

SmartCover amplifies the functionality of standard fax servers and multifunction devices. Its configurable Unique Identification system works with a client's data to automate and customize document delivery – accurately and quickly.

### Completely Eliminate Manual Steps

Reportee SmartCover does more than “streamline” or “improve” workflow. Our patent-pending technology **completely automates the manual processing that still occurs between documents and workflow**: submission validation, routing, database logging, receipting and messaging. SmartCover extends the functionality of standard fax servers and multifunction devices by connecting hard copy to workflow based on data in the form. SmartCover is completely configurable to serve as a **universal connector**:

- from input to workflow
- from output to workflow
- from input to a final destination

### Exceptional Workflow Connector

While other solutions focus on document delivery within an intranet, SmartCover **connects documents from outside the network to workflow inside**. SmartCover works with a client's data to provide the intelligence to perform actions not inherent in typical OCR/ICR-based document capture and routing solutions including:

- automatic submission validation
- automatic routing and customized delivery to multiple destinations simultaneously
- automatic indexing
- automatic database logging
- automatic receipts and messaging

### Easy to Access

Form access is 24x7 and secure through easily accessible media such as fax, web, phone, and email.

### Fast and Accurate

Reportee's 99.9% proven accuracy rate delivers exceptional document management. SmartCovers increase processing speed by a factor of 3X.

### Easy to Configure

Reportee SmartCover Wizard walks you through step by step creation of your SmartCover template to:

- Create the layout
- Define pre-filled data on individually created SmartCovers
- Insert your company logo and other header information
- Add instructions and signature areas
- Define notifications, receipts, messages and exception handling
- Specify routing
- Define the naming convention of files for database logging and querying
- Convert incoming TIFF files to PDF

### Easy to Integrate

Our technology is easy to integrate, requires no API's, and works seamlessly with existing enterprise applications, intranets, web sites and databases. Web Services backend offers flexible and time-saving integration options.

### Minimal Requirements

Can co-exist on a fax server or multifunction device and requires no additional hardware or user software components.

Reportee SmartCover Wizard  
Part 1: Create the SmartCover Layout

Step 2 of 4: Fax Sender Information

This is information about the sender. Corresponding data fields can be pre-filled and used for routing, or completed manually by the sender. Part 4 (IT Administration) allows system administrators to specify the data sources for pre-filling the form and directing the routing. Titles may not exceed 15 characters each.

Standard Information: If this information is not needed on your SmartCover, uncheck the box next to that field.

Line 1:  Name

Line 2:  Fax #

Line 3:  Email

Add sender info (such as Company Name, Address, etc.)

Line 4:  Company

Line 5:  Department

Line 6:  Salesperson

Line 7:

Reportee SmartCover Wizard  
Part 3: Define Exception Handling

Step 3 of 6: Incorrect Page Count: Notify Fax Sender

This exception occurs when the page count indicated by the sender does not match the number of pages actually received.

From: "Fax Processor" <faxprocessing@r12.com>

Subject: Your fax was received but had an incorrect page count.

Body: On [date] at [time], we received your cover sheet indicating that you faxed in [#] pages including this cover sheet. The number of pages we received does not match the number you indicated. We cannot process until the cover sheet number matches the number of pages we receive. Please send again.

Notify Sender?  Yes  No

If yes, via:  eMail  Fax

Include copy of transmission?  Yes  No

If yes, send as:  PDF  TIFF

Add:  If you have any questions, please call 888-888-1234

Text:

## For More Information Contact Reportée:

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Following one initial set up, individual SmartCovers are created automatically.

### Scalable

Extraction and form validation software runs modularly and redundantly on multiple servers.

### Cost Effective

ROI is immediate and significant – pays for itself in months.

From: J. David Fax: xxx-xxx-xxxx  
Email: jdavid@xyz.com Tel: \_\_\_\_\_  
Customer: XYZ Company  
Job: \_\_\_\_\_  
Contract: \_\_\_\_\_  
Rep: D. Johnson

### Fax Sender Information

- Template set up allows the user to define the information required from the Fax Sender, and to connect data from the client's database for routing the individual SmartCovers
- All or part of this data can be used to pre-fill a form for processing
- Data that is pre-filled benefits both the receiver (viewing information) and sender (no need to complete the form manually)

### Unique Identifier

SmartCover is the only solution to automatically assign a Unique Identifier. This data is configured during the initial set up process to:

- Pre-fill the individual SmartCovers for processing
- Indicate key information about the form and sender
- Specify routing and indexing information
- Log transaction processes in a database
- Ensure processing accuracy:
  - Located in 2 spots on the form
  - Includes a check sum
  - If accuracy cannot be confirmed, it is routed to an exception operator for handling

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Time-Tell LLC  
CONTRACTS  
FAX To: 650 654-1789

From: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Tel: \_\_\_\_\_  
Customer: \_\_\_\_\_  
Job: \_\_\_\_\_  
Contract: \_\_\_\_\_  
Rep: \_\_\_\_\_

Please Completely Shade (■) the Number of Pages Faxed in:  
10 20 30 40 50 60 70 80 90  
1 2 3 4 5 6 7 8 9

This Cover Page + Add'l Pages = Correct Number

Note: Please use BLACK ink or DARK pencil. Please describe any special shipping instructions.

Authorized Client Signature

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### Header

The template header is defined by the customer to display information such as Company name and fax number, and can even include a company logo.

### Submission Validation Fields

Please Completely Shade (■) the Number of Pages Faxed in:

10 20 30 40 50 60 70 80 90  
1 2 3 4 5 6 7 8 9

This Cover Page + Add'l Pages = Correct Number

Submission validation reads page count to ensure that pages submitted equals pages received. This information triggers receipts or error messages as specified during set up. Error messages can include a copy of the faxed image, and can be delivered by email or return fax.

### Free Form

Please describe any special shipping instructions.

This area can be configured to include instructions, comments or requirements for those receiving the fax. The area is large enough for responses to also be indicated.

### Signature Area

SmartCovers can include up to two signature areas. Authorization text and user titles are custom defined.

### Reportée Consulting

In addition to SmartCover, Reportée designs customized solutions that further automate document processing by eliminating data entry of information received in hard form. Our patent-pending technology reads, extracts and automatically validates information contained on repeat customer driven forms such as timesheets, orders or claims; repeat anonymous forms such as evaluations or surveys; or a large volume of sales quotes, acknowledgements, contracts, or any form that requires a signature to initiate a workflow process. Our expert team can help you design and implement a Reportée solution uniquely tailored for your business needs. Contact us for your free assessment and consultation.