

ONE TOUCH WORKFLOW CLIENT

Define, organize, manage, customize and optimize the hands-on steps of your document-driven transactions

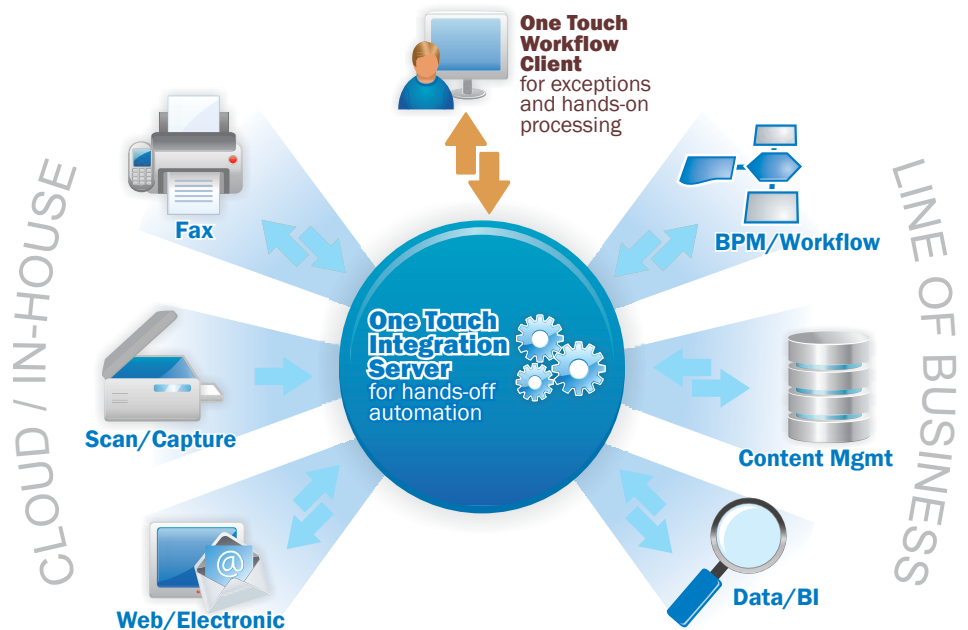
REPLACE MANUAL PROCESSES

The automation of document-driven business processes brings the promise of “hands-off” speed and efficiency. But in the real world, even the most automated process often requires the direct involvement of knowledge workers.

When a customer omits information from a new account application, or when a vendor forgets to put a purchase order number on their invoice, someone has to handle that exception. And some processes are just too sensitive or changeable to ever be completely automated.

These exceptions and manual processes are often slow, costly and prone to error. But even if you cannot fully automate a process, you can provide the right tools to improve the speed, accuracy and cost of manual processing.

The **One Touch Workflow Client** enables knowledge workers to drive the hands-on steps of a document-centric business process more efficiently and accurately. It leverages the powerful automation and integration capabilities of the **One Touch Integration Server** (OTIS), providing a combination of flexibility, features, functionality and price that are unmatched by any other solution on the market.



FLEXIBLE TO MEET THE NEEDS OF ANY WORKFLOW

The **One Touch Workflow Client** enables knowledge workers to quickly and easily perform sophisticated indexing, validation and workflow tasks on inbound documents, and to launch complex, automated, rule-based actions.

The interface is highly customizable, including

- buttons,
- actions,
- index fields and
- routing lists,

enabling OTIS to meet the specific needs of each business process with minimal programming.

The **One Touch Workflow Client** also

- enables easy database updates,
- performs lookups to intelligently fill index values,
- identifies document senders,
- determines routing and
- prioritizes documents,

all based on sophisticated business rules.

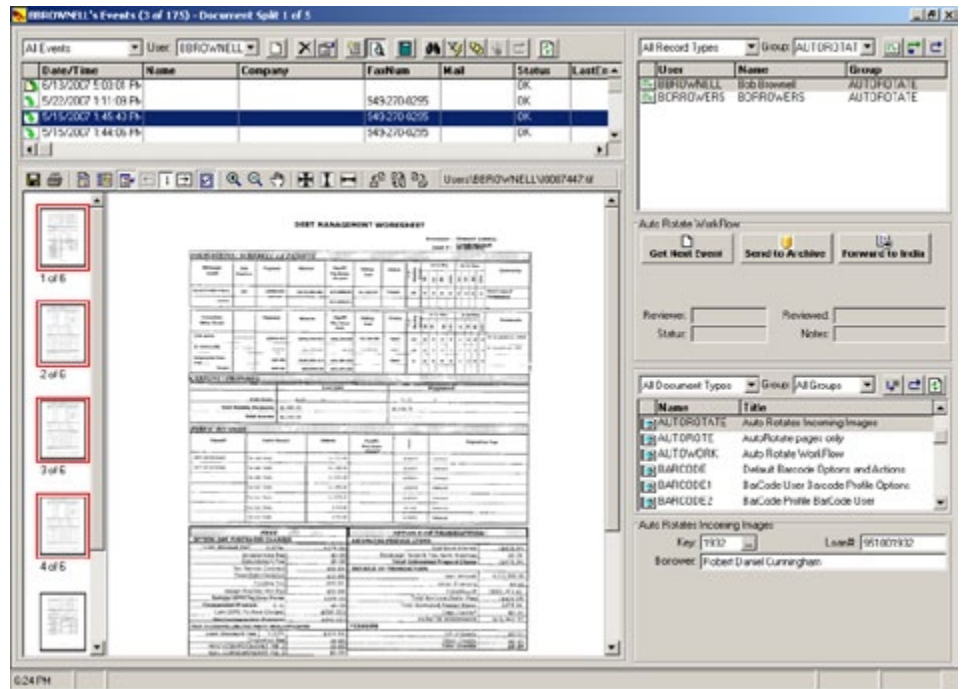
And because it works with OTIS, the **One Touch Workflow Client**

- leverages existing applications and back-end systems,
- provides tighter integration,
- enables faster user adoption and
- significantly reduces implementation costs.

THE POWER TO DRIVE BUSINESS PROCESSES FASTER

The **One Touch Workflow Client** brings the power and ease-of-use of OTIS to the fingertips of knowledge workers who support hands-on business processes, enabling them to view and act on a document with as little as one mouse click.

- **Automatic overlay of dynamic data fields** from multiple sources for both inbound and outbound documents.
- **Automatic database lookups** to pre-fill index fields (metadata) based on barcodes, sender info and values detected in received documents
- **Rotation of document images** such as scanned images and faxes, automatically or manually
- **Single/multi-page TIFF/PDF support and file separation** to enable each document to be delivered to different locations in different formats according to business rules.
- **Intelligent file naming** based on a document's content or source.
- **GUI-driven, rules-based configuration** to easily create, change or add complex functions without expensive, risky and time-consuming programming.
- **Multiple profile support** to apply relevant rules and workflows to different types of documents, and to assign appropriate projects and interface options to different users, all based on business requirements.



- **User and group security and workflow definition** to control access to features, functions and business processes by user role or explicitly.
- **Pre-built and configurable connectors** to integrate OTIS with EMR/EHR and other healthcare applications as well as enterprise-class document management, ECM, CRM, ERP and database applications such as Microsoft SQL and SharePoint, IBM DB2 and Content Manager, Siebel, Salesforce.com, Google Docs and more.
- **API's** for solutions that require custom connections—including XML, Web Services, .NET, C#, COM and FileScan—for straightforward file pickup and processing without special interface programming or versioning issues.

ABOUT ONE TOUCH GLOBAL TECHNOLOGIES

For more than 20 years, **One Touch Global Technologies** has made companies more efficient by integrating document management solutions across corporate back-office systems. One Touch enables organizations to eliminate inefficient manual paper handling by automatically routing transactional documents received via paper, fax and email to desired destinations using customizable workflows. One Touch has improved efficiency for a wide variety of customers in healthcare, financial services and other document-intensive industries. **Business document efficiency begins with One Touch.**



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