



Report2Web™
Document Imaging Solutions

Turn paper into gold by integrating document scanning, data capture and verification with Report2Web's secure archiving and web-based access and retrieval solution.

REDWOOD®

Harmonize technology with business

Report2Web Document Imaging Solutions

Making web-based report distribution a reality.

Industries

Healthcare

Claim forms, lab reports, patient records, patient billing, authorization forms, documentation for insurance companies

Life Sciences

Case Report Forms (CRF), patient surveys, research forms

Insurance

Claim forms, EOBs, policy forms, reimbursement forms, ID cards, renewals

Banking and Finance

Loan documents, accounts payable documents, certificates, trust documents, credit reports, new accounts

Retail and Supply Chain

Order forms, purchase orders, bills of lading, payment vouchers, sales slips, stock parts forms, store planograms

Government

License applications, unemployment claims, tax forms, vehicle registrations, permits

Manufacturing

Invoices, pick lists, delivery orders, order fulfillment documents

Transportation

Shipping confirmations, cargo schedules, delivery documents, declaration forms

Why Document Imaging and Report2Web?

Consider for a moment where the information in your organization resides. Estimates show that over 75% of the world's information is produced once, printed, and filed or thrown away forever. Increasingly, information is produced by software applications that generate reports, records of business transactions, invoices, forms, statements, and other documents directly in electronic format.

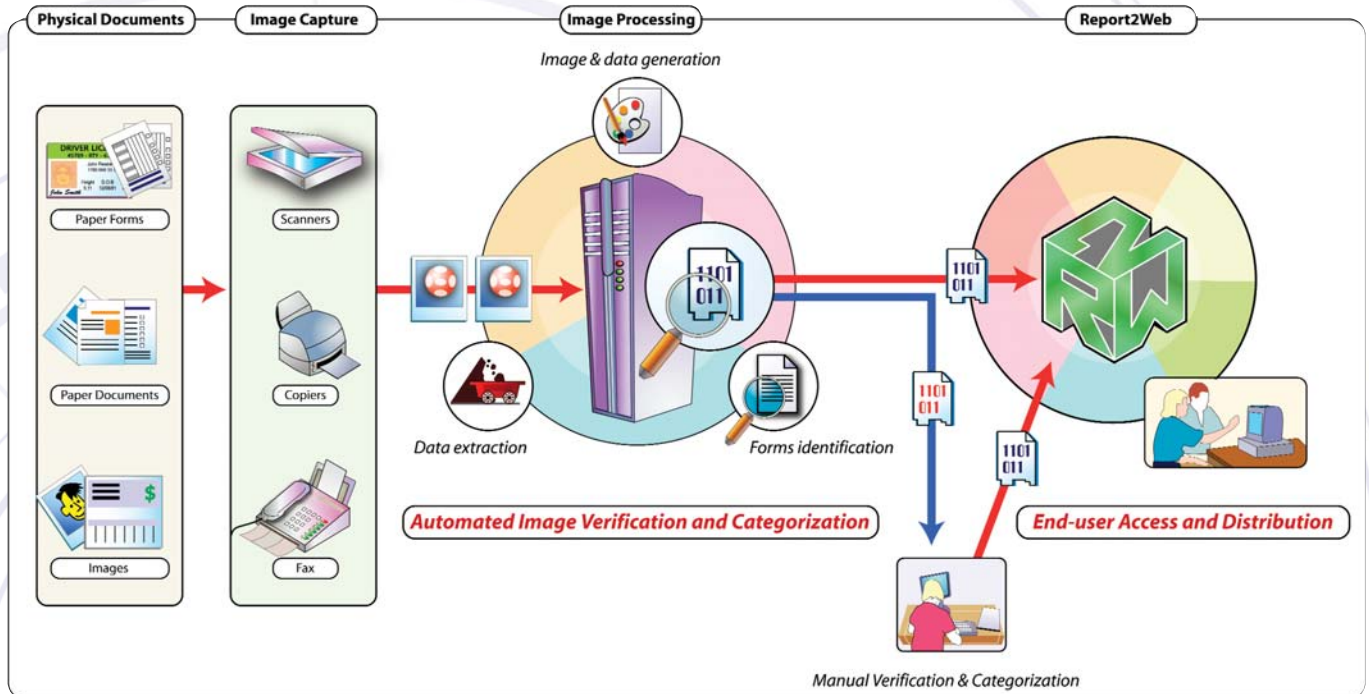
But what about the information that only resides in paper documents and forms that are not generated electronically? Can you use a single solution to store, retrieve and distribute both electronic and paper documents?

With Report2Web you can. By integrating with off-the-shelf document imaging technology, a complete end-to-end solution is now available to harvest a broad variety of information. Paper and image information is automatically captured and indexed to provide content that is securely cataloged, stored and retrieved via the same easy-to-use, web-based system that thousands of Report2Web users rely upon in their daily operations.

Report2Web document imaging solutions provide these important benefits:

- Reduces distribution costs — fax, mail, courier
- Provides seamless access to both paper-based and electronic documents
- Slashes the time and effort of filing and retrieving documents by cross-filing documents with multiple indexes
- Reduces paper, printing and copying costs
- Frees up paper storage space and can eliminate the need for microfiche
- Enables disaster recovery of all documents from electronic storage
- Improves security through automatic document access logging and tracking
- Assists in meeting legal mandates and regulatory compliance (Sarbanes-Oxley, Basel II, SEC 17A-4, HIPAA, etc.)
- Reduces litigation support time and cost by making historical information immediately available
- Minimizes the need for, and errors caused by, manual data entry
- Provides auditable tracking of all document versions and accesses





How does it work?

Compatibility with Capture Devices

Documents and images that are not electronically generated by software applications must be captured, processed and indexed prior to being stored in the Report2Web repository. Paper documents and forms are assembled either at departmental or remote scanning stations or centralized scanning facilities where capture hardware such as dedicated document scanners, fax machines, or networked digital copiers are used to digitize each document.

Economical document scanning hardware and software configurations that are compatible with Report2Web can process volumes up to 10,000 sheets a day. A mix of high-volume production scanners and low-volume desktop scanners can be used to tailor the solution to volume and budget requirements. Image enhancement technology is typically used at this stage to improve image quality and correct low-quality images early in the process. This reduces the need for operator intervention later.

Image Processing

Once a physical document is scanned and enhanced, it is sent to the image processing system. The image processing system identifies, extracts, and verifies data from documents and forms by utilizing text recognition technology to minimize the need for manual keying of index information about the document. Third-party software is also available for recognition of handwriting, machine-printed documents, forms, contracts, and even bar code information. In forms processing applications, OCR and Forms Identification engines use sophisticated pattern recognition technology to apply a template to the scanned forms and to help set field-based rules for each unique element. Using multiple recognition algorithms and voting technology, accuracy can reach well above the 90 percent range.

Automated business-rules processing includes format restrictions and database lookups to validate field values. For those documents where the system detects questionable, out-of-range or unrecognized data, a workflow process enables operators to intervene and repair specific fields. Operators are assisted by

Applications

Accounting

Invoices, statements, purchase orders, time cards, expense reports, W-2 forms, payroll checks

Human Resources

Employment applications, benefit enrollments, transfer requests, performance evaluations, vacation requests, consent forms

Customer Service

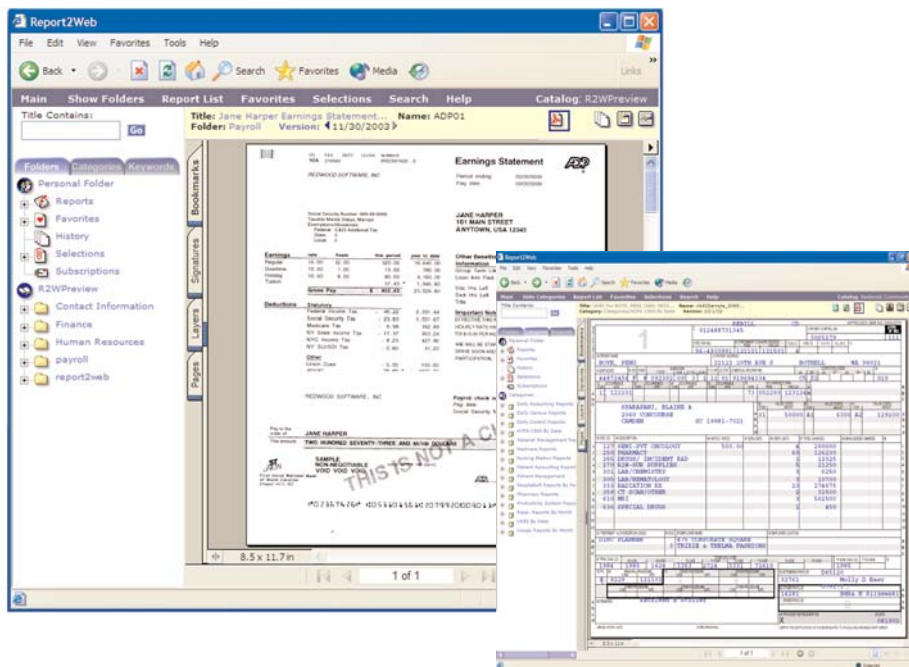
Order forms, warranty claims, service requests, work authorizations

Production

Work orders, requisition forms, shipping/receiving documents

Marketing

Surveys, event registrations, product evaluations, questionnaires



Report2Web Document Imaging Solution Advantages

Report2Web provides a seamless solution for both paper-based and electronic forms automation that saves your organization time and money by improving the storage and retrieval of information and by eliminating the need to maintain multiple systems for managing paper and electronic documents. It's an end-to-end solution that is:

- Compatible with most popular image capture devices
- Compatible with industry-leading document capture software
- Requires minimal implementation and training
- Aggregates multiple types and formats of information
- Offers system scalability to meet budget and functional requirements

data completion software that helps verify their key-entries and corrections, and quickly moves from one document to another. The system can also be programmed to require operator intervention for applications that require a combination of manual data entry and recognition technology.

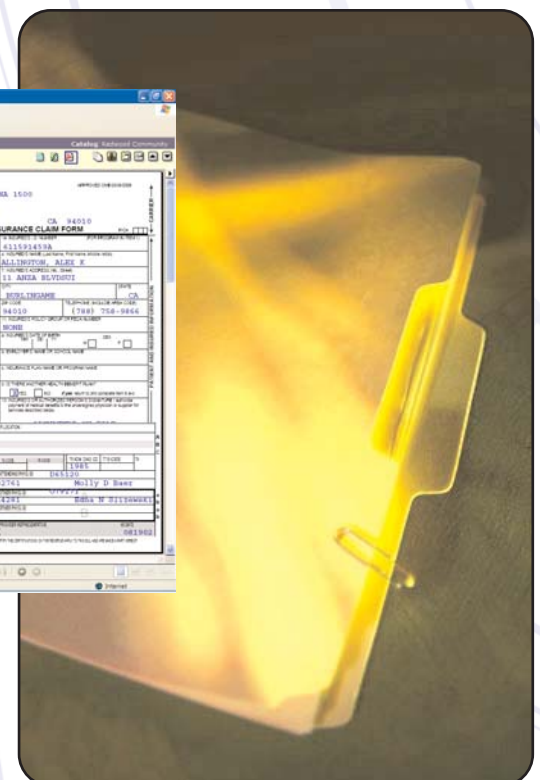
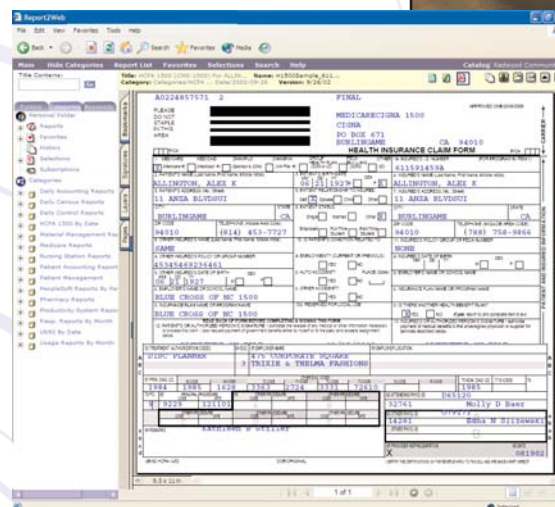
In short, a piece of paper has been turned into gold — providing high-value content that can be secured, stored, retrieved, and distributed by Report2Web alongside electronic document generated by any application in the enterprise computing environment.

Seamless Forms Automation With Report2Web

Export and Storage

The final stage of the process is to export the document image file, in Adobe® PDF format, and the extracted data to the appropriate Report2Web preprocessing tool (i.e. Burster, Router, Bundler). At this stage the image file is available for archiving, indexing, bursting, and the application of categories and keywords in the same manner as electronically generated documents in Report2Web.

Once complete, an uncategorized image is transformed to a recognizable document in context with other related electronic documents. Images can be stored online, on disk or SAN, or migrated to near-line storage such as optical media through the optional Report2Web Archiver tool.



About Redwood Software

Founded in 1993, Redwood Software (www.Redwood.com) enables organizations to maximize the value of their IT infrastructure and business information through effective, event-driven business process automation, job scheduling and enterprise report management solutions. Redwood products such as Cronacle and Report2Web produce proven return-on-investment (ROI) within as little as a few weeks by optimizing IT resource utilization and improving the global availability and timeliness of information delivery. Redwood customers number more than 800 organizations worldwide and range from retail, manufacturing and financial giants listed on Fortune's global list of the worlds 50 largest companies to community hospitals, universities and other regionally run businesses. Redwood is a global organization with offices in the U.S., the U.K., the Netherlands, Switzerland and Germany.

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