

# Solution Summary

Softdocs is a privately-held software company focused on the development, implementation and support of enterprise content management and workflow solutions for the educational and local government marketplaces.

For almost 20 years, our ERP-centric applications have helped institutions redefine business processes, eliminating the need for paper and improving productivity for students and employees.



## Enterprise Content Management



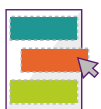
Our browser-based solution integrates with most ERP systems, allowing for seamless document management. With advanced features like in-browser scanning and a user interface designed for native use on tablets and mobile devices, our next generation ECM solution can provide the powerful tools your district needs to effectively capture and organize information.

## Print Customization and Delivery



Our tried-and-true print customization solution allows for the easy creation of laser printed checks, transcripts, grade reports, payroll stubs, purchase orders, award letters, parking permits and more. With our eDelivery component, would-be printed documents can instead be automatically emailed or faxed.

## Electronic Forms



Whether designing electronic forms in-house or selecting pre-built forms from our extensive e-forms library, our application allows you to complete and submit forms with ease. E-forms can be pre-populated with data from your existing ERP, increasing productivity and efficiency.

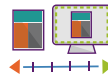
## Workflow



Browser-based and built for mobile, our workflow application allows you to easily manage process-based workflows across all departments. Our intuitive design editor allows users to build workflows easily—no coding required. View the life cycle of a document at any stage, improving accountability and eliminating multiple, mismatching streams of communication.



**Paperless Financial Aid**  
Take the typical three-week verification process down to just days.



**Electronic Student Forms and Records**  
Take key forms such as financial aid applications and change of major requests paperless.



**Paperless AP Purchasing & AP Approval**  
Eliminate paper-based AP processing, drastically reducing turn-around time for orders, requests and final approvals.



**Tax Form Processing and Delivery**  
Process, distribute and store 1098-T's, 1099s and W-2s, including the authorization and electronic signature capture for all tax forms.



**Employee Onboarding & Contract Management**  
Allow new employees to complete paperwork in a secure, paperless environment and send to HR all prior to their start date.



**Online Travel Requests & Expense Report Management**  
Provide employees with an online solution for expense reports and travel requests that integrates to your existing accounting systems.

## Our Solutions in Action

