

SMARTi Document Submission Archive

Description

- Secure, unattended, 24x7 Web-based repository for submission, retrieval and processing of time-sensitive documents
- Easy document submission – via eMail, eMail attachments, fax or MFP scanner
- Save (send) directly from MS Office or Outlook
- Selective eMail archiving
- Response eMails – confirmations, errors, notifications
- Flexible document indexing, classification, date/time stamping, optional manual metadata completion, image OCR, searchable annotations
- Support for document revisions, view revision histories
- Secure, encrypted browser-based access to document repository
- Quickly find documents and folders – by metadata query, query by example, query by eMail, content search, taxonomy browse or saved queries
- All documents converted to PDF – for view, annotations, print, email and save
- Required documents auditing, document workflow routing
- On-line user registration, multi-level document security
- Available as Software License or Private Software as a Service (SaaS)

Benefits

- Efficient, paperless, document submission process
- Saves time, labor and money
 - Eliminates the need to copy and mail or physically deliver time-sensitive paper documents – just fax to SMARTi or scan and eMail
 - No need for to print and mail copies of electronic documents – just attach one or more documents to eMail and send to SMARTi
 - No need to prepare, scan and index incoming documents
 - Augments, reduces or eliminates centralized scanning and indexing
- Consolidates documents from multiple sources and facilitates document sharing among multiple parties
- Can be used as a clearing house for collection and sharing of time-sensitive documents
- Enables instantaneous transaction processing
- Improves document search, security, control and collaboration
- Ensures business process and procedural compliance
- Facilitates selective email archiving to meet recent compliance mandates
- Saves trees

Applications

- Paperless Loan Origination
- Paperless Student Aid Qualification
- Document collection for Legal Discovery
- Documentation for Estate Planning
- Documentation for Tax Preparation
- Paperless Invoice Processing
- Field and Remote Business Reporting
- Selective Email Archiving

Document Submission Options

 **Fax** +  **Coversheet**



INDEX 1
INDEX 2
INDEX 3

To: smarti.filemark@verizon.net
From:
Subject: index1; index2; index3
Date / Time:
Attachment: file name

 **CC or Fwd eMail**

 **Attachments** +  **eMail**

Subject: index1; index2; index3

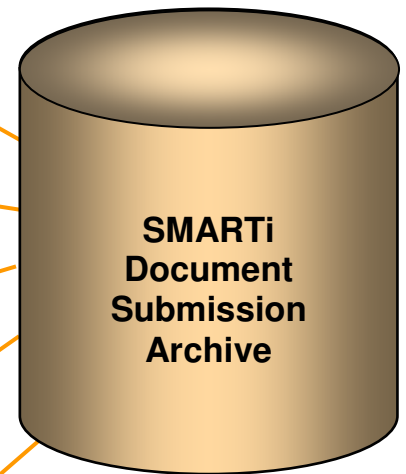
 **MFP Scanner** +  **eMail**

Subject: index1; index2; index3

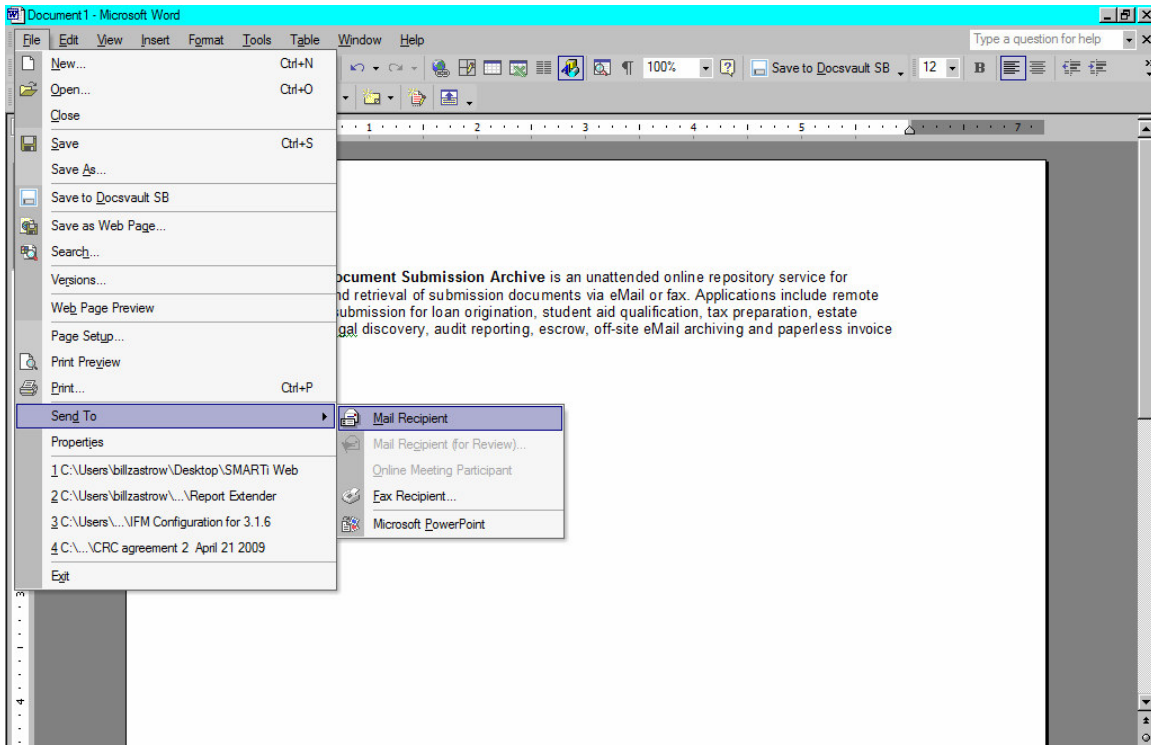
 **Microsoft Office**

Direct Send

SMARTi.Mail@filemark.co



Save (send) from MS Office Applications



Contact Information

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