

## Automation

Today, in order to remain competitive, businesses must find methods to reduce the operational costs associated with paper-based manual processes. Many organizations are automating their business processes using imaging, document management, and workflow technologies. These technologies, which are part of the Enterprise Content Management (ECM) solution set, have been successfully implemented in areas like accounts payable, loan processing, human resources, and many other business environments.

### IMAGINE...

Positioning your organization on the forefront of the paperless movement

A centralized document repository with role-based access

Automated document processing integrated into your unique workflow with built in audit tracking

### Dynamic Document and Data-Driven Workflow

3t Systems consulting experts and Enterprise Content Management solutions deliver improved process efficiency and return on investment (ROI) by automating paper-based transactions. Our solutions allow you to electronically capture, store and manage documents - enhancing data accuracy, decreasing business transaction cycle-times and eliminating process bottlenecks.

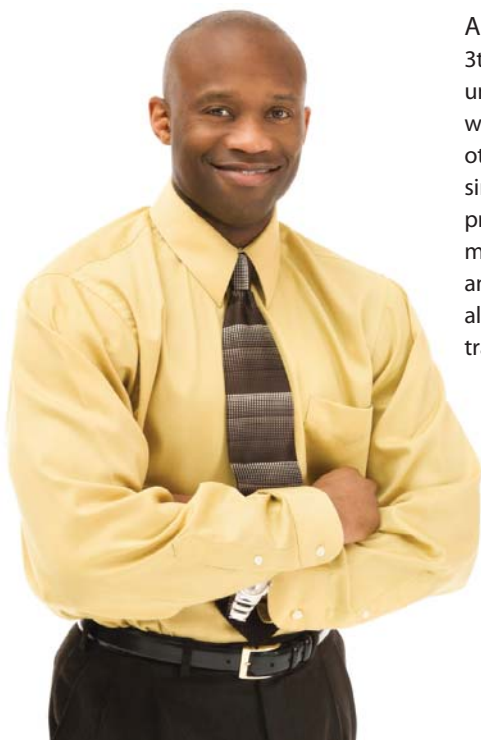
### Advanced Data Capture, Indexing & Storage

3t Systems ECM solutions capture documents from any source (scan, fax, e-mail, XML, Web, etc.), and store them within a centralized repository - minimizing errors, time-to-retrieval, saving on costly storage and on administrative overhead. Our solution can handle millions of documents and convert, automatically identify, save and deliver them to the right employee at the right time.

Our solutions accurately recognize and classify business documents using separator pages, bar codes, and intelligent forms recognition technology. With our powerful ECM/Imaging solution you can benefit from advanced data field extraction, validation of pre-existing information and the population and modification of necessary data fields. This enables your organization to work more efficiently and effectively generating more revenue.

### Automated Workflow

3t Systems ECM solutions provide you with dynamic document and data driven workflow. A unique event can be raised as each new document is deposited, which triggers configurable workflow activities to change a document's status, add tasks, deliver notifications to users or other actions as defined by the client. The solution combines robust workflow functionality with simple, graphical implementation techniques that allow the solution to be customized to fit any processing environment, without requiring additional development. By automating the routing and management of transaction information, you can expand the corporate environment to virtually anyone and anywhere, thereby streamlining work steps and improving communication among all users. This eliminates bottlenecks through reallocation of work and drastically minimizes your transaction cycle time.



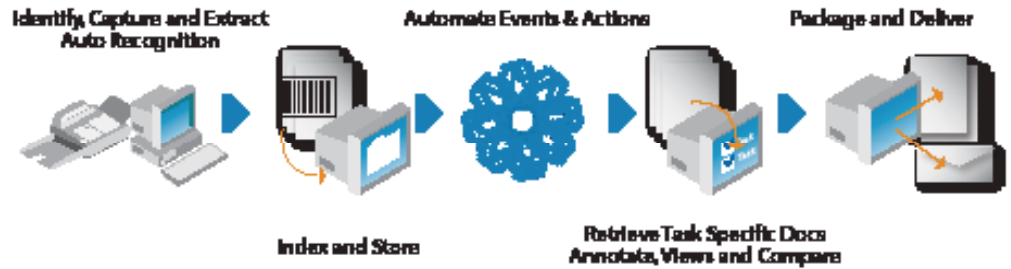
# Enterprise Content Management

## DID YOU KNOW?

At any given time, between 3-5% of an organizations files are lost or misplaced. The average cost of replacing a document is \$180. Annual losses for a Fortune 1000 company with one million files is \$5 million dollars.\*

## Secure Document Storage, Retrieval and Distribution

Our solution ensures all documents are stored securely and all activities in the system are automatically tracked for auditing purposes. Our provisioning feature allows role-based access to specific documents, controlling who views them and what actions can be performed with them. Specific documents are retrieved instantly and displayed in a viewer that provides zoom, flip/rotate and secure annotation functionality. Additionally, documents can be viewed or exported in configurable stacking orders, focusing the presentation of material on the audience that will be receiving it.



## WHAT NEXT? ARE YOU READY TO LEAD THE PACK?

As the business world continues to push toward paperless processes, investing in an ECM solution will allow your organization to remain competitive and provide your customers with increased benefits. Are you ready to maximize productivity and improve your transaction time exponentially by capturing, storing, managing and retrieving data faster and more effectively than your competitors? You are one phone call away from working more effectively and generating revenue while your organization saves.

\*Information Week – J.H. Bennet Records Mgmt., Oct. 17 2007