



Passport[®] Document Exchange

Getting information where it's needed





Add value to your Lane fax environment with Passport Document Exchange.

Managing and processing the flow of paper documents quickly and securely is a critical challenge for most organisations. The movement of paper documents - faxes, emails and post - creates opportunities for messages to remain inactive for long periods or even go missing forever. Inconsistent processes or inexperienced staff can cause costly errors, with business and revenue lost through delays or failures in executing these messages.

You need to find a more robust way to move these documents: between departments and sites, or even across borders; sometimes collecting signatures on the way; often needing additional comments and notes. And in today's increasingly regulated world, transparency in this paper trail is vital to prove compliance and display validity of transactions.

Lane's Passport Document Exchange is a powerful and affordable add-on to the Passport 4000 fax server. This image-based workflow system manages, processes and tracks messages and associated documents, from input to completion, through intuitive desktop user interfaces.

Passport Document Exchange controls and processes faxes, emails and paper-based documents in secure workflows, with full auditing to compliance standards. In short, it cost-effectively transforms the way your business handles paper and electronic documents.

With Passport Document Exchange, you can integrate into one seamless workflow solution:

- ▶ Fax, with DDI and TSID routing.
- ▶ Email, including digital signatures and secure encryption.
- ▶ Web, through forms input.
- ▶ Paper-based documents, scanned in via any Twain-compatible scanning device.
- ▶ Electronic documents: from popular desktop applications such as Microsoft Office.

Passport Document Exchange transforms the way you do business. Proven in the most demanding environments, this powerful image-based workflow solution adds value to your fax environment by:

Reducing costs and delivering rapid ROI. The volume of paper circulating around organisations is still staggering, and a substantial amount of manual intervention is needed to sign or authorise documents. Passport Document Exchange reduces costs and delivers rapid ROI by:

- ▶ Enabling graphical signatures and multiple levels of authorisation to be applied to imaged documents via clear and intuitive user interfaces.
- ▶ Improving staff productivity by delivering documents directly to the users who need them at their workstations.
- ▶ Reducing paper by presenting documents electronically, across your organisation.
- ▶ Reducing storage demands and vastly improving retrieval times.
- ▶ Improving accuracy through an exacting and detailed audit trail, which forces the input of key information, manages approvals, and defines how a document moves through a business process.

Improving client service. Effective, suitable and flexible communications are vital for retaining existing customers as well as attracting new ones. You need to prevent lost instructions and orders, and be able to identify potential problems quickly. Passport Document Exchange provides:

- ▶ Versatile and robust communications for your clients and prospects.
- ▶ A range of communications and systems interfaces as well as a flexible architecture to create an unlimited number of secure workflows.
- ▶ Streamlined and efficiently-managed inbound, outbound and internal communications, with structured processing for different types of messages and documents:

Increased security and compliance. Paper documents are not secure: they go missing on fax machines, printers and photocopiers, are left in-trays, or simply disappear in internal or external post. Recording the movement of these documents for compliance purposes is difficult and time-consuming, and retrieving filed documents can be tortuous. Passport Document Exchange addresses these security and compliance concerns by providing:

- ▶ High levels of document security: only authorised users can access specific documents; permissions-based rules limit the functions users can perform; and documents cannot be deleted on an ad-hoc basis.
- ▶ Robust audit trails: starting as soon as a document enters the system and maintained throughout the workflow and into archive, recording user and system actions.



- ▶ Forced compliance: workflows demand the input of key information as well as defining how a document will move around the business process.

Ease of deployment. We've designed Passport Document Exchange for easy deployment and use. By incorporating a graphical workflow designer, you can create complex workflows simply by performing familiar drag-and-drop operations. Features include:

- ▶ Ease of construction: a graphical workflow designer gives great flexibility; workflows can be constructed quickly and easily, and can be as simple or complex as required.
- ▶ User-friendly design: workflows are easy to read and understand; workflows and tasks can be linked through colour coding; and notes can be added.
- ▶ Portability: workflows can be promoted from a test to a production environment.
- ▶ Integrated imaging: no need to depend on third-party imaging tools and applications.

Enterprise configuration: documents received in one office may need to be passed to another for processing; these may be in a different building or even across borders. With Passport Document Exchange, these locations are just a click away via the workflow process. This ensures:

- ▶ Distributed processing: with the appropriate underlying network infrastructure, workflows can encompass more than one geographical region.
- ▶ Robust business continuity: Passport Document Exchange has been designed to enable resilient configurations. Hot standby clustering components allow strong disaster-recovery systems which can be deployed across your wide area network.





Passport 4000 Fax Server

Passport Document Exchange is an optional add-on to Lane's powerful Passport 4000 fax server. This offers a flexible and customised solution which enables you to seamlessly integrate fax and messaging systems across your entire enterprise and into consolidated data networks, across one site, many sites or across borders. By adding Passport Document Exchange to your Passport 4000 fax solution, you can add value to your fax environment and gain a maximum return on your investment.

Lane - the fax specialist

Lane specialises in fax and messaging solutions for the global community. Operating across Europe, the US and Asia, we provide customised solutions to meet our clients' exact needs, integrating fax seamlessly into your communications network.

With our unrivalled breadth of knowledge and experience, we have developed standard and customised systems for every type of organisation, from the largest financial institutions through healthcare companies and on to manufacturing and transport providers. We pride ourselves on developing systems for our clients which suit their method of operation, meet all compliance and security demands, and will continue to support them as their business evolves.

Our fax solutions encompass the latest technology while improving efficiency, security, auditing, compliance and reliability. Our combination of product excellence and technological expertise ensures your fax server system will meet your demands, now and in the future.



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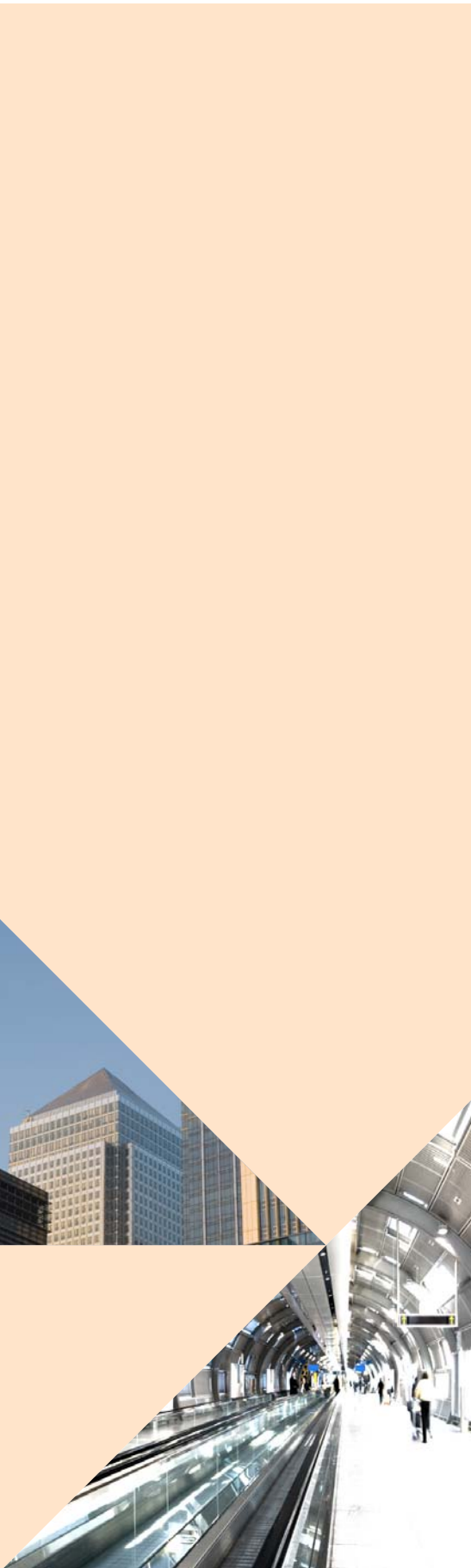
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