

AUTOMATED DISTRIBUTION OF YOUR INCOMING BUSINESS DOCUMENTS

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READSOFT®
DOCUMENTS
FOR MAILROOMS

**Speed up your incoming mail
and free qualified staff from
routine tasks**

READSOFT® 

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

Over the past decade some massive investments have been made in various IT solutions, for the purpose of rendering business documents handling 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 quite a lot of time.

At the interim destination, other staff may need to examine the document, as well, in order to determine the correct recipient and/or actions required. This is followed by another round of distribution.

At the final destination often a highly skilled person has to spend time entering the document into the pertinent IT solution, for example a workflow, a customer relations management system, or a financial system. This process diverts valuable competence from the “real” work to routine tasks.

Gain speed ...

With ReadSoft DOCUMENTS for Mailrooms, you have one corporate entrance for all incoming business documents. Whether paper, faxes, email, etc., they all pass through the same system, to be scanned (if paper), classified, sorted, and distributed to appropriate destinations. 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, because of fewer manual processes in the mailroom and throughout your enterprise.
- Increased efficiency in all quarters, 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.
- Early 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 the 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 the document situation in the company – the basis for further process improvements.

There is a lot of time and money to be saved on 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.

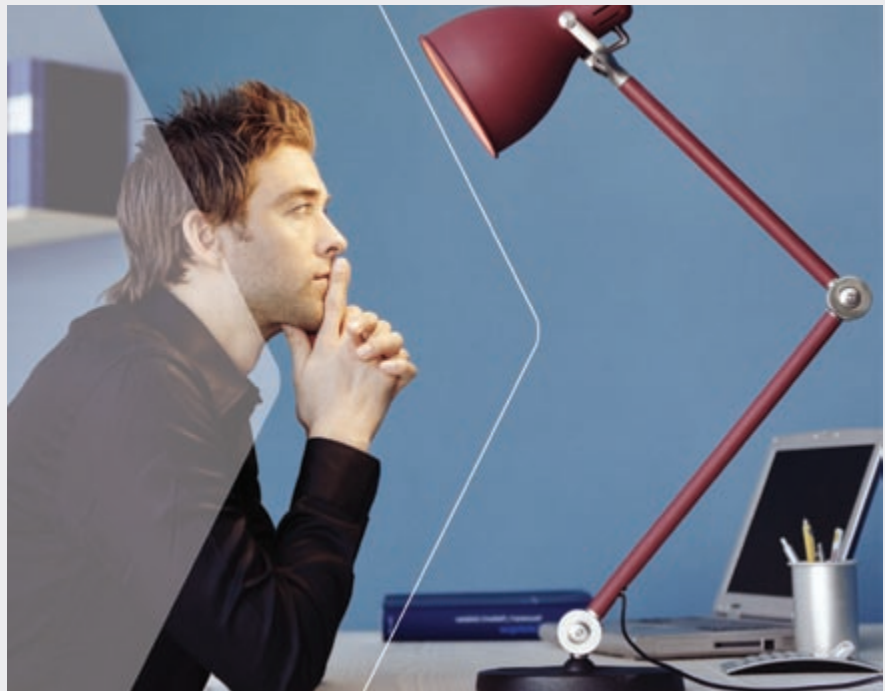
ReadSoft: Among the first to deliver reliable automatic data capture

In 1991, ReadSoft presented the market with a viable solution for automated form handling. Over the years we have come across every kind of form imaginable and gained a profound understanding of the incredibly varied requirements for efficiency in the complete process.

Today, some 4 500 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. Intelligent sorting and distribution are readily run by the mailroom staff and combine with integrations and an open architecture to provide a powerful solution

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

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 on 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 – 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 - Integration to Oracle® E-Business Suite
- 2004 - Introduction of the ReadSoft DOCUMENTS software platform

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

ReadSoft DOCUMENTS for Mailrooms handles all media and all formats; digital, handwritten, and printed. The software also has outstanding color documents processing. Apart from enhancing appearance, color carries more information while making the documents easier for the user to understand and to 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.

Open architecture for easy integration

ReadSoft DOCUMENTS for Mailrooms features plug-in architecture. Customizations are seamlessly integrated. The powerful open architecture permits 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.



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 the different 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.

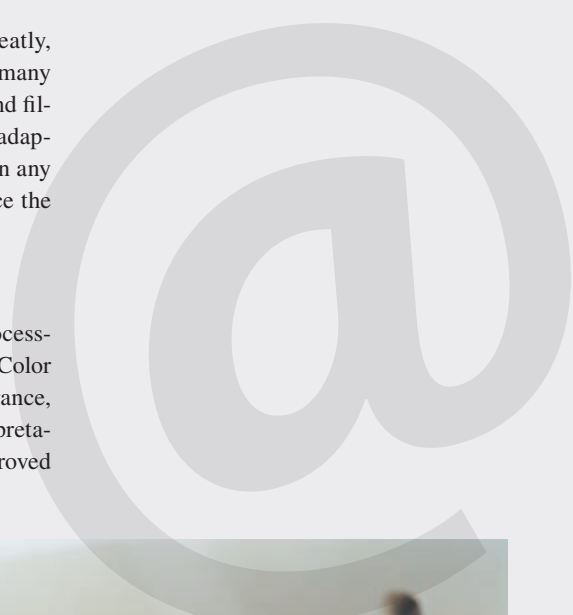
- Email, including relevant attachments. Information, such as sender and addressee, is saved with the document.
- XML files.
- PDF files.
- Paper, scanned locally or off-site.
- Support for high-volume scanners.
- Fax, routed from your fax managing software.
- All the standard image file formats (TIFF,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

Image enhancement

Since image quality can vary greatly, ReadSoft DOCUMENTS includes many different types of filters for background filtering, advanced image filtering and adaptive filtering. The filters can be used in any combination, and they 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

UNDERSTAND

The Mailrooms business solution is equipped with several fast and accurate methods for classifying your documents, including any appendices. Image element identification, pattern recognition, and word content analysis are a few of these methods.

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. Thus all incoming documents are identified and classified, for example against business rules, document definitions, or databases, so that correct distribution is ensured.

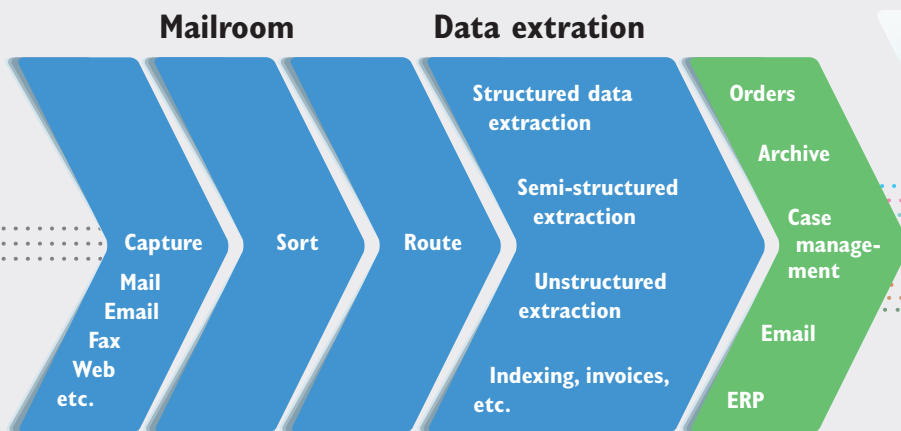
MANAGE

Managing the distribution

Once the destination is determined, distribution 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 with 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 will include installation support, operator training and a service contract proposal. But our Professional Services can offer a lot more than that, should the need arise. Today, tomorrow, next year, or whenever you feel that changes in your business environment requires changes in your Mailrooms business solution.

ReadSoft Professional Services – where people meet software

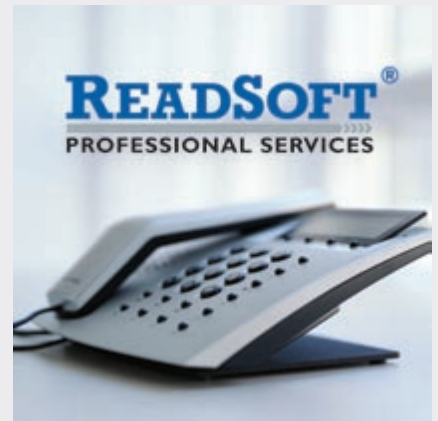
At the heart of ReadSoft Professional Services, you'll find a global team of professionals committed to working with you throughout the design, implementation, and maintenance of your unique Mailrooms business solution. We offer a choice of high-quality services to take you smoothly through every phase 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



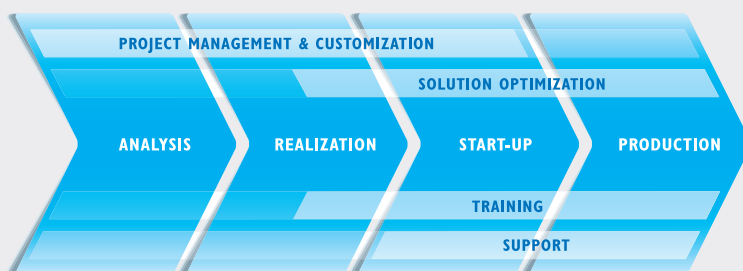
deliver your solution using industry-standard, quality assured project processes. You get results that are on budget, on time, and according to your specifications.

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 service, 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.

ReadSoft Document Automation Services Platform



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.

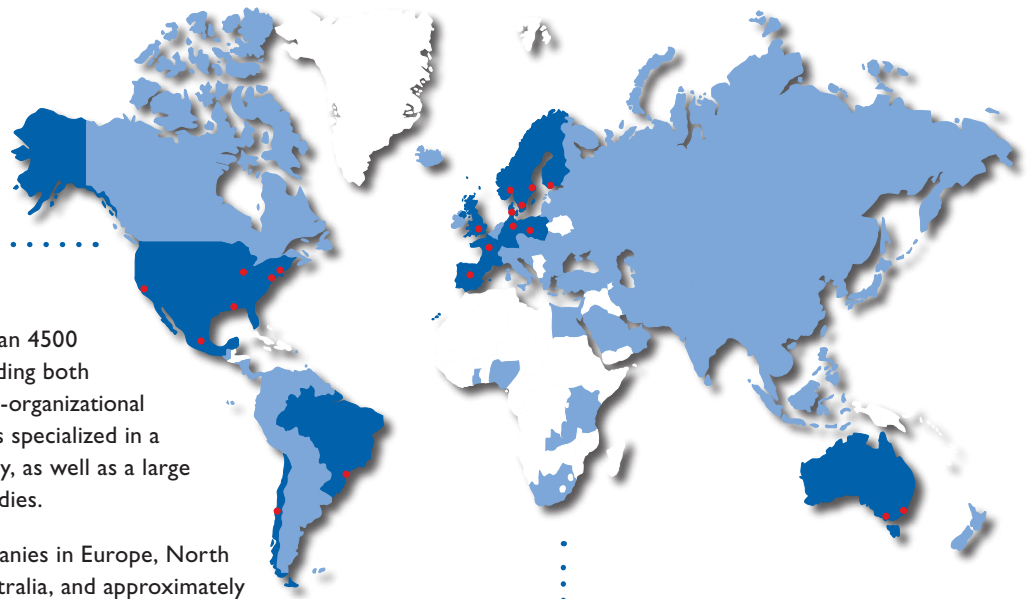
The benefits are substantial and immediate.

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 14 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.
- A network of 14 local companies in Europe, North and South America and Australia, 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 seven languages.
- Voted "Best of AIIM" five times at the world's largest document management convention, AIIM, in the United States.

READSOFT®

Document Automation Powering Your Business Efficiency.

WWW.READSOFT.COM