



smartOutput

automating your document distribution!

*It seems like every year businesses invest in more technology to create the same output, being the paper based transaction history with their clients. Let **smartOutput** automate this document distribution to eliminate manual interaction with the documents and provide your organization a superior level of control over this communication and its associated work flow.*

1 GENERATE

We believe you don't need to print at all. However where you really must print it, only print what you need. No more printing documents to throw them in the bin once they have served their purpose. The documents you require for internal records keeping and compliance may be automatically generated by **smartOutput** and digitally stored in a web accessible archive for retrieval.

For those recipients that do not require the paper-based document at all, **smartOutput** can automatically email it to them meaning no paper waste or postage cost.

2 COLLATE

manually assembling documents to distribute them to your customer base is an unnecessary cost. **smartOutput** allows you to automate this document assembly and distribution at the click of a button.

3 DISTRIBUTE

Documents that require distribution. **smartOutput** allows you the standard email functionality, but why stop there? Documents requiring regular distribution such as customer statements can be automatically distributed. For mass distribution documents may also be cut to alternative storage media such as a DVD or external drive.

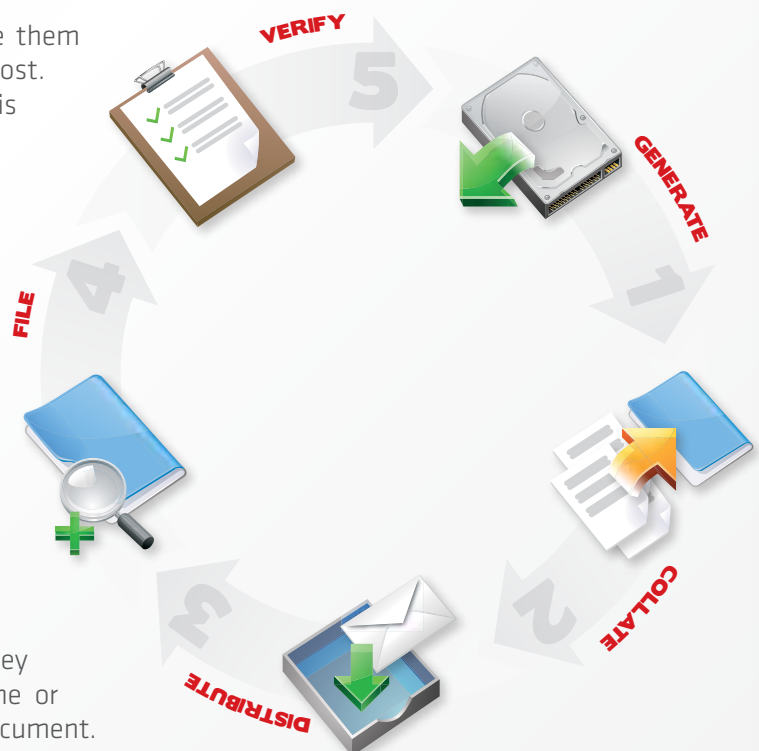
4 FILE

Documents may now be found based on the key pieces of information, such as customer name or invoice number, or based on any word in the document.

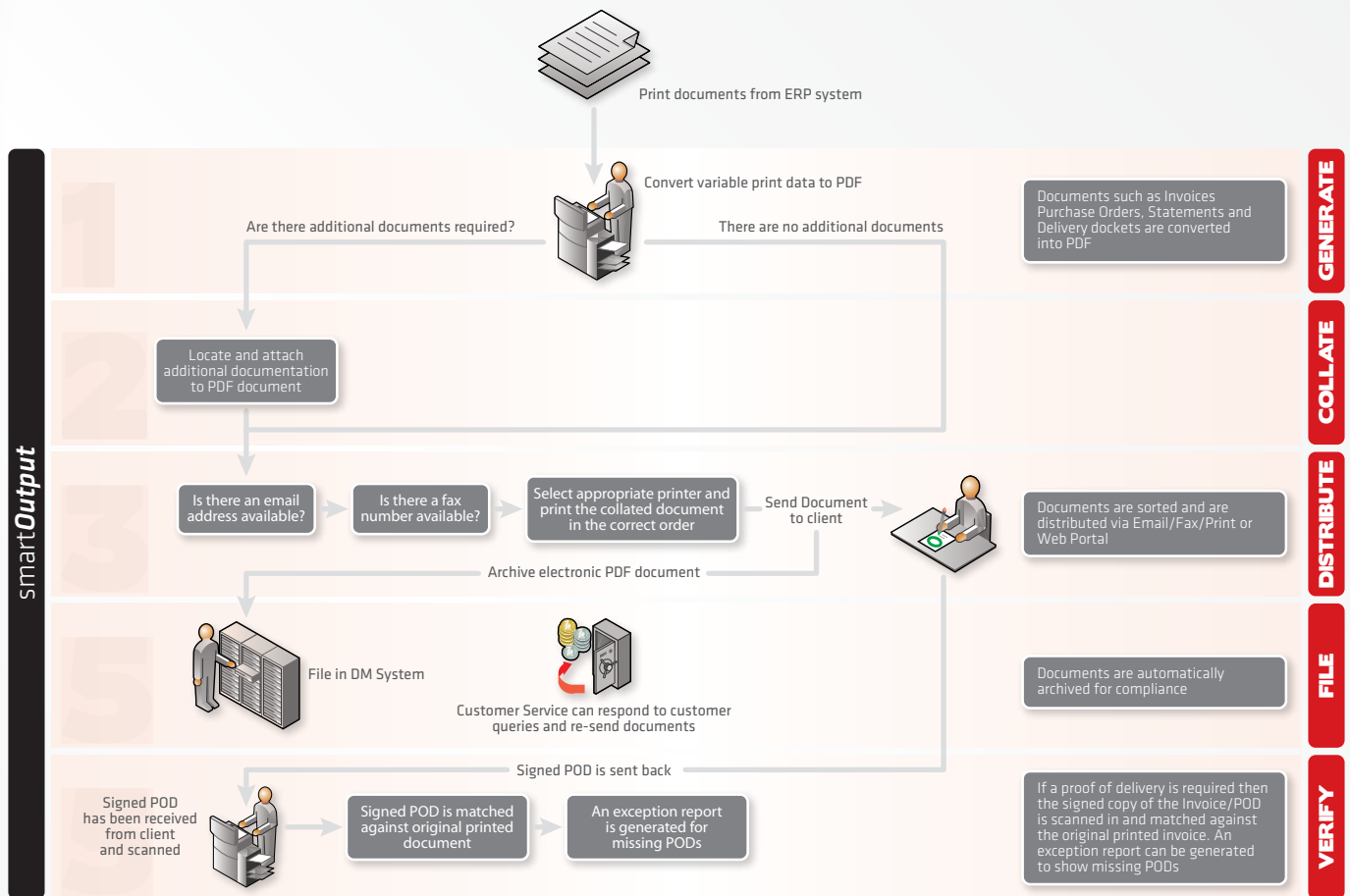
This search tool is web based which means anyone with the appropriate user permissions can search these documents from anywhere in the world. Most of our customers extend this functionality to their client base. Usernames may be created limiting them to a set of records, the company their employer for example meaning customers may retrieve their own documents rather than asking operations/finance to retrieve a copy.

5 VERIFY

Document control is enhanced by **smartOutput**. As documents are returned to the office it matches them to the original document which helps the operations/finance department identify which documents have yet to be returned.



smartOutput generic workflow



GENERATE

The cost of distributing invoices and statements to your customer base is significant - cost of labour to print and pack in envelopes, cost of paper and ink to produce and cost of postage. Most industry analysts suggest that the cost to produce and distribute this output is in excess of \$1.50 per transaction. **smartOutput** eliminates this waste from your business whilst speeding up the delivery of documents to the customer base.

COLLATE

The distribution of information is yet another opportunity to market your business to the existing client base. Let **smartOutput** help you leverage this opportunity. Attaching of marketing collateral to your general customer communication helps increase visibility of your organization.

VERIFY

Managing the return of the documents from the field to the office is often a tedious task. **smartOutput** provides the ability to match the original document and its returned pair and provides immediate visibility of which documents have yet to be returned. In most cases these returned documents often represent the cash of the organization, a sign delivery document for example, and identifying these missing documents help decrease cash collections cycles.



GENERATE



COLLATE



VERIFY



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