

Reform®

PRINTERS



FAX



E-MAIL



ARCHIVE



Reform®

Effectively managing document workflow is challenging for any organization. Each document may exist as an electronic file, a paper hardcopy or both. Dealing with paper-based filing and distribution is time-consuming and unreliable. Miscellaneous documents are difficult to manage, and incoming paperwork is nearly impossible to track. Every business process creates its own document workflows, and each of these may have unique requirements. Reform is flexible enough to improve the processes of any organization, despite what their needs may be.

Effortless Document Capture

Reform captures document information in a number of ways:

Printing from the Host

- Reform improves overall efficiency by producing professional-quality forms directly from any host system. Reform captures print stream data and adds an enhanced form overlay.
- Forms are automatically distributed to printers, fax, e-mail and archive systems.

Modular Object Scanning Technology (MOST)

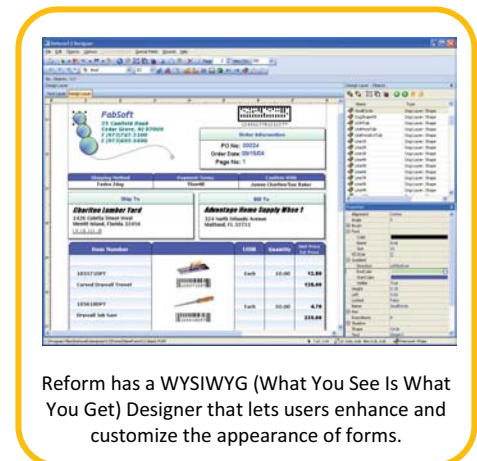
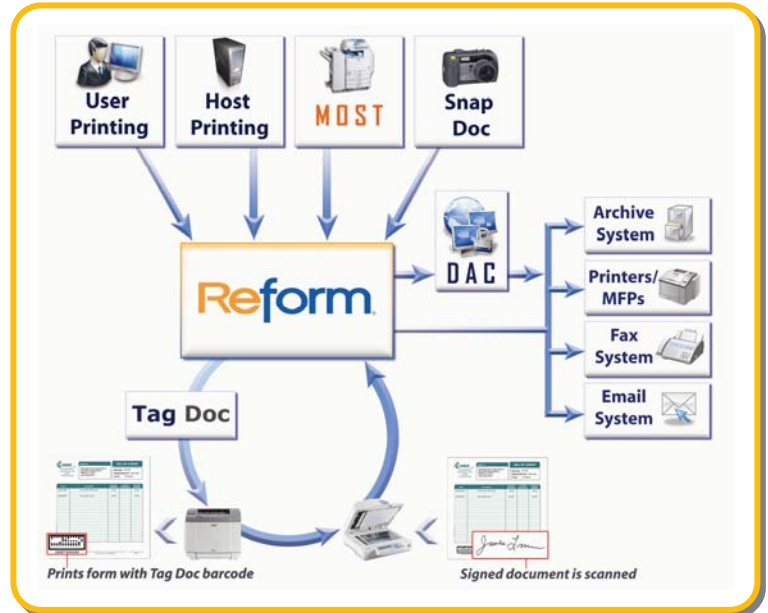
- MOST provides on-demand management of multiple document types from the convenience of the Ricoh MFP.
- MOST transforms Ricoh MFPs into a document portal and allows users to scan to printers, fax, e-mail and archive systems, and specify options for each destination.
- The appearance of the MOST interface can be customized in order to accommodate specialized activities and unique document workflows.

A User Printing from an Application

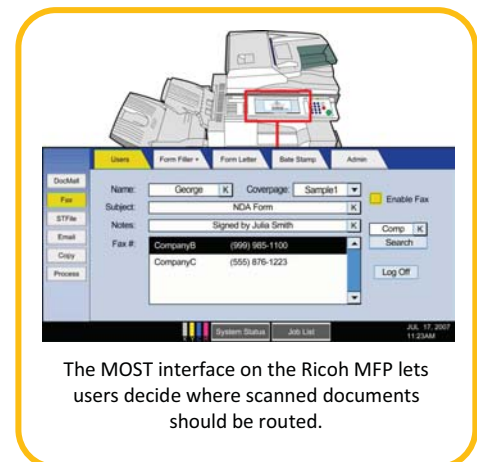
- When a user prints from their application, they can specify distribution to other destinations from the Reform Print Driver menu.
- Send to printers, fax numbers, e-mail addresses, and archive systems and select options for each destination.

Snap Doc®

- Pictures taken with a Ricoh 500SE digital camera are automatically associated with related documents and distributed as needed.
- Snap Doc is valuable for any organization that takes digital photographs – insurance, healthcare, construction, shipping, law enforcement, retail, etc.



Reform has a WYSIWYG (What You See Is What You Get) Designer that lets users enhance and customize the appearance of forms.



The MOST interface on the Ricoh MFP lets users decide where scanned documents should be routed.

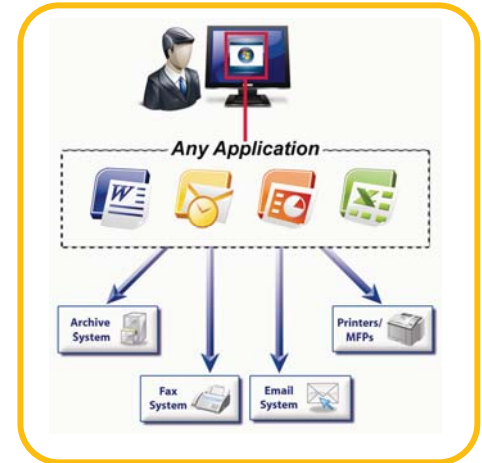


Automatic Document Distribution

Once the document has been captured, Reform intelligently determines where it needs to be routed and automatically sends them to the correct destinations – saving valuable time and reducing the risk of error. Documents are sent to:

Tag Doc

- Tag Doc enables management of outgoing and incoming paperwork, which is usually difficult to keep track of.
- Tag Doc adds a barcodes to documents so they can be archived and routed to multiple destinations, so the progress of the entire workflow can be monitored.
- Ideal for tracking documents that need to collect notations or signatures, such as contracts, pick tickets, etc.



When a user prints from their application, they can configure routing options from the Reform Print Driver menu.

Document Authority Control[®] (DAC)

- DAC provides administration so the route of critical document processes can be supervised and regulated.
- DAC ensures that the necessary people are viewing important paperwork before they are processed.
- Control vital document procedures involving financial transactions, legal communications, human resources, etc.

Printers, Fax, E-mail, Archive

- Reform will print documents to any printer or MFP with all of the desired finishing options, such as bin and tray selections, collating, stapling, duplexing, and more.
- Documents are automatically faxed and e-mailed according to the information in the print stream or what was entered using MOST or the Reform Print Driver.
- Reform will intelligently store documents to the needed directory location of the digital archive systems with custom index information.

Benefits of Reform

- Reform enhances the speed and accuracy of existing workflows without altering the actual process.
- Reform integrates with most major devices, creating a complete document management system.
- Capture documents from the host, the user's application, or from the MFP.
- Route document to printers, fax, e-mail and archive systems with control over options for each destination.
- Automating processes with Reform frees up time and eliminates errors due to manual entry.
- Specify document distribution with the Reform Print Driver Menu when printing from your application.
- Track paperwork that has been signed or annotated with Tag Doc.
- Manage miscellaneous documents from the MFP screen with MOST.

Certain features listed may require additional FabSoft plug-ins. Other requirements may also apply depending on desired workflow.



FabSoft
25 Canfield Road
Cedar Grove, NJ 07009
Phone 973.767.2100
Fax 973.695.5400
sales@fabsoft.com