

Cardiff® TeleForm® v10 expands upon fifteen years of proven excellence to offer the capability to capture unstructured as well as semi-structured data. Whether you process loan applications or clinical information, simple forms or complex sets, TeleForm v10 provides an easy-to-use, scalable platform that equips your organization to capture data from most any source in a secure, dependable environment; and then to track, audit and search the process behind the form giving you maximum efficiency and ensuring compliance to organization and government regulation.

TeleForm v10 enables you to:

- ✓ Automatically capture and index any form or document type
- ✓ Easily and rapidly fold information from paper into electronically-based workflows from both distributed and centralized locations
- ✓ Embed intelligence within the form to navigate the business process
- ✓ Enforce internal and external regulatory compliance requirements
- ✓ Increase productivity across a disparate, global enterprise

### Capture, index and process any structured or unstructured document type

Feature	Description	Benefit
Content-based classification	Automatically classifies and sorts semi- and unstructured layouts via full page keyword and phrase identification algorithms.	<ul style="list-style-type: none"> <li>• Reduce implementation time by setting up one classification rule for like types of forms and documents (e.g. invoices, purchase orders and correspondence).</li> <li>• Eliminate manual preparation steps, like sorting (document separator sheets, barcode ID applications) at capture.</li> <li>• Embed unique indexing and rules for automatic processing.</li> </ul> <p><i>(Base classification capabilities included in all 3 tiers; advanced classification capabilities optional)</i></p>
Automatic extraction	Automatic extraction and population of key indexes from semi- and unstructured layouts.	<ul style="list-style-type: none"> <li>• Improve resource utilization by reducing manually keying from image.</li> <li>• Enable search for later retrieval of in-process and committed files.</li> </ul> <p><i>(Base classification capabilities included in all 3 tiers; advanced classification capabilities optional)</i></p>
Capture, view and index over 300 non-image file types	Automatically recognizes and displays file types; applies correct viewing filters without solely relying on filename extensions; supports word processing, spreadsheet, presentation, graphic, multimedia, compression and encoding formats.	<ul style="list-style-type: none"> <li>• Reduce costs and consolidate systems as operators and verifiers are able to QC and index key information from any supporting file type without requirement for native viewers.</li> <li>• Implement one system for all capture needs.</li> </ul>

## Efficient handling of the data critical to your business

Feature	Description	Benefit
Package handling	Allows multiple levels of association for forms and documents within a batch; group “sets” of forms and documents together.	<ul style="list-style-type: none"> <li>Increased flexibility for processing forms and documents by managing properties of the larger batch while maintaining unique associations for indexing and export at the package level.</li> </ul>
Anytime QC	Enables users to view, rotate, add, delete, copy, reposition, and automatically or manually reclassify and index at any time during the life of the batch, from scan to commit.	<ul style="list-style-type: none"> <li>Access to key quality control features throughout the batch allows for improved flexibility in workflow and an increase in worker productivity.</li> </ul>
Completion check	As part of a job definition, administrators can mark certain index fields, documents and forms as either required or optional.	<ul style="list-style-type: none"> <li>Automatically verify the presence of all necessary items in a submission (e.g. loan originations, employment applications and claims).</li> </ul>
Settings for Automatic Batch Create	In addition to defining the minimum number of images required prior to automatic batch creation, a user can now also set the maximum number of images that can be processed in any given batch.	<ul style="list-style-type: none"> <li>Greater control over Automatic Batch Create allows administrators to most efficiently balance the time constraints set by their customers on batch turnaround time against the optimal size requirements of the batch needed for ultimate Verifier efficiency.</li> </ul>

## Easily meet internal and external compliance, security and reporting requirements

Feature	Description	Benefit
Audit and track	<p>Optionally track interactions between people, systems, images and associated data (e. g. program startup/shutdown, QC activities, changes from script execution, import and export.).</p> <p>Log all system configuration and security changes. Uniquely configure level of tracking for each job type.</p>	<ul style="list-style-type: none"> <li>Complete traceability and accountability in real-time for data views and/or manipulation.</li> <li>Support a larger configuration management and/or change control management process.</li> <li>Track only the information needed depending on internal and regulatory mandates, avoiding unnecessary resource drain from storing large amounts of unneeded data.</li> </ul> <p><i>(Included with Enterprise Only)</i></p>
Digital record signature support	Provides ability for a user to digitally sign records associated with views of/changes made to/ data in the TeleForm system.	<ul style="list-style-type: none"> <li>Aids in compliance with regulations like CFR Part 11.</li> </ul> <p><i>(Included with Enterprise Only)</i></p>

Exports	All audit records and associated images are exportable from the internal TeleForm business to any ODBC compliant database.	<ul style="list-style-type: none"> <li>Maintain uniformity across the organization.</li> <li>Avoid resource drain and keep TeleForm running efficiently by storing only in-process data.</li> </ul> <i>(Included with Enterprise Only)</i>
Form level security	Set security levels on forms or documents (and their attachments) so that only certain subsets of security groups can have access to them. Forms do not have to be part of a batch to take advantage of this security feature.	<ul style="list-style-type: none"> <li>Allow for further specialization of verifier activities while leveraging the benefits of larger security groups.</li> </ul> <i>(Included with Enterprise Only)</i>
Network security	Administrator is able to limit viewing access to images in TeleForm to only users in TeleForm with defined access rights to those images.	<ul style="list-style-type: none"> <li>Increase overall security of system.</li> </ul> <i>(Included with Enterprise Only)</i>

### System & operator efficiency monitoring

Feature	Description	Benefit
Tracking and reporting of operator	<p>Generate reports on the actual efficiency of operators and system at granular levels. Track total number of scans performed by each operator per day, hour, etc.</p> <p>Customize Verifier statistics report to track a single form and/or user. Run a report for a subset of users.</p>	<ul style="list-style-type: none"> <li>Better understand which areas of the process are running smoothly and which may require alterations.</li> </ul> <i>(Included with Enterprise Only)</i>
New drill down reporting GUI for TeleForm Stats Utility, with Preview mode	<p>TeleForm Stats Utility now provides a general user interface for configuring and executing reports using drill down methodology.</p> <p>Answer questions like: How many forms and documents did Verifier A correct? How did Verifier A's performance compare to other Verifiers? How many of Form Type A needed to go to a Verifier for review? How did it compare to Form Type B?</p>	<ul style="list-style-type: none"> <li>Easily customize reports to low level granularity, so that you can report on the information that is important to your exact business needs.</li> </ul> <i>(Included with Enterprise Only)</i>

Export	All system and operator performance stats are off-loaded to a separate ODBC-compliant database, external from TeleForm.	<ul style="list-style-type: none"> <li>Reduce number of required reports by rolling up performance data into an overall system report.</li> </ul>
Report for real-time and historical data	Run one report to encompass data, in-process and external to TeleForm.	Compare performance metrics over time to gauge improvements in performance.

**Advanced Workflow Capabilities via integration with Cardiff LiquidOffice**

Feature	Description	Benefit
Advanced form design	Create one form template that can be utilized by both TeleForm and LiquidOffice for digital entry, paper-based entry or a combination of the two.	<ul style="list-style-type: none"> <li>Reduce costly implementation time by creating one template for multiple uses.</li> <li>Provide exceptional customer service by meeting your customers' processing needs. Accommodate customer needs for online forms, paper-based forms and a combination of paper and online.</li> </ul>
Automated workflow	<p>Paper-originated forms and documents from TeleForm can easily and rapidly fold into electronic-based in-process workflows via newly, enhanced workflow integration with LiquidOffice.</p> <p>Initiate new processes or feeds into existing ones as workflow steps dictate.</p>	<ul style="list-style-type: none"> <li>Allows the business process to drive the paper-based information flow.</li> <li>Eliminate manual processing and data entry as paper-originated forms and documents automatically feed into overall processes.</li> </ul>

**Fast, flexible installation**

Feature	Description	Benefit
Pre-configured installations	Set up satellite offices with the exact configuration set by customizing the install script in advance of installation.	<ul style="list-style-type: none"> <li>Speed implementation time.</li> <li>Reduce potential of costly errors.</li> </ul>
Customizable Web Capture Option	Administrators can pre-configure the look and feel of the web capture interface to show only the functionality they wish their capture operators to have. Also Supports MSI.	<ul style="list-style-type: none"> <li>Allows administrators to set the level of complexity for a user at distributed sites.</li> </ul> <p><i>(Included with Web Capture Option)</i></p>