



**Reform**<sup>®</sup>  
STREAMLINE DOCUMENT WORKFLOW

# Manufacturing

## INDUSTRY CHALLENGES

Manufacturers are met with a unique set of challenges. Their efficiency during the manufacturing process has a direct impact on product profitability and how quickly their product can get to market. Oftentimes manufacturers rely heavily on partners and unique processes to deliver superior value to their customers. FabSoft, through the power of Reform provides solutions to the following business challenges of the manufacturer

## INDUSTRY SOLUTIONS

- Effortless form management for invoices, pick tickets or packaging information
- Easy management of documents requiring notes or signatures
- Transparent document approval processes
- Simple electronic distribution of hard copy documents
- On demand form filling, printing and archiving
- Hands off postal sorting and address validation for shipment & mail delivery
- Easy image management for inventory and shipping control

## About Reform<sup>®</sup>

*Reform streamlines business workflow by automating document management, enhancement, and distribution. Reform will capture the print stream from any operating system, application, or device; enhance it; and intelligently distribute it to printers, fax, email and archive systems, improving your companies operating efficiency.*

# Manufacturing

## About FabSoft

*Established in 1992, FabSoft is a leading developer of document automation solutions that enable companies of all sizes to expand their maximum level of productivity. With over 16,000 installations, FabSoft's solutions have been successfully implemented into the operations of businesses all over the world.*

*Our success in today's market is the result of listening to the needs of our Customers. Our clients are our most valued assets and we will remain flexible to meet their changing needs.*

*Our technical staff is dedicated to providing solutions that deliver superior business value.*

### FabSoft

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## MANUFACTURING SOLUTIONS

### *Effortless form management for invoices, pick tickets or packaging information*

Reform allows you to intelligently print, distribute and capture the data contained on invoices, reports, pick tickets or packaging instructions. No more bursting and hand delivering tickets, now you can electronically deliver each part of the form to its final destination. Also, forms are generated on-demand, with up to date information, eliminating the need to bulk purchase and store multipart forms.

### *Easy management of documents requiring notes or signatures*

Reform & TagDoc allow documents that require signatures or notes to be scanned and automatically associated with the information on the document, for example; order number, part description, location, etc. The document can then be archived or routed for further processing.

### *Transparent document approval processes*

Reform & Document Authority Control® (DAC) can be used to automate approval processes. Requisitions, change orders and other documents can be intelligently routed to individuals, across specific departments or within work groups for approval. When notification is received, the document can be viewed, approved or changed, and routed to the next approver or department. Upon final approval, a copy of the document can be distributed or archived.

### *Simple electronic distribution of hard copy documents*

Reform & Modular Object Scanning Technology (MOST) provide manufacturers with the walk up convenience of scanning and distributing documents right from their multifunctional office equipment (MFP). Select fax numbers, email addresses, subjects and notes, specify directory locations, indexes or document types and even enter descriptions for archive systems. For common tasks, quick keys can be assigned to process the job with fewer keystrokes.

### *On demand form filling, printing and archiving*

Reform & Form Filler allow a company to access, fill-in and process forms from the MFP. After selecting the form, customer data is merged and fields can even be entered right from the MFP screen. Forms are now printed with accurate and legible information. Additionally, when forms are completed and scanned, Reform will intelligently distribute them to any printer, fax, email and/or archive system.

### *Hands off postal sorting and address validation for shipment & mail delivery*

Reform's postal sorting application maintains the most up-to-date USPS certified postal data available; allowing manufacturing organizations to confidently ensure invoices and vital documentation is delivered on time. Additionally, mail is automatically CASS certified which qualifies it for USPS discounts of up to 9.5 cents per mail piece.

### *Easy image management for inventory and shipping control*

Reform & SnapDoc®\* integrate shipping information, handwritten notes and product images seamlessly. Simply record information on a SnapDoc sheet, scan the barcode and take the needed pictures. Pictures are automatically associated with information on the form and can be delivered to your fax, email or digital archive system.

\* Requires use of a Ricoh 500SE digital camera.