

## Document management has never been easier!

- OCR Scanning
- Auto Indexing and Archiving
- Standardized PDF Output
- Username and password protected
- Easy Integration and Use



NowFORMS is your easy to use enterprise solution that converts, manages, and distributes both paper and digital documents via email, fax, print or the Web. It's WebView™ browser based interface, Microsoft® .Net 2.0 Architecture, and a host of other features provide you with a solution that will transform your business. Gain the benefits of reduced costs, increased customer satisfaction, and eliminate the need for preprinted forms. It has never been easier to transition your organization to electronic document distribution and deliver your documents the way your customers want them!

## NowFORMS Core Advantages

### Rules Based Data Processing

Each page of your document workflow can be intelligently routed to destinations based on rules that you establish - split documents, combine documents, reformat pages and produce reports. Configure the system to send your data to printers, fax machines and/or servers across the globe.

### High-performance Print, Fax, Email and File Output

You configure NowFORMS to distribute your documents in the most cost effective manner - print, fax and distribute via email and the web. If you need to deliver your data as a file, select PDF or TIFF. NowFORMS can power multiple printers on site or distribute documents to a network of remote printers across the nation - all simultaneously.

### Comprehensive Archiving

The NowFORMS system will automatically archive your documents as well as index them for fast search and retrieval. NowFORMS' Internet enabled interface provides your employees and/or customers secure access to enterprise documents with all the necessary tools for searching and processing.

### NowFORMS™ Professional Services

With over 100 years of combined document management experience, our team of experts can provide customized solutions for your company's individual needs.

“  
*The NowFORMS solution has allowed RSD to reduce cost,  
improve efficiencies and increase customer satisfaction  
within our organization.*  
”

Gordon Olson  
VP of Technology, RSD

# NowFORMS™ Modules:

## Print Module

The NowFORMS Print Module intelligently routes forms to one or many high-speed printers, either locally or remotely over a network.

## Fax Module

The NowFORMS Fax Module intelligently routes documents to be faxed. When using the optional Fax Confirmation Module, submitters receive confirmation that faxes have been successfully transmitted including total number of pages sent. The NowFORMS Fax Module saves time and money spent on traditional printing, mailing and faxing.

## PDF Email Module

The NowFORMS PDF Email Module intelligently routes documents in PDF format via email. Emailing forms significantly reduces postal charges and the time it takes to distribute documents.

## Self Service Web Portal Module

The NowFORMS Web Module intelligently routes forms so that they can be presented over the Internet within a browser window.

## Archive Module with WebView™

NowFORMS Archiving Module with WebView allows you to manage, store and intelligently retrieve your documents utilizing a standard Internet browser from anywhere in the world.

## AutoScan™ Module

The NowFORMS AutoScan Module not only gives you the ability to scan and store documents, its OCR capabilities allow you to index and intelligently retrieve those documents. Great for capturing documents outside your system.

## Barcode Module

The NowFORMS Barcode Module allows for the incorporation of barcoding symbology on your documents.

## Fax Confirmation Module

The NowFORMS Fax Confirmation Module insures critical documents have been delivered via fax. When faxing a document you will receive an email confirmation that it has reached it's destination, including total number of pages sent.

## Forms Designer Module

With the NowFORMS Forms Designer Module you do not have to become an expert using a new forms tool. This module will allow you to modify your forms without the need to pay for programming fees or hold up in a project queue.

## ViewDocs Module

Automatically locate and reference documents stored in NowFORMS. Creates a direct link from business applications to the NowFORMS interface.

## System Requirements

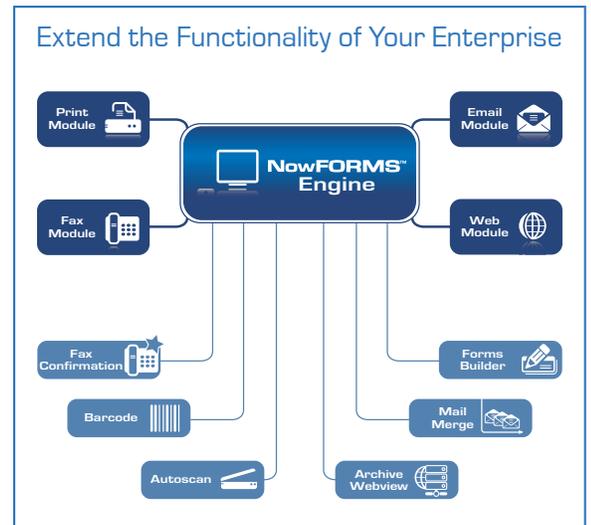
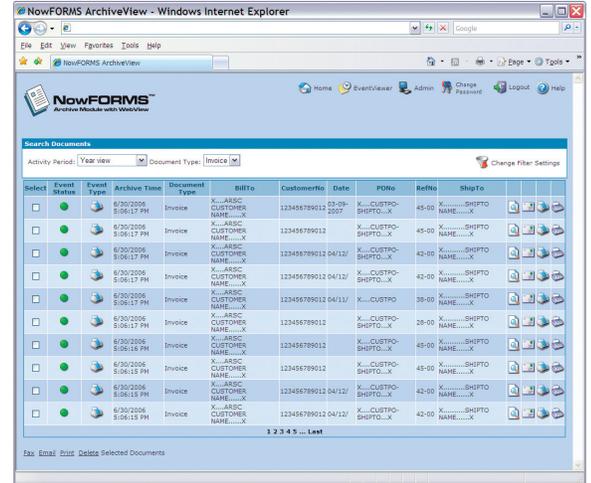
The requirements listed below are adequate for most production environments. Consult with your NowDocs representative to determine your exact requirements.

### Hardware

Intel Pentium® 4 Server @ 3.0 GHz  
512 MB RAM • 100 GB of Disk Space  
16X CD-ROM Drive • Network Card  
Fax Board for Faxing

### Software

Microsoft® Windows Server™ 2000 or 2003 (Standard or Web Edition)  
Microsoft Data Engine (included with Windows Server 2003)  
or optionally, SQL Server™ 2000  
(Database required only if running Archive Module with WebView).



## Get Results Now!

With NowFORMS you can distribute your critical business documents more rapidly and efficiently allowing you to save time and money.

Contact your NowDocs Representative to purchase hardware with your NowFORMS software as a turnkey solution. NowDocs resells Dell® hardware.