



AccuRoute® Document Routing & Distribution
For Financial Services

Tell your documents where to go. . .

Financial services companies are currently experiencing the greatest IT challenges in their history. Consider the following:

- How many times a day does a document change hands?
- How do you know each transition is secure?
- How do you insure the privacy of your customers' and employees' information?
- What are the compliance implications of how our documents are handled today?
- How do you insure you won't lose important paper documents? How do you insure your documents are accessible?
- At the same time, how can you make your employees most productive?

While many enterprises have invested heavily in the creation of reliable IT infrastructures with unprecedented power, they have only solved 80% of the problem. The remaining 20% of critical business information—the paper—remains housed in the company's file drawers and is distributed through traditional and often unsecured routes. **AccuRoute for Financial Services was designed to answer those questions...**

Faster, More Efficient Workflow

In the wake of industry scandals such as Enron, Tyco, and WorldCom, compliance requirements have forced companies to address the way in which they handle corporate documents (both paper and electronic) and their associated information management infrastructure. Financial services companies are revisiting their document retention policies based on specific compliance requirements such as Sarbanes-Oxley, Gramm-Leach Bliley, the Security Exchange Act of 1934, Anti-Money Laundering (AML), etc. in order to insure required documents are retained for the specified period of time and are immediately accessible.



"The sight of millions of paper documents clogging the streets of lower Manhattan in the aftermath of the attack testified to the fact that contracts, letters, statements, memos, checks and other paperwork are still at the heart of the business process."

-Perry Lunt,
"Recovery in the Wake of a Disaster", Transform Magazine

Document handling and faxing pose very significant security risks to patient and customer or employee privacy because of the uncertainty about the conditions around the receiving fax machine.

Business Continuity

No one can deny the acts of September 11th, 2001, made a significant impact on all our lives. The events of that tragic day immediately forced financial services companies to address their business continuity and security plans. Whether naturally-occurring or man-made, disasters have a direct impact on enterprises and their ability to continue or resume normal business operations. In efforts to experience minimal corporate business interruption, corporations are adopting business continuity plans to reduce operational risk and improve security.

Paper-Intensive Business Processes

Best business practices require that companies retain full and accurate records of every business or account case, including both paper and electronic records, ideally in one central location.

Given the statistics cited in a recent Pricewaterhouse-Coopers study:

An average organization:

- makes 19 copies of every document
- loses one out of 20 documents
- spends 400 hours per year searching for lost files
- and spends another 25 hours re-creating each lost document

The case for converting paper documents to digital files becomes more compelling. The ability to distribute those documents to multiple systems simultaneously saves significant employee time and resources. In response, Omtool delivers AccuRoute to enterprises worldwide.

AccuRoute for Financial Services:

AccuRoute is a document capture, process and distribution platform combining the best of the digital and paper worlds - allowing for a simple, efficient and controlled electronic distribution into a variety of information systems simultaneously.

AccuRoute's Key Features:

- Captures documents and converts them into a variety of formats
- Makes documents text searchable
- Creates customizable distribution rules (embedded directives) for full control of formats, delivery recipients and locations
- Empowers end users to define their document distribution and workflow (and embed these directives) from their desktop
- Embedded directives can be archived for "re-use" eliminating the need for redundant work
- Distributes mixed-mode documents to multiple recipients and multiple electronic information systems simultaneously including e-mail, fax, document management systems (DMS), records management systems (RMS), enterprise content management, knowledge management, business intelligence systems, desktop or network shared files and/or printing to a network device
- Is device-independent, working with any networked, scan-enabled digital printers, desktop scanners, copiers, or multi-function peripherals (MFPs)
- Provides a user-friendly desktop interface that leverages familiar (native) user interfaces from existing applications
- Allows "device-front panel entry", if desired
- Delivers comprehensive security and tracking functionality through its document capture, process and distribution system to handle secure electronic, bi-directional information delivery

The Benefits of AccuRoute:

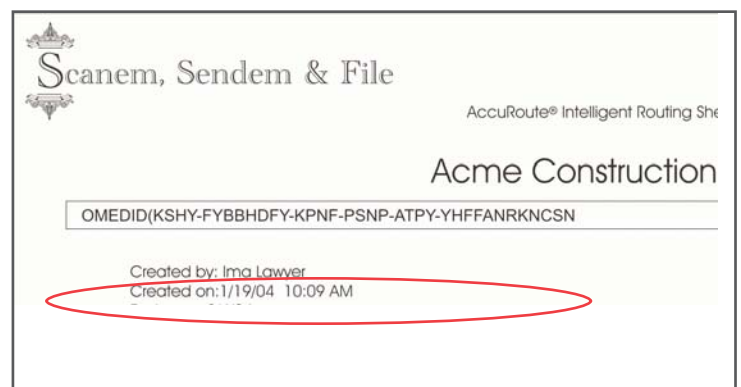
AccuRoute is helping financial institutions, worldwide, address and solve key business challenges today. Following are some of the common themes that run through the growing number of AccuRoute customers.

Improving the workflow

Immediacy is at the heart of document distribution. AccuRoute's scalability and ease-of-use allows for immediate return on investment while laying the foundation for future enterprise content management system distributed document routing to the end-user. This eliminates the need for redundant work and significantly enhances productivity.

Business without boundaries

Device independence is critical. Being able to work with any networked, scan-enabled digital printer, desktop scanner, copier or multi-functional peripheral allows for enterprise-wide deployment quickly and cost-effectively. AccuRoute's flexibility protects your software against the inevitable changes of future, cost effective hardware upgrades or new purchases.



Improved accountability and compliance

Document tracking and security are critical. Knowing who is handling which documents and when is a business imperative. AccuRoute, by its very nature, is designed to be fully self documenting - ensuring the ability to audit and retain every document. When considering new and changing legislation and the need to both retain and archive records, AccuRoute provides tremendous value!

Reduction in cost, waste and risk

This is a continuous theme that emerges with AccuRoute customers. It is simply cheaper to control scanning and routing projects in-house than it is to outsource to an agency. Having the distributed tools to manage sensitive matter, control document routing, reduce unnecessary paper and provide enterprise-wide connectivity is a significant cost savings and one that can not be ignored.

... and what to do when they get there.

"Compliance has forced companies to look at document imaging technology differently, shifting it from a useful side technology to a necessity in many cases." - Linda Briggs, ITCi

Electronic Intelligence: AccuRoute's Embedded Directive

An embedded directive is a label for an electronic distribution rule. A label consisting of a string of characters that provide intelligence to your documents so they know where to go and how to get there. The embedded directive contains all the routing and delivery specifications (including recipient data, method of delivery, final file type, profile of data and destination) encoded so that the AccuRoute server can understand and execute them. An embedded directive can be displayed on an individual routing sheet or stored electronically on your desktop for both convenience and a controlled method of document management.

Compression:

AccuRoute, through Adobe, now provides advanced image file compression capabilities as part of its document routing and distribution solution. AccuRoute's new image compression engine will take the images from the server and compress them with either a JBIG2 or JPEG compression technique. The result will be a dramatic reduction in document size with ranges from 50% to 800% smaller.

AccuRoute is the product of choice when you:

- Have continuous and spontaneous document integration requirements
- Require documents to be captured from a number of different devices and of different types (i.e. would like hardware independence)
- Need distribution of documents into multiple destinations such as fax, e-mail, document or records management system, etc. - simultaneously
- Integrate paper into electronic file structures to capture both paper and electronic based documents ("mixed mode" documents)
- Desire de-centralized document integration and scanning functionality
- Enable end users with their personal embedded document directives (or embedded directives)

**Document capture/
distribution is no longer a
centralized, back-office process
necessitating large and
expensive machines.
It is now an everyday,
front-office process that uses
much simpler devices.**

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