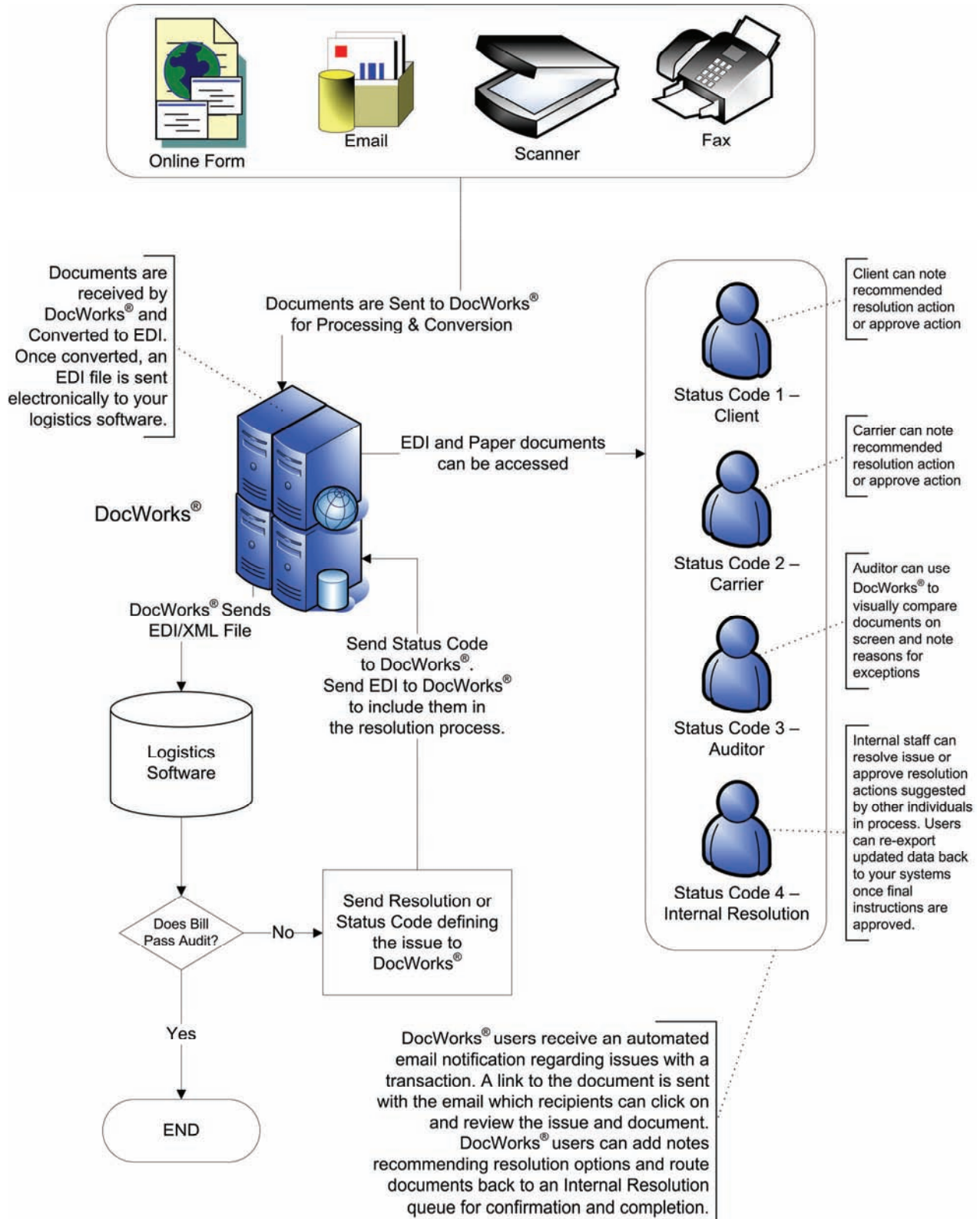
DocWorks® responds to business rules and exception coding in the same way people do in your business today. In each case DocWorks® can route documents to groups or users automatically.

DocWorks® sends email notification to users when a document is routed to their queue and a timer can be set to monitor timely completion of the resolution task.

Other exceptions and other issues can be routed electronically to a supervisor or another party required to resolve them.

Freight bills that require resolution or manual audit can be routed automatically to auditors, clients, carriers, and internal staff to quickly resolve audit or other issues via the Internet.

Electronic Freight Bill and BOL Integration and Resolution Process



The pictured electronic docflow process can be integrated into your business process and configured to your requirements rapidly. DocWorks® was built as an internet application that can route documents to clients, carriers, auditors, internal staff, and work at home help.

Take advantage
of our trial offer...

docworks[®]

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DocWorks[®] offers interested parties the opportunity to try this technology before dedicating any resources or making a decision.

- DocWorks[®] will convert 5 freight Bill or BOL types during the trial.
- DocWorks[®] will allow scanning or faxing of Bills and BOLs to the system for 10 business days
- DocWorks[®] will send an EDI or XML file export to your system for all documents processed through our data center.

- DocWorks[®] will provide trial licensing for up to 10 users that will have access to the OCR correction interface, resolution DocFlow, document compare, archive, and the DocWorks[®] reporting tools.
- DocWorks[®] is a **production ready** solution that can be rapidly configured to give you a hands on experience and a real world "feel" for the service.
- Use the DocWorks[®] solution for 10 business days with no risk or other commitment.

Additional processing and reporting options are available for special production business requirements.

If you decide to use DocWorks[®] for your ongoing production processing, licensing, setup fees, and a volume based contract will be negotiated.

Hosted DocWorks[®] trials are available for immediate use. DocWorks[®] maintenance and support during the trial period and for the hosted production model as well.

DocWorks[®] is available as a hosted solution, and can be installed for purchase.

Utilizing over 50 combined years of experience designing, implementing and managing mission critical data systems, DocWorks[®] was developed to move the paper processes in business to the digital world.

As companies do business in the 21st century, there is still a gap between the manual or paper-based processes, and the computer systems which Businesses use to manage their day to day flow of information. DocWorks[®] bridges this gap by providing solutions that allow companies to convert these paper based processes into the streamlined realm of e-information.

Contact Sam LaSpisa for more information at 847-240-2450 Ext 30 or via email:
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Integrate Your Documents with DocWorks[®]

Add Document Access to Your Systems and Web Site

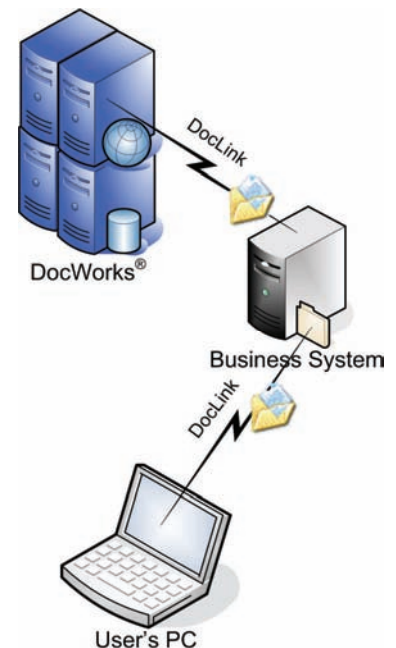
DocWorks[®] has a very simple - **open standards based** - integration tool that allows internal computer system users to access documents in DocWorks[®]. Users can access documents within the system desktop screens that they work with today by clicking a button or by a "hot key" on their keyboard. Once integration is complete you are licensed to use one click document access with **DocLink** as part of your business strategy.

DocWorks[®] can act as a document portal allowing clients and carriers to retrieve documents utilizing their existing office systems, local or remote.

DocWorks[®] security allows users to access documents only within their own document archive. All access to documents is logged by the **DocWorks[®] audit trail**.

DocWorks[®] is configured to provide this service and it only requires that your technical staff add three lines of code to your application to complete the integration process.

One click document access can be added to your service offering today with **DocLink**.



While using your current business applications, a user can click a button or press a "hot key" on their keyboard and instantly access a document related to the information on screen.