

Using a drop document process our clients are able to scan, use AutoPoint or electronically drop a wide range of documents into DFI Watch Folders. DFI Watch Folders assist in the processing of documents through the DFI *eLITE* system. The Watch Folders save a substantial amount of time by eliminating the need for *ServiceIT* to analyze each page of every document.

DFI has set up five types of DFI Watch Folders for the *ServiceIT* application consisting of:

- 1) Scanned as Mixed Documents
- 2) Scanned as Specific Documents
- 3) DFI File Named Documents
- 4) Bar Coded Documents
- 5) Electronically Captured Documents

The DFI *ServiceIT* application will PreProcess the document once it has been dropped, at the same time verifying if the document is in TIFF or PDF format. Batches can be single page documents or multi page documents separated by a blank page. Documents must have a unique file name or have bar codes that follow DFI *eLITE* system specifications; this will enable the DFI *ServiceIT* application to Profile the documents into the DFI *eLITE* system properly. Once *ServiceIT* has determined any documentation that requires separation, the batch is then sent to the batch splitter which concludes the PreProcess portion. Following the PreProcess, the DFI *eLITE ServiceIT* application will PreProfile the document into the DFI *eLITE* system based on the file name or the bar code information.

* Documents that fail the PreProcess process will remain as PreProfiled documents in the DFI *eLITE* system and it will be necessary for those documents to be Profiled manually.

ServiceIT will verify that the indexed information is correct and the successful PreProfiled documents will then be Profiled. All the Profiled documents will become available to the other approved users using the DFI *eLITE ViewIT* application after the Profile process is complete.

DFI *ServiceIT* Process with AutoPoint Custom EPS and Document Request Component

AutoPoint Custom EPS-AutoPoint system drops AML files (e.g. Invoices, Statements, Pick Tickets, Packing Slips) into the DFI Watch Folder where the DFI *ServiceIT* will PreProcess, PreProfile and Profile the documents.

AutoPoint Document Request- AutoPoint System drops a file name with no data inside the file that follows the DFI File Naming format requesting a document that will signal the DFI *ServiceIT* application to start processing. *ServiceIT* will retrieve the documents that match the criteria of the document requested.

Note: Custom AutoPoint components are only available with *eLITE Enterprise*.

Innovative software solutions for real world problems!