

# ONLINE CAPTURE CENTER

## WITH ONLINE FORMS CAPABILITY

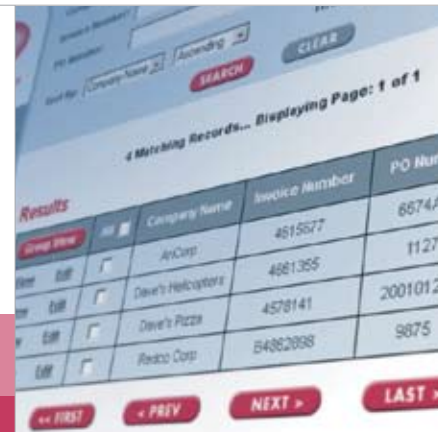
**ONLINE CAPTURE CENTER** The Online Capture Center allows users to deliver documents (single pages or small batches) to Scan One for processing or to load documents directly to Scan One's Online Document Center (ODC). Documents can be sent via email or fax using barcode cover pages generated by a simple web interface. In addition, images can be appended to existing records on the ODC by browsing to existing documents. Forms and supporting documents can be submitted, and data entered instantly via the Online Forms Center. Forms can be searched for based on pre-defined criteria, accessed via direct online login, URL, email or fax, data entered in both a push and/or pull environment, and pushed to other users for additional data capture. These online solutions offer a convenient alternative to sending physical paper off-site for scanning, and a simple method for attaching trailing documents.

**HOW IT WORKS** The Online Capture Center utilizes standard office equipment to capture documents and submit them for further processing. The web application allows user to pre-register documents, and/or enter form data before transmitting to Scan One. Users can then request a return email notification (via URL link) to the image, in order to verify Scan One's successful receipt of the documents. A highly effective bar-code cover sheet is printed to identify each set of documents. It is a simple, intuitive application for faxing, emailing, and scanning documents into the process.

**SCAN ONE** Scan One offers a valuable collection of innovative web-enabled solutions and capture services that automate paper-intensive business transactions. Scanning, data capture, and automated workflow services are delivered through the TransAct solution suite. Scan One's unique cosource approach enables them to perform objective production tasks at low prices, while customers manage subjective decision-based functions and retain control. Advanced technologies and meticulous business rules and processes are utilized to capture clean images and data. With a deeply integrated culture of privacy, a combination of people, processes, and technology, and over twenty years of experience, Scan One has earned their customer's trust and confidence in handling critical documents and data. Scan One eases the challenge of paper tasks, expedites vital decisions, and transforms business processes.

**SCAN·ONE**

A CORVEL COMPANY



Company Name	Invoice Number	PO Number
ArCorp	4615677	6674A
Dave's Helicopters	4681355	1127
Dave's Pizza	4578141	2001012
Reaco Corp	54862098	9875

### 3 SIMPLE STEPS

- 1 Pre-register submission with online web form
- 2 Print bar-coded cover sheet
- 3 Fax, email or scan documents

### FEATURES

**Add New Record:** directly to users choice of collections on the Online Document Center

**Append Image:** add trailing/attached documents to existing records on the Online Document Center

**Add New Batch:** send small batches to Scan One for processing

**Online Forms Center:** enter and submit forms, data, and supporting documents instantly (registrations, FSA claims, expense reports, etc.)

**Fax:** use dedicated toll-free fax line and web-generated cover page

**Email/Multi-Function Device:** send documents electronically

**Browse:** attach or create new documents by browsing directly from computer

### BENEFITS

Reduces cycle time by speeding turnaround on invoices

Important documents and attachments are now instantly available

Saves on paper mailing and shipping costs

Allowing your customers/vendors to enter their own data reduces your data entry costs

Reduces tedious paper handling between multiple parties

Instant updating improves and accelerates customer services responses

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