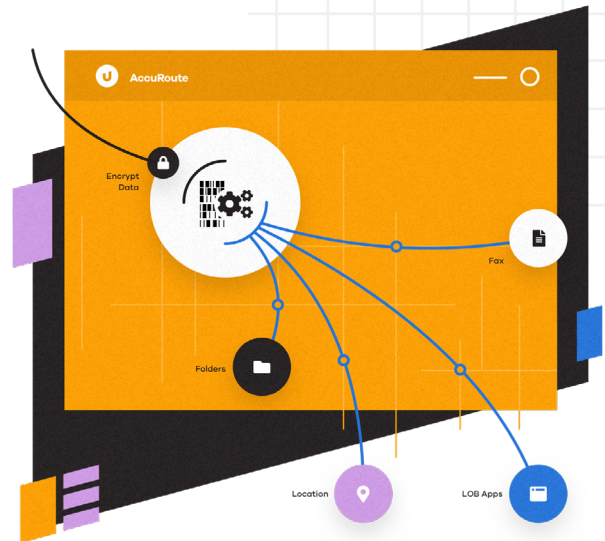# AccuRoute

Enterprise-class document capture, fax, and workflow

AccuRoute is the preeminent server-based document capture, fax and workflow software solution to capture, process, deliver, and archive critical business documents.

Centralize and manage documents.

Convert documents to a variety of formats, collect and validate data, compress the document, and deliver to any destination.

- Profile documents using native document management interfaces and screens
- Automatically extract data from the document
- Prompt users to capture new information at the MFP panel when scanning

Deliver information anywhere it needs to go.

AccuRoute enables multiple processing tasks and delivery to any number of destinations all based on the single scan, including:

- Scan-to-self via email, network folder, or web folder
- Scan-to-distribute via email, fax, or list
- Scan-to-store in DMS, network folders, or cloud storage systems
- Scan-to-LOB systems

AccuRoute

Tell your documents where to go and what to do once they arrive at their destination.

Convert paper Into electronic formats

With the transition of paper into electronic workflows, documents become more accessible. As a result, employees enjoy increased productivity by being able to quickly locate documents, especially in the case when the documents are text-searchable. In addition, electronic documents are inherently less likely to be lost, misplaced, misdirected, or consume valuable real-estate costs related to storing paper.

Centralize and manage mixed-mode documents

AccuRoute is not limited to the capture of paper-based documents. Electronic documents can also be converted and distributed through AccuRoute, all from the user's desktop. One of the key benefits of AccuRoute is the ability to effortlessly combine paper and electronic documents (or mixed- mode documents) into one package for distribution. With AccuRoute there is no longer a need for separate processes to handle electronic documents versus paper documents.

Create protected PDFs and perform document compression

Many business processes require specific document formats such as a PDF or a TIFF file. IT storage limitations and transmission restrictions require documents be compressed whenever possible. With AccuRoute, documents can be automatically converted to PDF and compressed as they are passed through the AccuRoute Server. You even have the option to produce a password-protected PDF file to ensure your information is only viewed by those you intend to view it.

Utilize document handling rules

AccuRoute offers multiple, simultaneous routing options available from a user's desktop or from a smart scan device. Distributed document capture places the ability to handle documents in the hands of users when and where they need it. The availability of smart multi-function peripherals (MFPs) that include embedded software, and mobile devices extend the reach of AccuRoute from beyond the desktop to the interfaces of smart MFPs, available from providers such as HP, Ricoh, Lexmark, Canon, Samsung, and Xerox.

Document workflow at your fingertips

AccuRoute's flexible menu enables a user to select recipients (including document information systems), method of delivery, and preferred file format. AccuRoute creates a routing rule which is stored on the Server and can be printed to a Barcoded Routing Sheet or a workflow button on an MFP. The routing rules are reusable, and eliminates multiple steps in processing documents for electronic delivery.

Routing Sheets were once thought a thing of the past. However, specific business document workflows lend themselves well to Routing Sheets. Imagine an environment where no desktops are available (such as in healthcare) or where certain scanning functions are highly repeatable by the same person. In this case, one Routing Sheet can be reused to greatly increase productivity through replicated tasks.

As an alternative to Routing Sheets, users may opt to print barcodes or routing IDs and attach those to documents for batch scanning.

Streamline document-driven workflows

Utilize smart MFPs

AccuRoute is fully integrated with smart MFPs such as devices from HP, Ricoh, Lexmark, Canon, Samsung, and Xerox enabling walk-up users to easily access AccuRoute's advanced document capture, process, and delivery capabilities. Users are able to scan to AccuRoute from these devices by selecting from numerous, customized options. AccuRoute leverages and integrates with the identification or authentication provided by most MFPs, allowing users to access their personal distribution lists.

- Scan to personal or public distribution rules
- Scan to MyAccuRoute (default document distribution rules)
- Scan with routing sheet or ids
- Scan to fax
- Customizable options

Enable workers on-the-go

AccuRoute transforms your smartphone into a document capture device to quickly submit document images for scanning and processing including format conversions, OCR-ing and creating PDFs. AccuRoute delivers those images to any destination including fax, email, content management systems, network file folders, printers, and more. You can even capture documents and photos from your mobile device or a cloud-based repository such as Dropbox, Box,

Microsoft SharePoint, SharePoint 365, Google Drive, OneDrive or AccuRoute MyFiles.

Leverage existing IT

AccuRoute is designed to be an enterprise-class, fully scalable document capture and routing hub. By working with virtually any network-enabled scan device or MFP and a myriad of information systems, AccuRoute becomes the foundation for all your document capture, process, and delivery needs from any document source to any destination or document repository.

Configure to your infrastructure and enable remote connectivity

AccuRoute is highly configurable to align with your business needs. When configuring the servers and location of users, it will be up to you to define access rules. Users at one location share an AccuRoute Server that can also be accessed by remote users through the company WAN or over HTTP.

Enterprise fax

Because enterprise fax is an integrated part of the AccuRoute platform, companies can benefit from significant cost savings through the consolidation of scan and fax machines. Further, to achieve compliance with regulatory requirements, corporate record retention policies, and HIPAA guidelines, AccuRoute can enable the system to send faxes only to authorized recipients, thereby eliminating the possibility of confidential information being sent inadvertently to an incorrect fax number.

AccuRoute is compatible with the latest Voice-over-IP (VoIP) and Fax-over-IP (FoIP) technology. AccuRoute Fax may also be configured to support outbound routing through cloud-based fax services.and Fax-over-IP (FoIP) technology. Increasingly, forward-thinking enterprises are seeking to deploy new networks to support voice, video, and data on a single, unified IP network. AccuRoute Fax may also be configured to support outbound routing through cloud-based fax services.

AccuRoute

Create a single, integrated workflow

Many business documents processed every day are both electronic and paper-based. Instead of maintaining disconnected systems to manage them, AccuRoute allows users to combine documents, then convert and deliver these documents to specified destinations. A routing rule can also have attached electronic documents. When a hard copy document is scanned using that routing rule, both formats are merged into one electronic file.

Compress large files

AccuRoute's Compose Engine compresses images embedded within PDF documents. Black and white images are compressed using JBIG2 and color images are compressed with JPEG and JPEG2000 technology. Standard images from fax and scanners can be compressed up to 80 percent, dramatically reducing file sizes, saving bandwidth and file storage resources.

Scan and combine large documents

The AccuRoute solution can easily combine multiple documents into one merged document. For extremely large documents that exceed the limit of an automatic document feeder on a scan device, you can scan the document in multiple scans using the same multiple-use routing rule and the pages will be automatically combined into one document.

Batch scan multiple documents

Multiple documents can be stacked and scanned in one scan operation. Simply separate each document using a Routing Sheet, third party barcodes, or even particular metadata and AccuRoute will separate the batch into individual documents and process accordingly. In addition to separating documents, a single document can be split into subsets creating bookmarked PDFs using the same functionality.

AccuRoute's extensible platform

AccuRoute is not only a means of on-demand capture, but is an all inclusive document capture platform that includes tools that both help automate manual document related tasks as well as those that make storing those documents much easier. With integrations for the most major cloud repositories, vertical specific business applications, as well as a database application of its own, AccuRoute has the ability to propel any company towards progressive business processes, while making it easier at the same time. Scalable to any size, AccuRoute can handle the demands of even the largest of businesses.

Increase productivity

Make documents accessible for collaboration and immediate action. Create electronic copies to reduce the potential of lost documents through mis-filing. Save time thanks to the ability to use existing end user application screens, and eliminate the need to learn new, proprietary systems. Deliver documents to many destinations, in various formats, simultaneously.

Lower costs

Create electronic document files to lower eliminate paper. Decrease real estate and storage related to housing paper documents. Eliminate courier and overnight mail service fees. Remove analog fax lines and legacy hardware traditionally required to deliver documents. Leverage investments in existing hardware infrastructure.

Reduce liabilities and support corporate initiatives

Adhere to a vast range of corporate record retention requirements, avoiding the risk associated with government regulations and industry mandates. Support green initiatvies by eliminating the need for paper copies. Support disaster recovery thanks to preserved electronic files. Comply with regulations such as HIPPA, SEC 17(a), Sarbanes-Oxley and MiFed, etc.

A variety of tools to optimize how your business works

AccuRoute Capture

AccuRoute's enterprise-class document- process automation platform lets you cost-effectively capture, process, deliver, and archive critical business documents. We offer tangible, out-of-the-box solutions for the four most popular document capture tasks: scan to self, scan to distribute, scan to store, and scan to business application. AccuRoute solutions seamlessly integrate paper documents with critical business processes so that organizations enjoy faster, more efficient, and compliant document processes, while reducing associated costs, complexity, and risk.

AccuRoute Content Monitor

Data security is always of the utmost importance, and most businesses employ specific security solutions to protect their information. Data Loss Detection and Prevention is a broad industry term for solutions that find sensitive data, then put gates in place to ensure its safety inside the system. AccuRoute has been enhanced to include features and component that create a well-rounded end-to-end security solution, AccuRoute Content Monitor.

AccuRoute Queue

Some document processes, even automated ones, require manual intervention to review or manage deficiencies and exceptions, like missing approvals or signatures. AccuRoute Queue lets you view in-process documents needing intervention, then automatically identifies areas that need additional review or action.
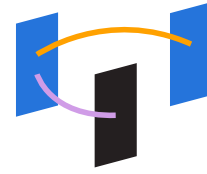
AccuRoute CX

AccuRoute CX is the software-based engine that automates the manual processing of forms-based documents. With AccuRoute CX forms processing, images are first classified as corresponding document types and then when information needs to be extracted, AccuRoute CX is able to automatically capture and validate the field-level data elements. Resulting document images and document sets are assembled and automatically routed based on the document type and metadata fields captured as part of the document processing workflow and delivered to line of business applications for further processing, content management systems or databases for storage or other destinations as desired.

AccuRoute Fax

AccuRoute Fax builds on our innovative technology to make faxing and archiving documents easier, faster, and more costeffective. Using AccuRoute Fax, you can fax directly from the MFP device with all of the manageability, usability, and cost effectiveness of a centralized digital fax infrastructure.
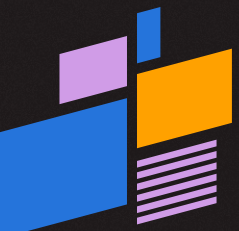
Complementary products

Pair Upland AccuRoute with other Document Workflow products for a secure, automated end-to-end solution.

- **Intelligent Capture**
- **InterFAX**
- **FileBound**
- **BA Insight**

Upland's expert team will help you define the right strategic approach for your digital transformation needs and ensure our technology aligns with your goals, resources, and processes.

Ready to get things done?
Let us show you what AccuRoute can do.

Request a Demo

Upland AccuRoute helps organizations accelerate business processes by allowing users to easily capture, process, deliver, and fax content from any device using a single, unified platform. AccuRoute automates data capture and extraction using optical character recognition (OCR) to securely process through workflows to applications, people, or storage.