

AUTOMATED DISTRIBUTION OF YOUR INCOMING BUSINESS DOCUMENTS

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READSOFT®
DOCUMENTS
FOR MAILROOMS

**Ensure efficient document
distribution and free qualified
staff from routine tasks**

READSOFT® 

Move routine tasks to the mailroom and improve productivity in your departments

Over the past decade, significant investments have been made in various IT solutions to make the handling of business documents more efficient. However, in most organizations the mailroom is still the bottleneck that prevents complete success. Consider:

A manual mailroom is a waste of time, money and human resources

Mailroom staff must analyze each incoming document and try to determine the correct destination, person or department, and effect physical distribution. Even in a relatively small organization this takes considerable time.

Additional staff may need to examine the document at an interim destination as well, to determine the correct recipient and/or actions required, after which there is another round of distribution.

At the final destination, a highly skilled person must often take time to enter the document into the pertinent IT solution (workflow, customer relations management system, or financial system, for example). This process causes valuable competence to be used for routine tasks rather than the “real” work.

Gain speed ...

With ReadSoft DOCUMENTS for Mailrooms, you have one corporate entry point for all incoming business documents. Regardless of the format (paper, fax, email, etc.), all documents pass through the same system to be scanned (if paper), classified, sorted, and distributed to the appropriate destination. The result is fast, accurate delivery, while your mailroom staff can concentrate on handling exceptions.

... and efficiency

Efficiency increases when each document is distributed correctly and prioritized according to business rules. Your business processes gain efficacy when fed with key data and digital images. Fast access to online status and audit trail information gives you better control over your information flow. And smooth integration with target systems such as ERP, customer management, databases, archiving, and email servers really powers your systems.

Obvious business benefits

- Lower operational costs, due to fewer manual processes in the mailroom and throughout your enterprise.
- Increased efficiency in all departments, because of instant and correct distribution of each document.
- Increased power for your target systems due to rapid flow of information made possible by seamless integration.
- Mailroom scanning of larger volumes from many departments allow for better and faster scanners and dedicated scanner operators.

Transfer routine tasks from your departments and improve productivity in your business processes

In a digital environment, information can be extracted from documents even while they are still in the mailroom. If you assign at least part of the verification tasks to the mailroom staff, your more highly skilled personnel will have more time to spend on more productive work.

- Support for early archiving of all incoming documents.
- Minimal distribution of physical mail.
- General control of documents in the company – the basis for further process improvements.

A lot of time and money can be saved using a centralized, automated input management solution.



Benefit from the world's leading supplier of software for Document Automation

Automating the mailroom with media capture, classification, sorting, distribution and basic understanding of documents will empower not only your mail handling, but all subsequent processes.

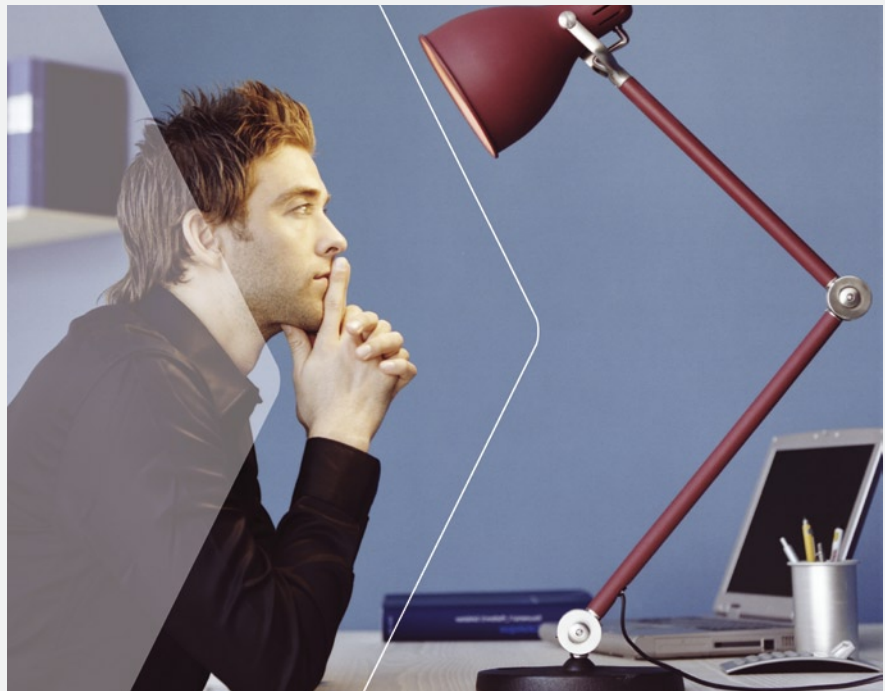
ReadSoft: Among the first to deliver reliable automatic data capture

In 1991, ReadSoft presented the market with a viable solution to handle forms automatically. Over the years we have come across every kind of form imaginable, and we have gained a profound understanding of the incredibly varied requirements to make the complete process efficient.

Today, some 4500 customers later, ReadSoft is a major player in the world with installations in many countries all over the globe.

ReadSoft: A complete solution tailored to your business requirements

No two companies are alike. ReadSoft DOCUMENTS for Mailrooms is designed for total flexibility. The system includes



electronic input functions for email, web forms and faxes, as well as scanner control for paper, and the mailroom staff easily handles intelligent sorting and distribution. Combined with integrations and an

open architecture, a powerful solution can be customized for your company's specific requirements. The bottom line is fast, accurate mail distribution and substantial, lasting cost savings.

ReadSoft – Innovator and expert

- 1991 - Automatic data capture from forms, including handwriting
- 1994 - Fast verify, batch handling, multiple languages
- 1997 - Self-tutoring technology for invoices, with auto-learning and recognition
- 2000 - Ability to handle color in documents
- 2000 - Unified process for all media, including email, paper, fax and web
- 2001 - First company certified by SAP® for its INVOICES integration to SAP® R/3®
- 2002 - Image-based Electronic Data Interchange (EDI) for invoices via email
- 2003 - Mobile data capture through a digital pen
- 2004 - Introduction of the ReadSoft DOCUMENTS software platform
- 2005 - First certified integration to Oracle® E-Business Suite
- 2006 - Automated invoice sorting
- 2007 - Automated document classification, separation, sorting and indexing

ReadSoft: Highest information quality for correct mail sorting

ReadSoft DOCUMENTS for Mailrooms uses state-of-the-art character, barcode and mark recognition techniques to extract the data from any document, delivering unsurpassed first-pass accuracy.

Information quality is important for correct mail sorting. Consequently, the system offers both automatic and user-prompted methods for validating and verifying the results.

ReadSoft DOCUMENTS for Mailrooms: This is where your business processes start

ReadSoft DOCUMENTS for Mailrooms handles all media and formats: digital, handwritten, and printed. The software is also outstanding for processing color documents, which, apart from enhancing appearance, carry more information and are easier to understand and use.

Complete, from input to output

On the input side, choose from among all the Capture Automation Area capabilities for capturing information: physical documents, electronic documents, and document images, via paper, email, fax and web.

Your solution can connect to any workflow

you already employ or plan to implement, as well as your Microsoft email system.

Furthermore, ReadSoft DOCUMENTS for Mailrooms provides the security and flexibility that can be expected from a business critical process.

Modular and completely flexible

There are no upper or lower limits to the amount of mail you can process. You can go from a simple setup to a complete network solution with a central server and any number of workstations. You can always add integration, process monitoring, process archive, and/or customized functionality at a later date.

Integration

ReadSoft DOCUMENTS for Mailrooms features plug-in architecture. Customizations are seamlessly integrated. The powerful open architecture allows for extraordinary development and functional extension in a fraction of the usual time.

Whatever your requirements, you can always rely on ReadSoft and our many highly competent partners.

Open architecture for easy



Automation Area Capabilities

CAPTURE

What they are for?

- Electronic documents
Email, Web, Fax, XML, PDF
- Document images
*Scanned paper
Remote scanning
Imported image files
Imprinting*
- Batch handling
- Image enhancement
- Color handling

UNDERSTAND

What they are for?

- Document sorting
- Complete content extraction
*Machine print
Handwriting
Barcodes
Mark fields*
- Document interpretation
*Structured
Semi-structured
Unstructured*
- Learning invoices
- Automated validation

MANAGE

What they are for?

- Verification
*Local
Remote*
- Edit knowledge base
- Process monitoring
- Audit trail
- Short-term archiving



Capturing documents from all available sources



ReadSoft DOCUMENTS for Mailrooms applies business rules that are based on the type of document (*invoice, letter, form, etc.*) rather than its format (*paper, email, XML file, fax, etc.*), unless you specify otherwise.

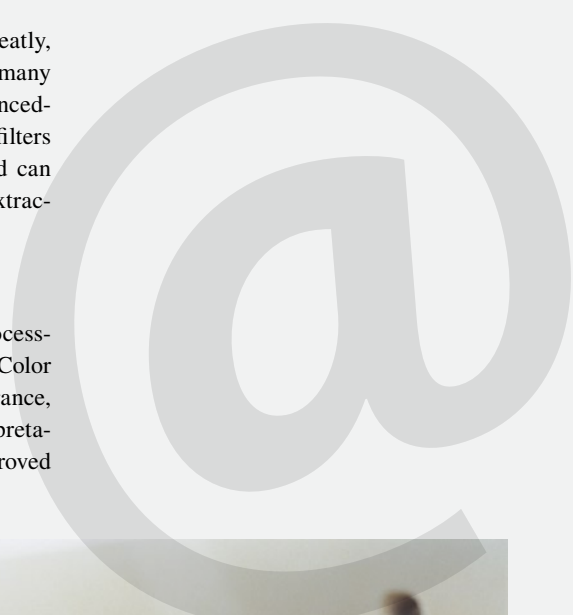
- Email, including relevant attachments. Information, such as sender and addressee, is saved with the document.
- XML files.
- PDF files.
- Paper, scanned locally or off-site.
- Support for high-volume scanners.
- Fax, routed from your fax managing software.
- All the standard image file formats (TIFF, PNG, JPG, JPEG2000, BMP, etc.)

Image enhancement

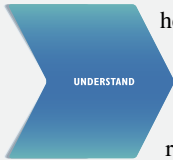
Since image quality can vary greatly, ReadSoft DOCUMENTS includes many types of filters for background, advanced-image, and adaptive filtering. The filters can be used in any combination, and can greatly enhance the information extraction.

Color handling

ReadSoft DOCUMENTS color processing enhances production efficiency. Color viewing improves on-screen appearance, while color image handling, interpretation, and filtering contribute to improved processing performance.



Understanding a document to determine its destination



The Mailrooms business solution uses several fast and accurate methods (such as image-element identification, pattern recognition, and work content analysis, to name a few) to classify your documents, including any appendices.

The document structure is detected and preserved. The main document and any attachments are identified and treated accordingly. The on-screen workspace is designed for highly efficient manual control and verification of the automated classification process. As a result, all incoming documents are identified and classified (against business rules, document definitions, or databases, for example) to ensure correct distribution.

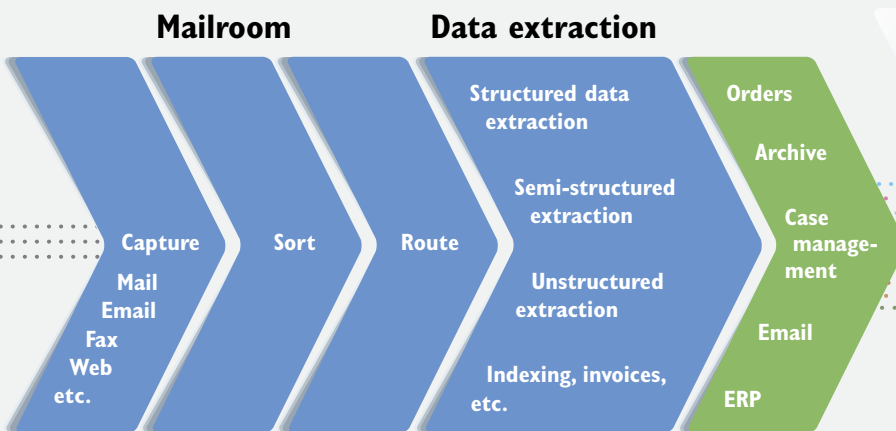


Managing the distribution

Once the destination is determined, distributing a document to the right staff member, department, workflow, case management system, or other back-office application is simple and straightforward.

Forms are passed on for data capture and processing – interpretation, validation, verification – and transferred to a legacy system or back-office application for further action. Invoices go to accounts payable processing for data capture, validation, and approval processing. Documents on their way to an imaging system, workflow and/

or archive, may progress through an automatic indexing process to facilitate further processing or retrieval. Departmental mail is emailed, keeping all physical mail in the mailroom until archiving.



ReadSoft DOCUMENTS for Mailrooms comes with dedicated services for quicker installation and dependable operation

A Mailrooms business solution should be just that – a solution well adapted to your business needs and requirements, with everything included to get you up and running, and saving, as soon as possible.

Apart from software and hardware recommendations, our offer includes installation support, operator training and a service contract proposal, but our Professional Services can offer a lot more if the need should arise – today, tomorrow, next year, or whenever you feel the need to change your Mailrooms business solution due to changes in your business environment.

ReadSoft Professional Services – where people meet software

At the heart of ReadSoft Professional Services, you'll find a global team of professionals committed to working with you throughout the design, implementation, and maintenance of your unique Mailrooms business solution. We offer a choice of high-quality services to take you smoothly through every phase of the evolution of your solution. We listen to you, understand your business needs, and then deliver and maintain a productive solution based on your requirements.

ReadSoft Training – delivering

knowledge, developing competence

Well-prepared personnel is critical to the effective operation of your business. ReadSoft Professional Services provides a systematic training program to get your personnel functioning efficiently. Training courses take place wherever you prefer – in our well-equipped classrooms at convenient locations around the globe, or at your own site. We offer a wide range of courses, from core product training to expert-level instruction for solution management and administration. Our experienced instructors teach you to use our products to your best advantage, combining hands-on, focused teaching methods with high-quality training materials.

ReadSoft Project Management & Customization – dedicated to meeting your unique requirements

Our software's extensive built-in functionality is more than sufficient to meet the primary needs of our customers. For more specialized solutions, you can take advantage of our project management and customization services. Our skilled project managers and software developers will deliver your solution using industry-

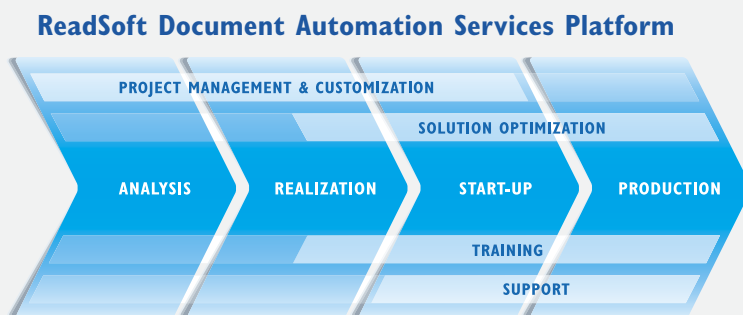


standard, quality-assured project processes. You get results that are on budget, on time, and according to your specifications.

ReadSoft Support – your assurance for continuous productivity

We understand that your Mailrooms business solution is vital to your business, so we focus on providing comprehensive support, staffed with dedicated personnel whose goal is to help keep you up and running. We offer a number of different levels of support, from our basic support to more individualized services that give you greater availability and faster lead times.

No matter which level of support you need, you enjoy the benefits of local access to our ReadSoft Support experts, and can feel secure in the knowledge that our team is there to help you.



Our services take you smoothly through every phase – from analysis to full-capacity production, and beyond.

Increase your business efficiency with tools from the leading provider of Document Automation.

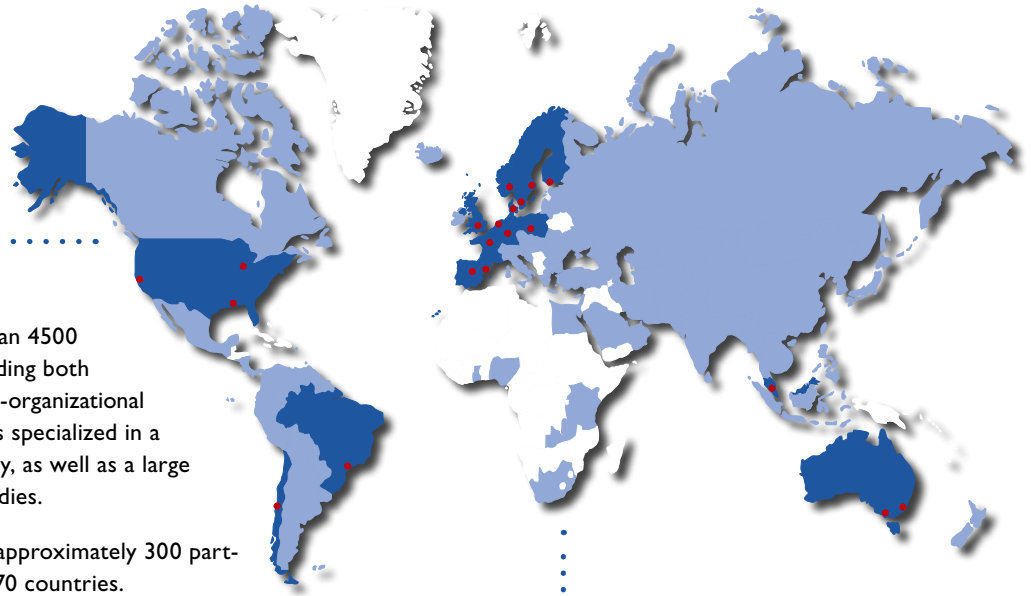
The benefits are substantial and immediate.

ReadSoft—always at the forefront of innovation

We take pride in being the innovators of our business. Our Research & Development team is a major part of our company and we spend a substantial part of our revenue on inventing and improving new technology, according to our customers' needs.

International but close to you

With offices in 16 countries and partners in an additional 70, ReadSoft can truly be said to be a global business leader. Our aim is to be as close to our customers as possible, no matter where they are in the world.



ReadSoft in a nutshell

- Market leader with more than 4500 customers worldwide, including both global enterprises with cross-organizational systems and local companies specialized in a particular market or industry, as well as a large number of governmental bodies.
- Offices in 16 countries and approximately 300 partners providing expertise in 70 countries.
- Listed on the Stockholm Stock Exchange since June 1999.
- Fifteen percent of revenue is invested in Research & Development every year. Close collaboration with various research institutes.
- Close partnerships with prestigious global partners like Intenia, IFS, IXOS, Siemens Business Services, SPSS. Cooperation with consulting firms such as Cap Gemini Ernst & Young, CSC, Atos Origin, KPMG, IBM Business Consulting Services and WM-Data.
- Delivers software in several languages.
- Voted "Best of AIIM" 6 times at the world's largest document management convention, AIIM, in the United States.

READSOFT®

Document Automation Powering Your Business Efficiency.

WWW.READSOFT.COM