



**Increase Productivity  
with Improved Workflow**

Think of all the paperwork you come in contact with each day. Then multiply that by the number of people you work with, and you'll probably find your organization has a constantly mounting pile of folders and paper. Now for the good news: CSI has the gear you need to make your trip down the paperwork trail a short one.

Shrink the mountain of paperwork! Our workflow management system provides integrated processes or stand-alone software. CSI's automated workflow solution makes e-mailing, faxing, printing or archiving easy. Forms can be generated electronically; then routed for approval. Documents can be scanned, imaged, archived, printed, e-mailed or faxed. And when you're scaling Mt. Finance, automated workflow integrates seamlessly with CSI's SmartFusion software.

**To find out more about our Automated Workflow solutions, see the reverse side of this page.**



**schoolgear**  
**govgear**  
**bizgear**

**Other CSI Gear:  
Products and Services**

- Financial Management Software
- Billing and Revenue Software
- Lesson Planning Software
- School Activity Accounting Software
- Interactive Classroom
- IP Telephony
- IP Video Surveillance
- Visual Communications
- Wireless Solutions
- Network Security and Traffic Monitoring
- Infrastructure Design
- Network Management
- Hardware Solutions
- Engineering Services

## Intelligent Output

- **Customize:** Capture and merge data from ERP applications, then utilize design services to create attractive custom forms including checks, purchase orders, bills and notices.
- **Optimize:** Improve operational efficiency and enhance output capacity in the paper-intensive areas of your organization such as Accounts Payable, Purchasing, Payroll, Human Resources and Billing.
- **Distribute:** No more worries about what needs to be sent where or how to distribute multiple copies of preprinted forms. This output solution allows users to decide on the what, where and how of document delivery by routing print jobs to multiple printers, eliminating the manual distribution of documents.
- **Connect:** Instantly tie together people and data with the automatic Fax and E-mail module.
- **Secure:** Eliminate security concerns and expense involved in using preprinted check stock. Add another layer of security to the check printing process with electronic signatures for payroll checks, EFTs and accounts payable checks.

## Scan, Image and Archive

- **Transform:** The time consuming task of Document Management becomes a fast, efficient process...stacks of paper and filing cabinet-filled rooms are transformed to tidy electronic files and folders.
- **Locate:** Indexing makes it easier to find the documents you need and use the information you have stored. Powerful keyword searches are made possible with Optical Character Recognition (OCR) technology which gives users the ability to scan documents and index each word.
- **Comply:** Implementation of an archiving strategy makes it easier to comply with record-retention policies, regulatory mandates, access requirements, best practices and other business demands.
- **Streamline:** Accounts Payable, Billing and PO processing become more efficient when documents are scanned and indexed upon receipt.
- **Insure:** CSI's Document Management solution combined with our technology offerings for Storage and Disaster Recovery help guarantee long-term preservation and management of digital data.

## Online Forms

- **Streamline:** Most organizations require formal approval for dozens of processes and activities like human resources, purchasing and budgeting. Increase efficiency in your organization with our web-based forms solution.
- **Dynamic:** Once an electronic form has been submitted, viewing its progress is simple. Route and track each document then view document history, including each recipient who acted upon the document and the status as it moves forward.
- **Share:** Automate form completion by first populating pre-determined fields with information from the host system database. The online forms system then captures the data from the completed electronic form and updates a departmental or host system database such as CSI's SmartFusion.
- **Employee Self Service (ESS):** Dramatically reduce the burden on HR and Payroll departments by making information like addresses, phone numbers, leave balance and current benefits elections easily accessible. Employees can make changes to personal information and payroll preferences. Managers have instant access to evaluations and reviews, remaining budget amounts and much more. All within security parameters you define!

Find out more at [www.csioutfitters.com](http://www.csioutfitters.com) or contact your CSI Representative today!