

DigiDocFlow[®]



Digitizing documents in the Notary Public sector

The Notary Public sector

Documents certified by a Notary Public are sealed with the notary's seal and recorded by the notary into a register. A Notary Public is mandated to permanently keep and maintain these notarial acts, resulting in huge archives. The difficulties arising with huge archives include time consuming searches for documents, limited access to these documents from remote locations, and security issues.

DigiDocFlow is an easy and affordable solution of which the Notary Public sector can benefit by scanning paper documents into a digital archive. With DigiDocFlow, there is no client software to install and no product training is necessary, so everyone can use it straight away.

Key challenges

- Increased document security and control
- Streamlining paper-handling process
- Consolidated records from multiple sources
- Meet documentation mandates regarding security and access

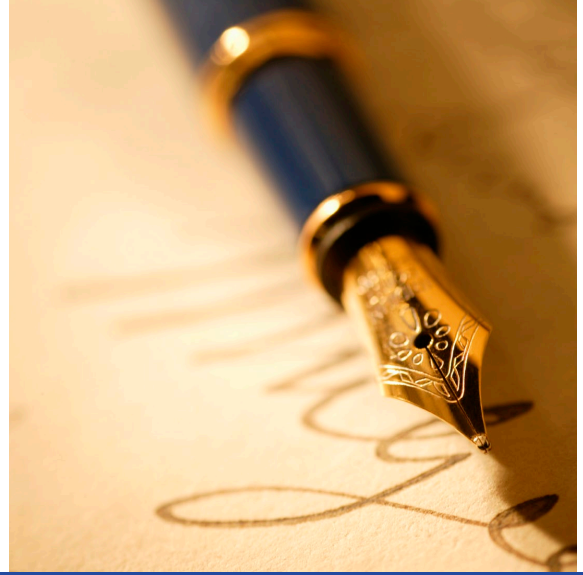
Benefits

- Increase efficiency and document security
- Scan directly into business applications
- Single sign-on authentication module
- Bates stamps to guarantee document authenticity



Profile

Firms in the Notary Public sector are constantly trying to protect client information, improve customer service, bring down their costs, and improve productivity. One integral factor in achieving these goals is the transformation of paper based document processes into digital workflows. As a result, scanning these paper documents into a digital archive has emerged as a critical business process for Notary Public firms. In addition, PDF has been adopted as the file format of choice for filing and archiving.



Functionalities and advantages Example business scenario

Digital archiving with DigiDocFlow is just as easy as making a copy. With one press of a button, a MFP creates a digital copy which is stored anywhere on the Network, for example into your Windows folder structure, Microsoft SharePoint or business applications.



Bates stamp: By sequentially numbering or date/time-stamping documents as they are scanned, the authenticity of documents is guaranteed.



Multiple output formats: Convert scanned documents into text searchable file formats, like Word, Excel, RTF, PDF and PDF/A files. Convert documents into PDF/A files to digitally archive documents and ensure the preservation of the contents. Or use the Word

or Excel output to create an editable file, which can be edited directly after scanning, in any editing application, like Microsoft Word.

Archive and store client files

Current workflow

A notary's office must archive and store all client documents, which is often done in filing cabinets. Employees must invest valuable time filing and retrieving the documents, which reduces productivity and efficiency. When the needed document is found, it can be authenticated under a notary's signature and official seal to render them acceptable. When multiple employees need to work on one file, documents are shared digitally or handed over as paper files. This manual process of sharing documents runs the risk of lost documents or opens up the possibility that employees are not working on the latest versions.

Workflow with DigiDocFlow

All scanned documents can be converted to secure searchable PDF files. DigiDocFlow can store the client documents directly into the proper location, in any digital archive such as a Windows network folder, Microsoft SharePoint or other business application. Documents can be retrieved instantly via a text based search. After printing the documents, the notary's signature and seal can be applied.

For sharing documents between multiple employees with the guarantee that everybody is using the same document, DigiDocFlow can create a Bates stamp on the PDF files. With this stamp, the document authenticity is guaranteed, which eliminates user mistakes.

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