

# Document & Process Management Solutions with infinite possibilities

Whether you work in loans or claims processing, human resources, accounting, hospital or general administration, or any other line of business, you can maximize efficiency by reducing paper and making your information available electronically. The DocFinity<sup>®</sup> software suite can help your organization meet its current needs, and has the flexibility to grow with you as you expand and change.

- Reduce storage space
- Store and share information
- Increase efficiency
- Access information remotely
- Improve customer service
- Implement disaster recovery
- Improve customer service
- Comply with regulations

## THE DOCFINITY CORE, VERSION 9: A SOLID FOUNDATION

The DocFinity Core offers a complete imaging solution, including scanning, imaging, information storage, audit trails, Web access, security, and a robust Web services API for seamless integration with other software applications.

The following DocFinity add-on modules strengthen the capabilities of the core product and integrate effortlessly to enable seamless processing, depending on the client's unique needs:

*Barcode Server* allows users with large volumes of bar coded documents to scan and process batches on a central server from several scanning stations.

*COLD-ERM* (Computer Output to Laser Disk – Enterprise Report Management) allows for easy storage and retrieval of computer-generated reports, with an 80% compression rate that greatly exceeds industry standards.

*Connect* enables users to link applications by simple configuration, an alternative to Web services that are included in the DocFinity Core. The application can hook into Windows forms and can be configured to scrape data from DocFinity applications for PowerIndexing.

*Dashboard/Statboard* functions as the nerve center of information for every server in the system, enabling proactive system monitoring through a Web browser, and providing administrators and managers with the information needed to manage their network and all automated processes within their organization.

*Electronic Signature Server* paves the way for secure and reliable storage of electronic signatures.

*Email Manager* allows organizations to automatically track and store all incoming and outgoing email and attachments, monitoring the email server for messages, which are subsequently indexed and placed in the DocFinity archive for retrieval according to a company's specifications.

*HL7 Module* ensures interoperability with clinical applications (healthcare), providing a means to exchange, create, and store information without the need for elaborate custom programming.

*HSM* is a hierarchical storage management module that assists organizations with records storage. It features tools for data migration and automatic purging of documents as well as helping organizations comply with regulations.

*Line Data to Excel* enables current DocFinity COLD-ERM line data users to extract Ascii text from COLD reports and place it intact into Excel for easy manipulation of the data. Data stored in columns retains its formatting, enabling it to be viewed, altered, and sorted.

*Print/Fax Server* allows users to print or fax multiple stored documents without having to open them, thus reducing network traffic while increasing productivity.

*Print To DocFinity* puts any file from any Windows application into DocFinity. Printing to DocFinity creates an unalterable TIFF image of the print data stream, allowing users to index the document before storing it in DocFinity.

*QuickQueue* enables more efficient processing of HCFA and UB92 forms and other similar documents. Users view jobs directly in sequence utilizing minimum keystrokes, providing faster, improved navigation and eliminating the need for unnecessary, repetitive clicks.

*QuickScan* enables easy, uniform scanning and indexing of documents and document packages. It is ideal for organizations with routine documents that need to be scanned easily and quickly. Medical offices, college registrars, and others profit from the simplicity of scanning, indexing, and readying documents for further processing.

*Reports* aids administrators in proactively monitoring system performance and internal processing through an easy-to-use Web page; it also includes real-time reports that enable managers to monitor employees' workflows.

*Workflow* is an enterprise-wide solution that enhances productivity by automating routine business procedures and removing human intervention in labor-intensive actions.

*XML FormFLOW™* is a Web-based workflow of dynamic documents that enables the creation of electronic forms and their integration into business processes to encourage an e-business environment.

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