



Reform[®]
STREAMLINE DOCUMENT WORKFLOW

Construction

INDUSTRY CHALLENGES

Construction projects are inevitably tied with numerous types of documents, from contracts and permits to site photographs. Multiple parties are involved throughout development process, so it is essential for this paperwork to be shared with the appropriate people. Additionally, construction companies must abide by strict deadlines and budget regulations. FabSoft offers solutions that can efficiently streamline workflow, allowing construction organizations to focus on the more important aspects of the project.

INDUSTRY SOLUTIONS

- Effortless form management
- Easy management of documents requiring notes or signatures
- Transparent document approval processes
- Simple electronic distribution of hard copy documents
- On demand form filling, printing and archiving
- Hands off postal sorting and address validation for shipment & mail delivery
- Easy management of construction site images

About Reform[®]

Reform streamlines business workflow by automating document management, enhancement, and distribution. Reform will capture the print stream from any operating system, application, or device; enhance it; and intelligently distribute it to printers, fax, email and archive systems, improving your companies operating efficiency.

About FabSoft

Established in 1992, FabSoft is a leading developer of document automation solutions that enable companies of all sizes to expand their maximum level of productivity. With over 16,000 installations, FabSoft's solutions have been successfully implemented into the operations of businesses all over the world.

Our success in today's market is the result of listening to the needs of our Customers. Our clients are our most valued assets and we will remain flexible to meet their changing needs.

Our technical staff is dedicated to providing solutions that deliver superior business value.

FabSoft

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CONSTRUCTION SOLUTIONS

Effortless form management

Reform allows you to intelligently print, distribute and capture the data contained on invoices, contracts, and permits. No more bursting and hand delivering documents, now you can electronically deliver each part of the form to its final destination. Also, forms are generated on-demand with up to date information, eliminating the need to bulk purchase and store multipart forms.

Easy management of documents requiring notes or signatures

Reform & TagDoc allow documents that require signatures or notes to be scanned and automatically associated with the information on the document, for example; project name, site location, etc. The document can then be archived or routed for further processing.

Transparent document approval processes

Reform & Document Authority Control® (DAC) can be used to automate approval processes. Revised contracts, change orders and other documents can be intelligently routed to individuals, across specific departments or within work groups for approval. When notification is received the document can be viewed, approved or changed and routed to the next approver or department. Upon final approval, a copy of the document can distributed or archived.

Simple electronic distribution of hard copy documents

Reform & Modular Object Scanning Technology (M.O.S.T.) provide construction companies with the walk up convenience of scanning and distributing documents right from their multifunctional office equipment (MFP). Select fax numbers, email addresses, subjects and notes, specify directory locations, indexes or document types and even enter descriptions for archive systems. For common tasks, quick keys can be assigned to process job with fewer keystrokes.

On demand form filling, printing and archiving

Reform & Form Filler allow a company to access, fill-in and process forms from the most convenient location - the MFP screen. After selecting the form, customer data is merged and fields can even be entered right from the MFP screen. Forms are now printed with accurate and legible information. Additionally, when forms are completed and scanned, Reform will intelligently distribute them to any printer, fax, email and/or archive system.

Hands off postal sorting and address validation for shipment & mail delivery

Reform's postal sorting application maintains the most up-to-date USPS certified postal data available; allowing construction organizations to confidently ensure invoices and vital project documentation is delivered on time. Additionally, mail is automatically CASS certified which qualifies it for USPS discounts of up to 9.5 cents per mail piece.

Easy management of construction site images

Reform & SnapDoc®* integrate construction site information, handwritten notes and project images seamlessly. Simply record information on a SnapDoc sheet, scan the barcode and take the needed pictures. Pictures are automatically associated with information on the form and can be delivered to your fax, email or digital archive system.

* Requires use of a Ricoh 500SE digital camera.