

DATA SHEET**Key Benefits**

- Accelerated processing speeds
- Lower processing costs with less manual interventions
- Improved customer response turnaround
- Less data entry errors and processing exceptions
- Reduced risk of compliance issues
- Increased productivity without adding to headcount
- Higher capacity and more efficient document handling
- Lower IT costs by eliminating manual uploads of data and documents

Solution Workflow

- Capture of All Types of Documents (Paper, Fax, Email, Electronic, EDI)
- Automatic Separation of Documents
- Automatic Classification of Documents
- Extraction of Metadata
- Validation of Metadata
- Export of Metadata and Document Images to any business system or content repository

Verbella Automated Mailroom Solution**Overview**

Developed for organizations that receive and process large volumes of documents on a daily basis, Verbella's Automated Mailroom Solution replaces many of the manual interventions associated with capturing, classifying, separating, extracting, validating and delivering document data received via postal mail, fax, email, or electronically.

Documents can be captured in a variety of ways such as scanners, MFP devices, smart phones, tablets, as an email attachment, or as an electronic file from your desktop or shared drive. Once the image is captured, the Solution then separates the images into individual documents, classifies them by document types, extracts all necessary data, validates the extracted data, and releases them in your desired format into the proper ERP, CRM, document management or file system.

Parse Data to Multiple Departments & Repositories

The Verbella Automated Mailroom Solution can be used by multiple departments and with multiple repositories. For example, personnel records can be stored in a PeopleSoft system, legal documents in a secure archive, financial documents can be linked to an ERP system such as SAP or Oracle, customer records can be linked to the CRM system, quality and plant maintenance documentation can be linked to your QC system and all records can be stored and accessed from SharePoint. All these areas can be serviced by a single server, keeping administrative and hardware costs low.

Industry-specific processes such as insurance claims, government case management, mortgage processing, and electronic health records management can all be handled more accurately with added automation incorporated into the workflow.

Add Capacity without Added Headcount

Data-intensive businesses need to maintain highly efficient operations in order to remain competitive. Verbella's automated Mailroom Solution replaces much of the manual intervention points

Verbella Automated Mailroom Solution (cont.)

Add Capacity without Added Headcount (cont.)

that can slow down the process and negatively impact the bottom line. More automation means that staff can be maintained at its current levels with added capacity to process more as document volumes grow.

Eliminate Delays and Rework

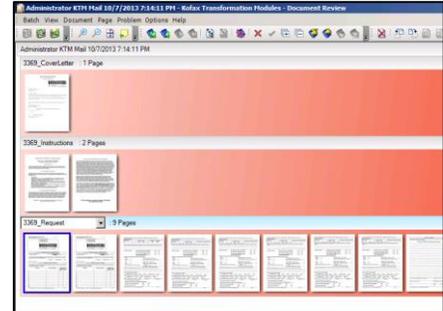
Manual processes can hamper processing speed and cause unnecessary rework and lost time associated with incorrectly indexed documents. The Verbella Automated Filing Solution leverages the powerful Kofax industry leading Capture and OCR software to lower capture costs and reduce errors. The Solution can be integrated with your business systems (such as SAP) to validate the extracted information used for indexing and or processing. Documents captured and accurately processed in the mailroom would immediately be available through workflows for processing by multiple departments, thus eliminating labor and distribution expenses.

Ensure Security and Compliance

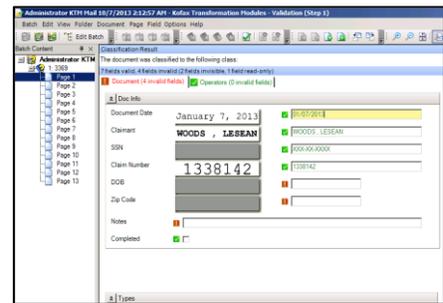
The Solution can be delivered with its own security or it can leverage your existing security protocols. Documents can be redacted so that sensitive information such as Social Security numbers cannot be seen by the processors. Once stored, separate levels of security can be utilized, allowing only authorized individuals have access to sensitive information. The documents can be stored in a compliant repository either on premise or in the cloud.

Verbella – Your Trusted Technology Partner

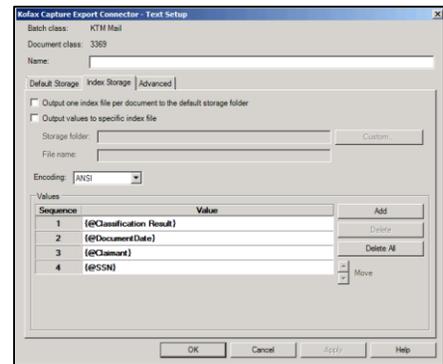
- Implementation, integration, and project management expertise to ensure a quick, on-time, and on-budget solution
- Training and knowledge transfer to your technical teams and end-users
- Functional and technical documentation
- Assistance and support for multiple testing environments
- Go-live support



Automatically classify documents by type to route to the correct business process.



Automatically extract information from each document and validate it according to business rules.



Deliver extracted information into any business system or content repository.