

AccuRoute®—Extensions for NetDocuments

Omtool's acclaimed AccuRoute® document capture, fax, and workflow software streamlines the capture, processing, routing, and archiving of paper and electronic documents for organizations of all sizes. Through its partnership with NetDocuments, AccuRoute extends its capture capabilities to NetDocuments cloud-based document management service to deliver immediate integration of paper documents into a firms' electronic file system – all within the NetDocuments interface.

Overview

AccuRoute provides NetDocument users with the ability to import scanned images of paper documents directly into the matter-centric document management system. This process is driven from the native NetDocuments user interface using familiar screens and menus. One key advantage of AccuRoute's tight integration with NetDocuments is its simple and intuitive interface for users, making AccuRoute easy to use and understand. A user has a similar experience for importing a hardcopy document as for importing an electronic document, minimizing the need to learn a new interface or application. All this is done with a simple three step process:

- ➔ Select your NetDocuments destination
- ➔ Print a profile cover sheet
- ➔ Scan your documents

As an alternative, and based on the preferred method of scanning, users may create a routing rule from within AccuRoute and email the document in the desired format into NetDocuments at the same time as delivering into other systems.

With support for virtually any network-connected multi-function peripheral (MFP) or scanner, integrating paper documents into your cloud document management system is but a few steps away from the end user. The AccuRoute platform converts the scanned documents into text-searchable format (PDF or DOC), and then saves the resulting document into the proper NetDocuments folder, fully profiled and stored alongside other electronic content. Once imported, these documents can be located by browsing through the workplaces or using NetDocuments search capabilities.

BENEFITS:

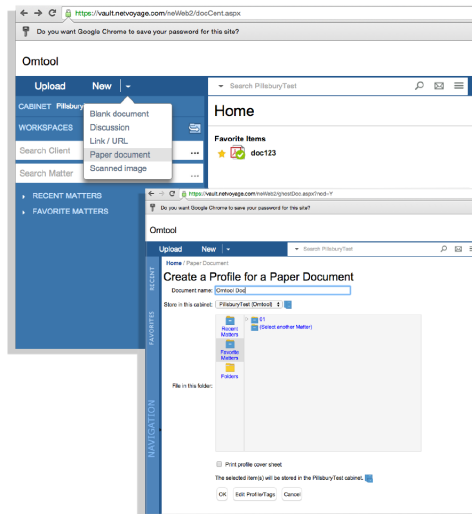
- ▶ Scan directly into NetDocuments folders
- ▶ Leverage NetDocuments interface
- ▶ Enable simultaneous delivery of documents
- ▶ Handle paper and electronic documents in the same process
- ▶ Decrease processing time

Omtool and NetDocuments—Integrating paper into your case file, along with all the electronic documents.

Omtool's AccuRoute solution makes it possible to manage the entire scope of paper and electronic documents through its extensions for integration with NetDocuments. Whether through the "New Paper Document" menu option in NetDocuments, or as an email sent from the AccuRoute client, users have the flexibility of driving content in NetDocuments. AccuRoute enables paper documents to be barcoded and scanned to create an electronic image of documents that are stored alongside the electronic content in NetDocuments.

Highlights of AccuRoute Extensions for NetDocuments

- ➔ Profile documents and prepare for image capture with standard NetDocuments screens and coversheets
- ➔ Leverage AccuRoute capture, conversion and routing capabilities
- ➔ Enable simultaneous delivery of documents to email, fax, and other content or communications systems at the same time as uploading to NetDocuments
- ➔ Minimize the amount of time users spend scanning paper at an MFP or network scanner
- ➔ Track and store an audit trail of document processing steps including routing transactions and delivery confirmations
- ➔ Works with any network scanner or MFP, including environments containing mixed fleets of hardware (network-scanner, printer, MFP, fax machine, etc.)



ABOUT OMTOOL

Omtool is a leading provider of document capture and handling solutions that simplify the integration of paper and electronic documents into enterprise information management systems.

AccuRoute, Omtool's flagship product, streamlines the capture, conversion and communication of paper and electronic documents, enabling fast, secure, simultaneous distribution to multiple destinations in a variety of formats. Available at any network enabled scan device or from a user's desktop computer, AccuRoute creates faster, more efficient workflows, while reducing cost, complexity and risk.

Omtool solutions are used by document-intensive industries worldwide, that demand secure handling, integration and tracking of documents in full compliance with a range of regulatory requirements.

Headquartered in Andover, Massachusetts with offices in the United Kingdom, Omtool can be contacted at 1-800-886-7845 or www.omttool.com.

Your Trusted Partner for Document Process Automation

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