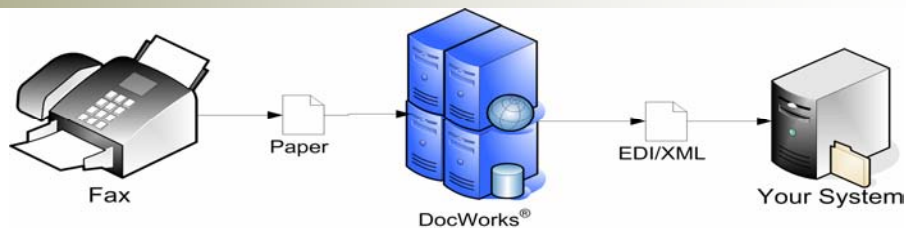


## Auto Fax



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### Special points of interest:

- Convert Paper Purchase Orders to EDI or XML.
- Integrate Your Paper Purchase Orders with Your Business Information Flow.
- Utilize Electronic DocFlow Technology to Reduce Operating Cost and Cycle Time.
- OCR technology reduces data entry efforts and improves accuracy.

### Document Integration

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 by fax and electronically converting them into digital images and data, they become an integral part of your business process.

DocWorks® can digitize your paper documents and act as your **document network**, updating, interacting with, and adding value to your existing business system assets.

Without changing your technology DocWorks® can act as a bridge between your systems and paper business processes. Data can be extracted from your documents with DocWorks® OCR and input directly into your business process effortlessly and seamlessly.

DocWorks® automatically identifies different types of documents as they are scanned, faxed, emailed or submitted via the web. DocWorks® then extracts data from documents as templates are matched by the system to an incoming document.

### DocWorks® OCR

DocWorks® uses new OCR technology that allows us to develop templates that quickly and cost effectively extract data from your documents.

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

DocWorks® sends data from each document to your business systems for processing and can automatically route documents for additional or exception processing when necessary based on status codes sent back from your system or user input.

DocWorks® routes documents that require additional work to the appropriate queues/people as defined by your business process rules.

DocWorks® stores processed 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.**



Some organizations have reduced their manual data entry efforts by as much as 80% by using DocWorks® to automate faxed in order processing.

DocWorks® will send an EDI or XML file immediately after processing the order to your business systems.

## 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 them to a user.

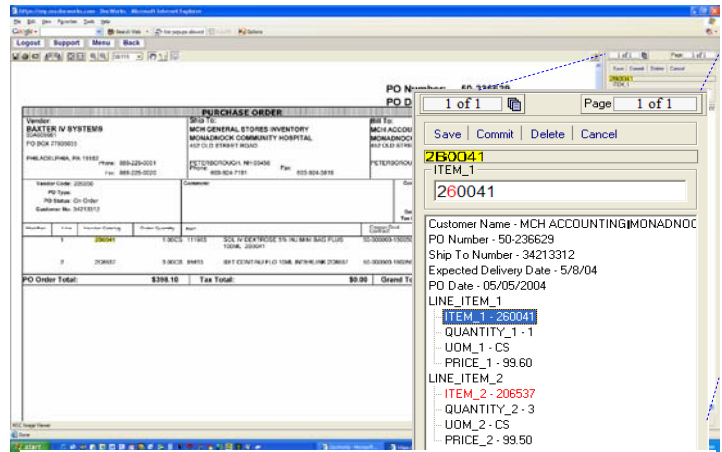
The user can change or accept the value of the character and submit the docu-

ment for export to your business systems.

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® verification 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 Processing 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 customer service 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 PO example →) that electronically overlay the document, directing the capture of data from specific areas on the document.

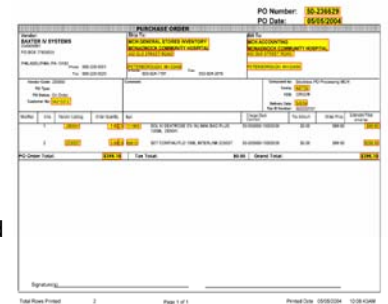
DocWorks® templates also include data validations for dates, dollar amounts and other requirements.

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

document for your team. Documents that are not recognized are 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 identified for automated captured on this Purchase Order. This document is presented to users only if verification is required. If the document is presented to the user, their cursor will be directed only to the characters that require review (as shown in the verification interface/example above).

## Electronic Routing and Comparison of Documents

Streamline and automate your current **order exception and customer services processes**.

Once a purchase order is entered into your systems. It may require price approval, inventory adjustments, customer specific expertise, or other special attention in order to avoid bottlenecks in processing.

Backorders, credits, and approvals can be automatically routed to clients and internal staff to speed resolution of order stalling issues.

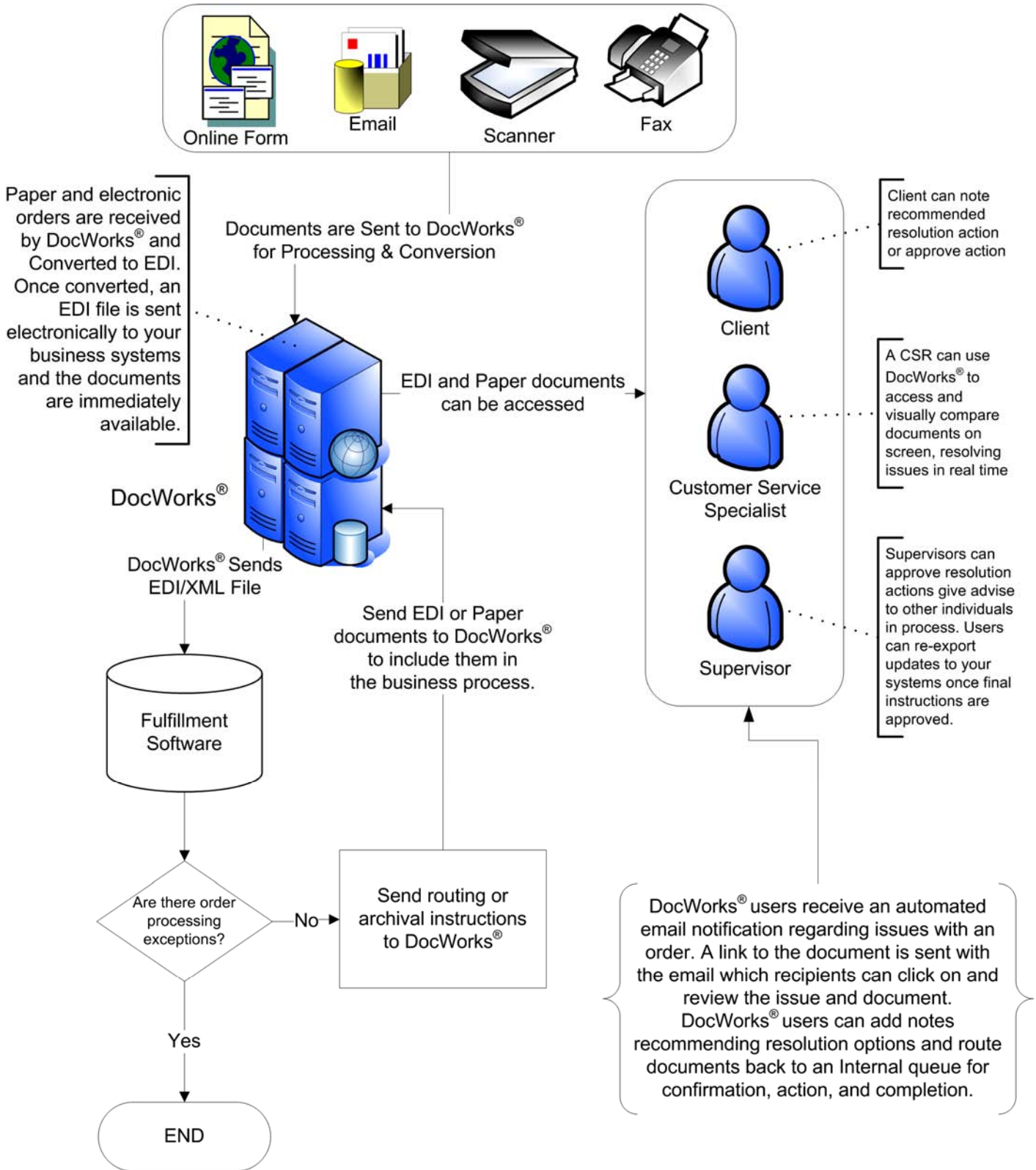
**DocWorks® responds to business rules and exception coding** in the same way people do in your business today. DocWorks® sends email notification to users

when a document is routed to them and a timer can be set to monitor timely completion of the task.

DocCompare links all invoices, credits, backorders, and shipping documents that contain the customers PO # to that PO and can be accessed with a single mouse click when they are also added to the system.

**Backorders, credits, and approvals can be automatically routed to clients and internal staff to speed resolution of the order stalling issues.**

Electronic Purchase Order and Shipping Document 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 and can route documents to clients, remote or internal staff, and work at home help.

Take advantage  
of our trial offer...

docworks®

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Suite 1150

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Fax: 847-240-2110

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Web: [www.docworkslc.com](http://www.docworkslc.com)

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

- DocWorks® will convert 5 Purchase Order types during the trial.
- DocWorks® will allow scanning, email, or faxing of Purchase Orders to the system for 10 business days
- DocWorks® will send an EDI or XML file export to your system for all documents processed

essed 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 27 or via email: [sales@docworkslc.com](mailto:sales@docworkslc.com) [www.docworkslc.com](http://www.docworkslc.com)

## 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® directly from their systems.

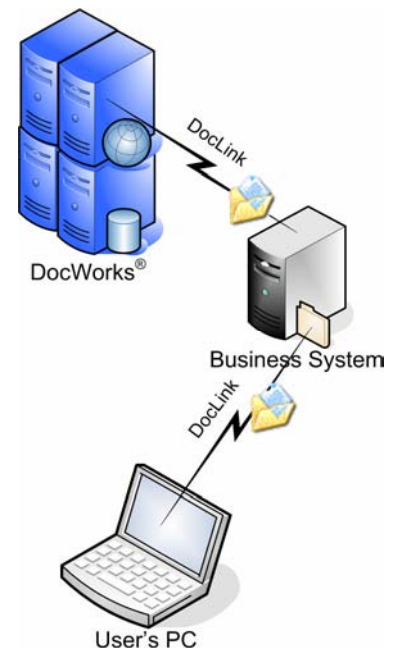
Users can access documents within the system desktop screens that they work with today by clicking a button or by a "hot key" on their keyboard. Once integration is complete you are licensed to use one click document access with **DocLink** as part of your business technology strategy.

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



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.