

PROOF OF DELIVERY APPLICATION

OVERVIEW

Companies that deliver goods or services that require acceptance signatures can build a process for tracking and validating the completion of their delivery document using the FileBound solution.

The delivery documents that customers sign are created by an accounting application that prints the customer ID, a document ID and a date on them. At this point in the process all the delivery documents that were created are accounted for. The challenge for most companies is in building a process to ensure that all of the created documents were signed, returned and properly filed.

FileBound solves this challenge by using the data that generated the documents to match against the returned and completed documents. As the documents are created a data file representing the documents is extracted from the accounting application. The documents go out with the deliveries, are signed and returned. The documents are then scanned using FileBound. During the scanning process the unique document ID is recognized from the document using either barcode recognition or OCR. This value is matched against the data file which marks that document as complete. At the end of the process an exception report can be generated to identify and report the documents that have not been returned.

The processed documents are automatically archived into FileBound, cross referenced by all the data fields from the extracted file and available for retrieval.

FileBound provides value and a quick return on investment by allowing you to gain control of your proof of delivery applications.

ADVANTAGES



- Saves time in the filing process.
- Validates the completion of delivery documents
- Makes retrieval fast.
- Provides access to multiple users and locations