



easy.forwardTM
Managed Capture Services

WHOEVER HAS THE BEST DATA, WINS.

The best data is what works hardest for your business. Chances are you already have the information and business intelligence needed to give you a leg up on your competition, but it's still just information. It's not actionable data until it is in the right place, available to you at the right time – whenever you need it. Instead, it lies dormant, scattered about in file cabinets, servers and emails. The effort, cost and aggravation associated with upgrading information to data is probably what has prevented you from getting to it. Until now. **Now it's easy with easy.forwardTM.**

SAY GOODBYE TO DATA ENTRY.

easy.forwardTM requires no data entry from you. That's worth repeating: **it requires no data entry from you.** As a cloud based, paper to paperless solution, all you need to do is scan, email or drop your digital documents into an easy.folderTM which we will set up for you. Once it's in the folder, we take it from there, capturing the specific data your enterprise application needs to work hardest for you. The data is quality assured, formatted and ready for your business applications.



HOW easy.forwardTM WORKS



INPUT

Submit your files by placing them into your easy.folderTM. Scan your paper documents, or drag and drop emails, e-faxes or other electronic files.



CAPTURE

easy.forwardTM transforms the records contained in your easy.folderTM, capturing, validating and keying to create searchable documents via indexes.



RETRIEVE

We format the data for delivery and you are notified as documents become available. You can then access and collect documents with the ability to print, email, download, export and import into your enterprise system.

That's it!

What does something this easy cost?

The cost of easy.forwardTM is up to you. You pay only for what you use. There is no software to license, no implementation fees or maintenance costs.

REST EASY, IT'S SECURE.

Respecting the value of your data, easy.forward™ was designed with protection in mind. HIPAA and SSAE16/SOC2 compliant, security features include: user authentication; permissions based access control; encryption at rest; encryption in transit; threat monitoring and security monitoring. Multiple layers of security and proactive monitoring ensure that your data is protected every step of the way.

easy.forward™ Features and Benefits

Quality	easy.forward™ technology captures documents with up to 99.9% accuracy.
Timeliness	Turnaround time is as fast as 2 hours. Using easy.forward™ technology and our highly skilled labor force, large and complex jobs are processed with quality results that adhere to a Service Level Agreement.
Scalability and Workforce Flexibility	easy.forward™ allows for the accommodation of peak work volumes, eliminating the need to scale up and down based on seasonal volumes.
Dashboard	<p>easy.forward™ dashboards provide real-time visibility and access to allow you to monitor your document processing status, manage workflow and prioritize your business information needs.</p> <p>An exceptions dashboard flags documents needing your collaboration and our customer care team works with you to resolve any issues.</p>
Value	easy.forward™ helps to reduce your labor costs by eliminating the need for non-essential labor to key or index data. Costs for training, background checks, labor law compliance and benefits administration are also reduced, resulting in a return on investment that often exceeds 150% in the first year.
Compliant	Our HIPAA trained staff and secure operations assure your information is safe and secure, reducing your data handling risks. Business continuity and disaster recovery protocols assure 99.95% uptime and access.

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



Learn more! Call us at 800-745-6001 to set up a FREE consultation and demonstration, or visit www.scanoptics.com