

# KeyServe automates your work processes to better suit the needs of your constituents.

KeyServe improves the way you handle your documents. You are able to electronically capture, process, store and manage every document generated or received by your organization or agency.

## // Capture

### Document Capture

No matter the format, location or size of your documents, forms, images or data, KeyServe offers a variety of effective data capture methods.

KeyServe can help you automatically capture, index and store documents, enabling your employees and constituents to gain access to the documents they need.

## // Process/Workflow

### Automated Business Processes

Workflow automates processes such as payment of invoice, contract creation, agenda creation, work orders, benefits determinations and application processes.

### Automated Document Handling

From the content you manage to the actions you take with each document you can digitally create, retrieve, change and update everything from one central interface.

### Automated Audit Trails

With a fully automated system you have audit trails and role-based user security to help you adhere to government regulations and meet compliance requirements.

- INVOICES
- CONTRACT CREATION
- AGENDA CREATION
- WORK ORDERS
- BENEFITS DETERMINATION
- APPLICATION PROCESSING

## I STORE AND SHARE/ARCHIVE I

### Archive and Retrieve

KeyServe's electronic document archival saves time, space and money through faster retrieval. It also permits electronic backup, ensuring redundancy and disaster recovery. The system allows multiple users from different locations to retrieve, view, print and distribute files. KeyServe can also be integrated with any Line Of Business Application to allow for seamless retrieval of documents from within the application.

### Automated Retention

Control the lifecycle of important documents through KeyServe's capabilities. With the ability to create rules for how long documents are stored or flag "on hold" items, you'll have a proven records management and retention system in place.

### Constituent Data Access

Through data access points such as your Website or kiosks, grant document access to your constituents and improve the customer service you deliver.



### Constituent Data Capture

KeyServe takes constituent data collected from your Website or kiosks and delivers the validated information into your appropriate business systems in the correct format.

### Field Capture

By implementing field reporting technology such as digital pens and scanners, KeyServe enables data capture in the field.

### OCR Capture

Automate data entry from machine printed and even handwritten documents