

Document Management

Solutions with UnForm®



Production
Delivery
Archiving
Scanning



UnForm

UnForm® is a powerful document management tool that seamlessly integrates with any software application.

UnForm is a platform-independent client server application for Windows®, Unix®, and Linux that produces laser forms, electronic documents and reports, and streamlines document delivery through Smart Forms and print process control.

UnForm watches your print jobs, such as invoices, statements, balance sheets and even custom reports. The intelligent text analyzer then determines what job is printing and applies enhancements and print

control to the job. Improve document workflow by collating or un-collating copies, duplexing, sending copies to different bins or different devices, faxes, or email gateways.

With UnForm, it's easy to generate high quality laser printer and Adobe® Acrobat PDF forms, HTML reports, and Zebra® labels. UnForm also includes a full programming language, so customized applications can be developed without any impact on the host application. UnForm has successfully been integrated with many major ERP applications and other applications developed in Cobol, Progress®, Oracle®, Informix®, Providex™, BBx®, Pick/MultiValue, UniBasic™ and other languages.

Key Features

- Windows-based graphical design environment
- Eliminate pre-printed forms with laser output
- Produce presentation quality reports
- Create e-Documents in Adobe Acrobat PDF format
- Email e-Documents automatically
- Desktop delivery of forms
- Light Windows client
- Print bar codes in most symbologies
- Create laser checks with MICR encoding
- Dynamic image conversion and scaling capability
- Database access via ODBC
- Microsoft® Fax Server support
- PCL 5 and Postscript printer support
- Direct network printer support
- Document Archiving and Management
- Document Imaging/Scanning

| | | | | | |
|---|------|--|--|---|------------|
| | | Synergetic Data Systems, Inc. 2100 Falcon Drive Lafayette, CA 94502 Phone: 530672-9970 Fax: 672-9975 | | INVOICE Date: 05/16/97 Invoice: 0005118 Page # 1 | |
| SOLD TO Everest Industries 123 Main St. Suite 111 San Bernardino, CA 91211 | | | SHIP TO Everest Industries 403 Old Town Road Rockville, MD 20853 | | |
| Vendor Number: 0001053 Order Number: 000100 Order Date: 01/22/96 Order Prio: 1 N/A-474 Order Prio: 1 N/A-474 Order Prio: 1 N/A-474 | | Invoice Date: 05/16/97 Invoice Prio: 1 Invoice Prio: 1 Invoice Prio: 1 | | Ship Date: 01/22/96 Ship Date: 1 Ship Date: 1 Ship Date: 1 | |
| Qty | Ship | Unit | Item & Description | Unit Price | Ext. Price |
| 2 | 1 | # | 24 Speed Trail Racer | 11.0000 | 22.00 |
| 2 | 2 | # | 4802 Markable Tire Repair Kit | EA | 12.0000 |
| Returned Items Subject To 15% Restocking Charge. Return Authorization Required. Please Phone Our Customer Service Dept. For Details. | | | | | |
| States And | | | | | 774.00 |
| Shipping | | | | | 0.00 |
| Sales Tax | | | | | 56.00 |
| Freight | | | | | 0.00 |
| TOTAL | | | | | 830.00 |

UnForm enhances both forms and reports

| AR1001 | | Maximum Office Distribution | | Page 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--------------------------------|--------------|--------------|-----------|---------------|---------------------------------|--------------|----------|-----------|------|--|-------|-------|--------------|------------|--------|---------|--------------|-------------|---------|-------|-------|----------|------|------------|----------|----------|------|----------|------|------|------|---------------------------------|------------|----------|----------|------|----------|------|------|------|---------------------------------|------------|----------|----------|------|----------|------|------|------|---------------------------------|------------|----------|----------|------|----------|------|------|------|------|------------|----------|----------|------|----------|------|------|------|------|------------|----------|----------|------|----------|------|------|------|---------------------------------|--|-----------|-----------|------|-----------|------|------|------|
| 05/16/97 | | General Agent Incentive Report | | 2 Mar 2005 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operator Selection: Beginning Customer Code: 0000 | | Aging Period 1: 03/02/96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ending Customer Code: 0000 | | Aging Period 2: 05/26/96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cutoff Date: 03/02/96 | | Aging Period 3: 12/31/96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Aging Period 4: 12/31/96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <th>Customer Code</th> <th>Customer Name - City, State Zip</th> <th>Deposit Bal.</th> <th>Subs/Rep</th> <th>Telephone</th> </tr> <tr> <td>0000</td> <td>Act Systems Company - New York, NY 00102</td> <td>00.00</td> <td>01/00</td> <td>212-363-3000</td> </tr> <tr> <td>Doc Number</td> <td>T Date</td> <td>Balance</td> <td>Original Amt</td> <td>Open Amount</td> <td>Current</td> <td>31.00</td> <td>01/00</td> <td>01/00/96</td> </tr> <tr> <td>1800</td> <td>1 01/02/91</td> <td>1,835.54</td> <td>1,835.54</td> <td>0.00</td> <td>1,835.54</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>7431</td> <td>1 01/26/91</td> <td>1,025.00</td> <td>1,025.00</td> <td>0.00</td> <td>1,025.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>1711</td> <td>1 02/02/91</td> <td>1,835.54</td> <td>1,835.54</td> <td>0.00</td> <td>1,835.54</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td colspan="2">Totals for Customer 0000</td> <td>4,723.08</td> <td>4,723.08</td> <td>0.00</td> <td>4,723.08</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </table> | | | | | | Customer Code | Customer Name - City, State Zip | Deposit Bal. | Subs/Rep | Telephone | 0000 | Act Systems Company - New York, NY 00102 | 00.00 | 01/00 | 212-363-3000 | Doc Number | T Date | Balance | Original Amt | Open Amount | Current | 31.00 | 01/00 | 01/00/96 | 1800 | 1 01/02/91 | 1,835.54 | 1,835.54 | 0.00 | 1,835.54 | 0.00 | 0.00 | 0.00 | 7431 | 1 01/26/91 | 1,025.00 | 1,025.00 | 0.00 | 1,025.00 | 0.00 | 0.00 | 0.00 | 1711 | 1 02/02/91 | 1,835.54 | 1,835.54 | 0.00 | 1,835.54 | 0.00 | 0.00 | 0.00 | Totals for Customer 0000 | | 4,723.08 | 4,723.08 | 0.00 | 4,723.08 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Customer Code | Customer Name - City, State Zip | Deposit Bal. | Subs/Rep | Telephone | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0000 | Act Systems Company - New York, NY 00102 | 00.00 | 01/00 | 212-363-3000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Doc Number | T Date | Balance | Original Amt | Open Amount | Current | 31.00 | 01/00 | 01/00/96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1800 | 1 01/02/91 | 1,835.54 | 1,835.54 | 0.00 | 1,835.54 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7431 | 1 01/26/91 | 1,025.00 | 1,025.00 | 0.00 | 1,025.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1711 | 1 02/02/91 | 1,835.54 | 1,835.54 | 0.00 | 1,835.54 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Totals for Customer 0000 | | 4,723.08 | 4,723.08 | 0.00 | 4,723.08 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Customer Code | Customer Name - City, State Zip | Deposit Bal. | Subs/Rep | Telephone | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0000 | Agis Office & Computer Supply, Inc. - New York, NY 00103 | 00.00 | 01/00 | 212-551-1231 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Doc Number | T Date | Balance | Original Amt | Open Amount | Current | 31.00 | 01/00 | 01/00/96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1606 | 1 12/04/90 | 1,827.85 | 1,827.85 | 0.00 | 1,827.85 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1076 | 1 12/20/90 | 2,402.50 | 2,402.50 | 0.00 | 2,402.50 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7412 | 1 12/23/90 | 1,347.50 | 1,347.50 | 0.00 | 1,347.50 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1481 | 1 01/02/91 | 1,827.85 | 1,827.85 | 0.00 | 1,827.85 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7423 | 1 01/20/91 | 3,636.61 | 3,636.61 | 0.00 | 3,636.61 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1712 | 1 02/02/91 | 1,827.85 | 1,827.85 | 0.00 | 1,827.85 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Totals for Customer 0000 | | 12,900.16 | 12,900.16 | 0.00 | 12,900.16 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Customer Code | Customer Name - City, State Zip | Deposit Bal. | Subs/Rep | Telephone | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0000 | B & J Office Techs, Inc. - Hackensack, NJ 07007 | 00.00 | 01/00 | 201-414-1000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Doc Number | T Date | Balance | Original Amt | Open Amount | Current | 31.00 | 01/00 | 01/00/96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1710 | 1 02/01/91 | 2,619.00 | 2,619.00 | 0.00 | 2,619.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Totals for Customer 0000 | | 2,619.00 | 2,619.00 | 0.00 | 2,619.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Customer Code | Customer Name - City, State Zip | Deposit Bal. | Subs/Rep | Telephone | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0001 | Compucon B Co - Monaca, NJ 07008 | 00.00 | 01/00 | 201-899-0211 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Doc Number | T Date | Balance | Original Amt | Open Amount | Current | 31.00 | 01/00 | 01/00/96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1709 | 1 01/11/91 | 1,700.50 | 1,700.50 | 0.00 | 1,700.50 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1729 | 1 02/25/91 | 2,007.50 | 2,007.50 | 0.00 | 2,007.50 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Totals for Customer 0001 | | 3,777.00 | 3,777.00 | 0.00 | 3,777.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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7,4,80.5,10,1,c
8,5,"Date",univ
8,7,"Invoice",u
8,9,"Page #",un
data from old p
5,5,{cut(61,5,8
5,7,{cut(71,5,7
5,9,{cut(79,5,2

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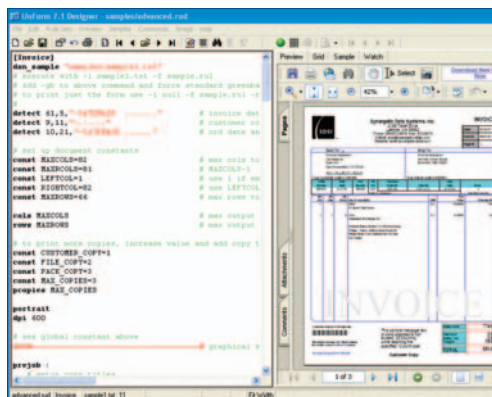
UnForm Design Tool

Design and customize the appearance of forms and reports right from your Windows® desktop.

The UnForm® Design Tool is a Windows-based tool used to design and individualize the appearance of documents from any application. Forms can be created quickly and efficiently right from your desktop, shortening the time to meet your unique requirements.

The Design Tool allows you to customize documents as well as determine the routing process to a variety of digital destinations. The designer is an easy to learn and use tool that lets you simply point and click and see your results instantly. Editing a logo, address, telephone number, watermark or even producing a completely new document is just a few minutes work with the graphical forms designer.

UnForm and the Design Tool offer a unique integrated design environment that uses sample data from your application, UnForm's server software and the Design Tool collectively during the form development process. Forms previously created with UnForm can also be edited with the UnForm Design Tool.



UnForm design preview

Key Features

- Integrated design environment, with syntax checking and command editors
- Create rules-driven formats to automate the output process
- Deliver documents customized to your requirements via print, e-mail, and fax
- Easy to design and maintain high-level processing logic for complex forms
- Drawing for graphical elements for your form based output
- Document preview to review document formatting prior to installation
- Easy layout for logos, watermarks, graphics and text
- Rule set security

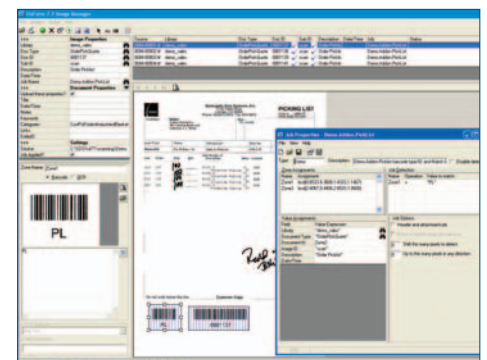
Key Features

- Windows client application
- Integrated work environment for image capture and upload
- TWAIN compliant scanning interface
- Multiple property assignment modes
- Barcode and OCR zone detection
- Automatically match or group images with related archive documents
- Multi-page image support
- Database lookup functions
- Custom forms for operator input
- Scanning job security
- Extensibility via VB-Script

Document Imaging/Scanning

This component is a Windows client application that provides a document scanning and importing tool for capture of documents external to the UnForm processing environment.

This technology provides users the ability to scan mission critical trade documents, such as signed delivery receipts, for automated upload and matching to archive documents. In addition, any type of document can be imported and properties assigned for upload to the archives.



Document Image Manager

Document Archiving and Management

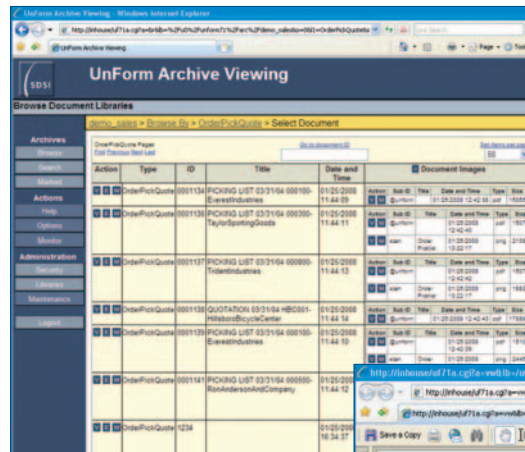
Key Features

- Rules-based document archiving
- Archive concurrent with document printing
- Multiple versions of document can be stored
- 10 levels of user defined category indexing
- Document linking control
- Fast web browser-based retrieval
- Internal web server
- Archive document consolidation
- Document archive security
- Client API for application-based retrieval
- Index oriented archive browsing
- Full feature search capability
- Search list export to html directory structure and CSV files

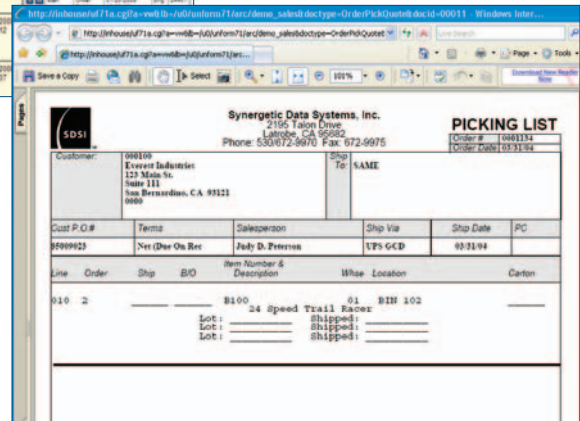
The UnForm® Document Archiving and Management Solution provides tremendous efficiency gains by allowing organizations to capture, store and retrieve their paper-based and electronic documents into one system.

With UnForm, information is readily accessible and centrally located—meaning employees no longer spend time routing documents from desk to desk or trying to locate misplaced documents. UnForm provides instant access to information and promotes an efficient use of the organizations resources.

The archiving and management component stores both text and formatted PDF versions of documents automatically as part of an UnForm job. Documents are archived using pre-defined and user defined indexing schemes, identified by a library, document type, and document ID. A universal web browser client provides a rich document retrieval system, with secure access from virtually anywhere. All documents are encrypted and compressed, and access requires a user login for read, write or delete access. A client-server API is also provided for document retrieval from within an organization's software application.



Universal web browser document retrieval



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