

ReadSoft DOCUMENTS a complete software platform for Document Automation



ReadSoft is starting a new chapter. With a new vision and software platform, ReadSoft is pioneering a brand new business segment: Document Automation. The objective? To free you from manually taking care of your business documents, so you can concentrate on taking care of your business.

LISTENING TO MARKET NEEDS

A few years ago, ReadSoft carried out an extensive market survey to find out what its customers and partners wanted from document processing in the future. The results all pointed to one thing: a full-scale product platform which could automatically handle all incoming documents and exchange information easily with other business systems, from input to output.

This is what ReadSoft DOCUMENTS is all about.

HOW READSOFT DOCUMENTS WORKS

ReadSoft DOCUMENTS automates all document processing steps, from input to output.

- **Capture. All your documents, all formats, all media.**

ReadSoft DOCUMENTS automatically captures information from any kind of document in any format. By scanning paper documents, the software creates an image from which information can be extracted. ReadSoft DOCUMENTS runs with most scanners from the major scanner manufacturers. The software also captures email (including attachments), web forms, faxes, and even information from handheld devices such as digital pens. This means that you can stop keying in data and eliminate the errors caused by time-consuming manual entry.

- **Understand. Extracting information, sorting and indexing documents.**

ReadSoft DOCUMENTS identifies, interprets, and validates the captured information. It handles structured layouts such as airline tickets and application forms, semi-structured layouts such as invoices and purchase orders, and unstructured layouts such as letters and contracts. It understands handwriting, machine print, bar codes, and mark fields, and it recognises images such as logotypes. All documents are sorted any way you wish, as in an advanced automated mailroom. Any kind of relevant information is automatically extracted and validated according to your business rules. The entire content may be indexed in order to enhance archive retrieval. The software is self-learning, which means that it gets faster and more accurate the longer you use it, and your work processes do too.

- **Manage. Advanced distribution flows and control in your document processes.**

ReadSoft DOCUMENTS allows you to verify content, assure quality and authorise payments or other actions. You set up distribution rules to suit your business routines, then the system automatically supports fast, efficient, and accurate processing. For example, invoices can be sent simultaneously to more than one place for authorisation with minimal risk of being delayed, lost or destroyed as a result of human error.

A process repository gives you immediate access to any document entered into ReadSoft DOCUMENTS. All documents are gathered in a single database, no matter where they came from. You access them through an easy-to-use web page, which means that you can check on your document flow from anywhere in the world.

An extensive monitoring capability helps you keep track of what happens in the process. It provides reports and statistics concerning your documents and data processing, and gives you

ways to measure the performance of operators, workgroups and the system itself.

- **Integrate. Seamless integration with all your business software.**

ReadSoft DOCUMENTS allows you to automatically verify information on incoming documents against data in your ERP systems, business administration, materials management, logistics software, and any other system where the information might be stored. The result? Shorter handling time, less manual work and results that show on the bottom line.

If you choose, ReadSoft DOCUMENTS can even automatically post transactions with no human intervention. Ultimately, the degree of automation is up to you. Through the years we have provided integration with a large number of third-party systems. SAP and Oracle Financials are two examples.

- **Interchange. Benefits of traditional EDI without the hassle - or the cost.**

ReadSoft DOCUMENTS makes it easy to exchange documents electronically, via secure email. This breakthrough technology gives you much of what you expect from an Electronic Data Interchange (EDI) solution - without the EDI problems. You benefit from many of the advantages of EDI, such as cost savings, time savings and better information control and data security. You avoid the long, expensive process of implementing a standard EDI solution, So what you get is truly easy EDI.

READSOFT DOCUMENTS BUSINESS SOLUTIONS

ReadSoft DOCUMENTS incorporates Business Solutions, a set of predefined configurations of the ReadSoft DOCUMENTS platform designed to automate specific document types or office tasks. A business solution includes tailored services such as consulting, training and support.

Benefit from the experience of others

In creating and implementing a vast number of Document Automation solutions over the years, we've gained crucial insight into how to simplify and rationalise document handling and data flows. We've applied that insight in developing our business solutions.

- **Business:** Because we know that different businesses have different needs. We have years of experience in working with different business segments.
- **Solution:** Because we combine a preconfigured solution with tailored services.



Building on more than a decade of experience and the largest number of installations in the world, ReadSoft DOCUMENTS for Invoices is our most powerful and automated invoices processing solution to date. It captures and classifies all kinds of invoices on paper or electronic format. Line items are extracted and interpreted on both single and multi-page invoices. In fact, our line item handling is unequalled on the market.



ReadSoft has always provided leading software for forms processing. Now we add to the advantages. ReadSoft DOCUMENTS for Forms captures all types of forms in any format:

- Paper forms
- Fax forms
- Internet forms
- Email
- XML files
- PDF files
- Digital images - TIFF, JPG, PNG, BMP etc
- Digital pens

Our patented self-tutoring technology enables the software to recognise semi-structured documents like purchase orders and delivery notes and extract information from layouts it has never encountered before. The software reads handwritten text, machine-print, barcodes, check boxes, circles, tables, matrixes - pretty much everything.

You increase the efficiency and speed of your invoice processing, facilitating faster financial calculations. Some of our customers have been able to cut down on their invoice handling costs by as much as 50%.



With ReadSoft DOCUMENTS for Mailrooms, you have one portal for all incoming documents: scanned paper, fax, email and everything else. You gain from efficiency increases when each and every document is distributed correctly. Fast access to status reports and auditing trails gives you better control over your information flow. And smooth integration with back-end systems such as customer management, databases and archiving really powers your IT systems. The final result? Savings you can bank on.

READSOFT® DOCUMENTS FOR INDEXING

Eliminate slow and often erratic manual keyword indexing. ReadSoft technology enables you to set up an automatic flow of document images, complete with keywords, into the archive of your choice. The benefits? Correct, complete and much quicker than manual indexing, automated flow of document images into your archive system, easy classification to support your document structure and a complete file enabling free text searches. ReadSoft DOCUMENTS for Indexing further handles classification to support your document structure. You even get a complete file enabling free text searches.

READSOFT® DOCUMENTS FOR EDI

Automate your business document interchange through secure email, at a fraction of the cost and without all the hassle. Our Document EDI business solution is a digital bridge for document interchange. It automatically sends all your business documents, such as invoices, orders, and consignment notes, to and from your customers and suppliers as secure email. It eliminates paper, envelopes, postage, faxes and other time consuming and costly means of communication. In combination with our other present and future business solutions it will provide much the same benefits as traditional EDI, but without the hassle or the cost.

OUR TECHNOLOGY LEADERSHIP JUST TOOK A QUANTUM LEAP FORWARD

At ReadSoft, we are justly proud of our visionary technology leadership. Our cutting edge products for electronic data and document capture are enabling some of the world's largest organisations to run their businesses more efficiently and productively, while reducing costs.

But being a technology leader imposes certain responsibilities on our company and our people - we need to not only keep pace with the needs of customers, but also stay steps ahead of them, anticipating markets and trends - and delivering solutions not just for today, but tomorrow.

FOUNDER AND PRESIDENT, JAN ANDERSSON EXPLAINS THE VISION BEHIND THE NEW READSOFT DOCUMENTS PLATFORM (ABOVE)

To do that, ongoing dialogue with both customers and partners is essential. We talk, we listen, we understand - and then we leverage the full power of our technical and creative resources to produce the next-generation software for which we are renowned.

That's why I am delighted to announce the launch of ReadSoft DOCUMENTS. With this new software platform we have taken a quantum leap forward in our quest to not only meet, but also exceed, customer demands and expectations. Our vision with this highly innovative solution is simple - "To free businesses everywhere from manual document handling by means of Document

Automation." To ReadSoft, Document Automation means replacing manual document handling with software which automates the processing and interchange of documents.

ReadSoft DOCUMENTS takes the proven and robust technology we have spent years developing to the next level in order to solve all of the document automation needs that may arise in any organization - small, mid-sized, or large - from input to output. In one unique, automated platform, we enable organisations to capture, understand, manage, integrate and interchange documents. No other solution automates the entire life cycle of documents so easily, rapidly or seamlessly. This is not disparate technologies bolted together to try and make a whole - this is a radical evolution of our automated document capture, processing and interchange solutions that are proven and operating today in organisations worldwide.

And because we are in tune with our customers needs, our solutions meet their problems from a business perspective. That's why we have developed as part of our new software platform a unique set of business solutions, for example, for Invoices, for Forms, for EDI, Mailrooms and Indexing. These pre-configurations of ReadSoft DOCUMENTS are tailor-made to automate specific business processes with minimal customisation - simple, out of the box, easy to install and backed by high quality, value-added professional services.

Thanks to the hard work and commitment of the ReadSoft global team, and the participation of our customers and partners, we are happy to introduce ReadSoft DOCUMENTS - and we're very excited by the prospect of powering organisations' business efficiency today, and well into the future.

Jan Andersson

One software platform, one promise: Business Efficiency

ReadSoft Document Automation lowers your costs, speeds up



your document processing, and gives you better control of your incoming documents. Just ask one of our 3,500 customers, including names such as Tesco and Nationwide.

Find out more

To find out more about ReadSoft and our exciting new products for Document Automation:

Tel: +44 (0) 1908 688 000

Email: info-uk@readsoft.com

Or visit www.readsoft.com