

THE PROVEN NO. 1 CHOICE FOR BUSINESSES ALL OVER THE WORLD



READSOFT®  
**DOCUMENTS**  
FOR EDI

**EMAIL 5-3**

**Automate your document input**

**READSOFT®** 

# Save time and decrease your handling costs

Expand your automatic forms and invoices processing. EMAIL will capture all email attachments and import the contents directly into FORMS or INVOICES. – instantly.

Email is perhaps the single largest benefit of the Internet. Still, mailrooms are busy. We are only using a fraction of the full potential of email.

Just think of all the time and money that could be saved if you, and your business associates, could stop bothering with paper, envelopes, addresses, and stamps.

Imagine a process that could handle a complete business transaction, from quotation inquiry to invoicing and payment, through email alone and with a minimum of manual handling.

Consider the possibilities:

- Notifications automatically sent and entered into the recipient's system.
- Any kind of form, in any kind of format, interpreted, evaluated, and forwarded for appropriate action.
- Important information extracted from the body of an ordinary email and transferred directly to the correct directory, database, or recipient.

The possibilities are endless.

You would have what amounts to an EDI (Electronic Data Interchange) system, but without the complexity and expense inherent in today's EDI solutions.

In a communication process that is geared to be fully automatic, computer to comput-

er, all documents would still be designed for human eyes and understanding.

This is our vision, and EMAIL is the receiving part of ReadSoft DOCUMENTS for EDI.

## Capture all forms and invoices directly from your email

Starting now, you no longer need to print and scan your email attachments in order to get them into your system. EMAIL will automatically sort your email, capture all relevant attachments, and streamline them into your main ReadSoft applications. Thus your input to FORMS and/or INVOICES is media independent. You can apply the same business rules and transfer the data to your host system, regardless of how the documents entered your system.

## Completely transparent

Working in the background, EMAIL will detect any form or invoice attachment and immediately transfer it to FORMS or INVOICES. Depending on your settings, your incoming attachment may be ready for approval in a matter of seconds.

## Eliminate the risk of mail server overload

As each email is processed, it is removed from the mail server and archived. Consequently, no amount of incoming forms or invoices can cause an overload.

## Extremely easy to use

EMAIL is easy to set up and completely transparent when running. Once installed and configured, it requires no further intervention.

## Get your suppliers to use invoice emailing software

If you are running INVOICES, the remaining manual work could easily be reduced if your suppliers start invoicing you by email. This is, in fact, mutually beneficial:

- For your suppliers, emailing invoices means less paper and fewer envelopes, less printing, and less postage.
- For you, emailed invoices reduces mail-room work. You don't have to sort the invoices or scan them. And your verifying process will be much simplified, thanks to the superior input.

## EZ-OUT – secure emailing made easy

EZ-OUT, the sending part of ReadSoft DOCUMENTS for EDI, is a stand-alone program that installs as a printer driver and automatically emails specific types of documents to the correct recipients. Wherever needed or required by law, encryption and digital signatures are part of the process.

### Business benefits:

- Dramatically decreased handling costs
- Instant, automatic handling
- Automatic email sorting
- All sender information is retained

### Key features:

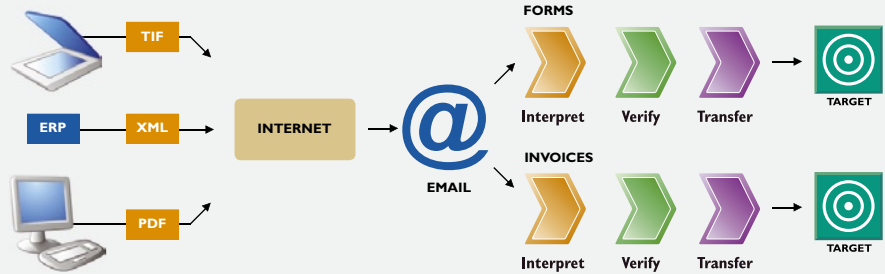
- Capture of text files, PDF, XML, TIF, PNG, etc. from email attachments
- Seamless import of emailed invoices into INVOICES
- Seamless import of emailed forms into FORMS
- Easy set-up
- Completely transparent



# Automatic transfer of attachments into FORMS and INVOICES

EMAIL extracts all files attached to incoming email. Thus, you can capture data from:

- Images (including multi-TIFF files)
- PDF documents (including multi-page)
- Text documents
- XML files



*Email from various sources is detected and sorted by EMAIL and transferred to the Interpret module of FORMS or INVOICES.*

## Mail sorting

EMAIL sorts email messages according to one or more of the following criteria:

- The sender of the email
- Subject keywords
- FORMS keywords
- INVOICES keywords

The mail-sorting functionality provides great input flexibility, e.g. for queue allocation.

During the process, sender information, subject, and body are captured.

No.	Field name	Id	Format	Pod status	Len	Pos	Expression
1	#S	0	*"N(20)	0	20	1	
2	#Signator	0	*"N(40)	0	40	7	
3	#Title	0	*"N(20)	0	20	61	
4	#Description	0	*"N(250)	0	128	81	
5	#Profile	0	*"N(11)	0	11	208	
6	#Date	0	Y/M/D(0)	0	8	220	
7	#Status	0	*"N(2)	0	2	226	
8	#Time	0	N/m:ss	0	6	228	
9	Contact	0	*"A(2)	0	47	234	
10	e-mail	0	*"A(1)	0	63	281	
11	Fax	0	*"N(1)	0	23	344	
12	Order_number	0	*"N(1)	0	16	367	
13	Order_date	0	M/M/D(0)	0	8	383	
14	Invoice_nu...	0	*"N(1)	0	16	391	
15	Invoice_date	0	M/M/D(0)	0	8	407	

Sender, subject line, and other data can easily be included in the transfer.

Email messages that do not match any of the criteria you specify are stored for manual classification and handling.

If one attachment in an email message is unidentified, others may still be successfully interpreted, and the message is flagged for manual checking.

## EMAIL system configuration

EMAIL is an extension of your existing FORMS and/or INVOICES production system, allowing you to use incoming email messages as the source for your data capture. This is done in two modules, in a two-step process:

- The server module extracts email from the selected mailbox, removing it from the mail server.
- Using the client module, you run an Interpret job in FORMS or INVOICES.

### The server module

Since the server module is business critical, it is extremely reliable and fault tolerant. No matter what happens to the network or mail server, the EMAIL server module keeps running, anticipating the moment when it can reconnect to the mail server.

### The client module

The client module acts as a data source extension for FORMS or INVOICES, feeding the Interpret module with XML files created by the server module.

## Logging

EMAIL server module runs in the background and is never turned off. It communicates by logging important events to:

- email
- file
- the Windows NT Event Log

You can choose one or more of these options, and the logging levels can be set separately for each.



# Increase your business efficiency with tools from the leading provider of Document Automation.

## The benefits are substantial and immediate.

### ReadSoft—always at the forefront of innovation

We take pride in being the innovators of our industry. Our Research & Development team is a major part of our company and we spend a substantial part of our revenue on inventing and improving new technology, according to our customers' needs.



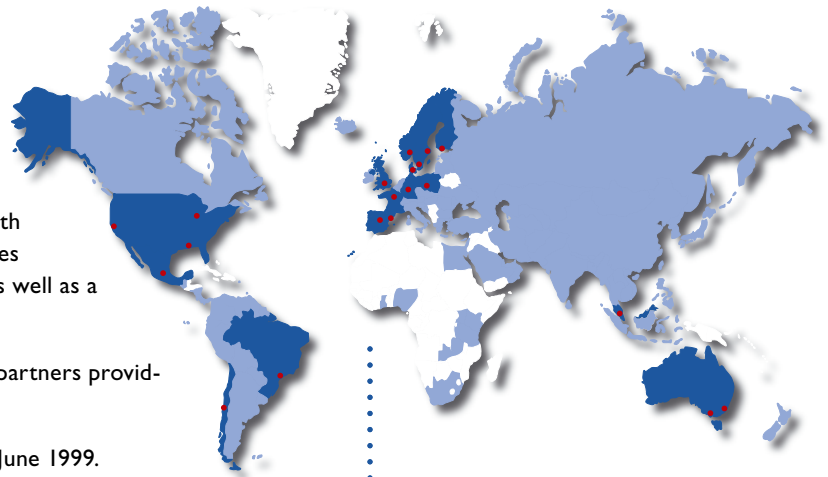
### ReadSoft DOCUMENTS – a modular software platform

This full-scale system incorporates five Automation Areas: Capture, Understand, Manage, Integrate and Interchange. It is based on a flexible structure can be adjusted to fit your specific business requirements.

ReadSoft also offers a range of business solutions based on the ReadSoft DOCUMENTS platform. These are pre-configured solutions for automating a specific document type or business application. A business solution includes tailored services such as consulting, training and support. Currently we offer business solutions for Forms, Invoices, Mailrooms and Document EDI.

### ReadSoft in a nutshell

- Market leader with more than 4500 customers worldwide, including both global enterprises with cross-organizational systems and local companies specialized in a particular market or industry, as well as a large number of governmental bodies.
- Offices in 16 countries and approximately 300 partners providing expertise in 70 countries.
- Listed on the Stockholm Stock Exchange since June 1999.
- Fifteen percent of revenue is invested in Research & Development every year; close collaboration with various research institutes.
- Close partnerships with prestigious global partners. Cooperation with prominent consulting firms.
- Delivers software in several languages.
- Voted "Best of AIIM" 6 times at the world's largest document management convention, AIIM, in the United States.



# READSOFT®

Document Automation Powering Your Business Efficiency.

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