



WHERE ARE YOUR **NEW** REVENUE SOURCES GOING TO COME FROM?

Are they going to bring you higher margin business? If you're looking at traditional document management solutions, the answer is probably no. The reason? Data entry. Customers are done with the time, cost and aggravation of having to key in information just to get their systems to work as advertised. They want seamless document management without the hassle of data entry. You want a new, profitable revenue source that is easy to sell. **easy.forward™ delivers it all.**

MANAGED CAPTURE + DOCUMENT MANAGEMENT.

easy.forward™ Managed Capture as a Service (MCS) transforms paper and electronic forms into data that flows seamlessly into software applications. The combination of our data capture tool and document management eliminates the need for customers to struggle through the process of data entry. **easy.forward™** is a cloud based, paper to paperless solution, so customers only need to scan, email or drop their digital documents into an **easy.folder™**. Once it's in the folder, we take it from there, capturing the specific data their software application needs to work hardest for them.



HOW **easy.forward™** WORKS



INPUT

Customer submits their files by placing them in their **easy.folder™**. They can scan their paper documents, or drag and drop emails, e-faxes or other electronic files.



CAPTURE

easy.forward™ processes the documents, capturing, validating and keying to create searchable documents with indexes.



RETRIEVE

We format the data for delivery and the customer is notified as documents become available. They can then access and collect documents in the **easy.forward™** cloud with the ability to search print, email, download, export and import. **It really is that easy!**

Customers may monitor the entire process through real time dashboards, with status, notifications and compliance to their service level agreement.

EASY TO SELL.

By extending Managed Print Solutions (MPS) into a collaborative managed content offering, easy.forward™ drives additional recurring revenues and higher margins - while communicating your unique brand values. And, if your organization is currently selling MPS, your team already knows how to sell MCS because the same survey process is used. As an easy.forward™ partner you'll receive:

- MCS survey process integrated with their MPS survey
- A continuous recurring revenue stream
- Upsell opportunities for MPS, professional services, scanning hardware & maintenance services
- Partner branded solutions
- Significant margins
- Ability to integrate recurring MCS invoicing with dealer MPS management systems

FEATURES OF MANAGED CAPTURE + DOCUMENT MANAGEMENT



- Comprehensive document capture from paper or digital source
- Classification, indexing & keying with up to 99.9% data accuracy
- Dashboards provide customers and dealers with real time status
- Enterprise content management with extensive search, versioning and auditing
- Comprehensive document retention policies and unlimited data storage
- Mobile device and Browser based uploads and access
- Scalable and fast availability of information
- HIPAA and SSAE16 compliance assures all data is safe and secure
- Business continuity & disaster recovery with guaranteed 99.95% uptime and access

easy.forward™ CUSTOMER BENEFITS



- No software to license, implementation fees, or maintenance costs
- Scalability and Workforce flexibility – accommodate peak work volume; eliminates the need to staff up or down based on seasonality or special projects
- Reduces labor risks associated with HIPAA compliance, training, background checks, labor law compliance and benefits administration
- Reduced document liability through policy management and retention rules
- Accuracy and timeliness: easy.forward™ technology plus a highly skilled labor force process the difficult jobs with quality results and adherence to a Service Level Agreement
- Business continuity & disaster recovery with guaranteed 99.95% uptime and access
- Regulatory Compliance via data transparency and transactional audit trails
- ROI often exceeding 150% in the first year

Scan-Optics is the “paper to paperless” company providing document management solutions and document processing outsourcing services. Our cloud based managed capture service, easy.forward™ enables the capture, classification, storage and retrieval of documents using browsers and mobile devices anytime, anywhere.



To learn more about what Scan-Optics can do for your organization
call 800-745-6001 or visit www.scanoptics.com