



ePAS - electronic Process Automation Solutions automates the process of collecting data for electronic or paper forms, internal systems, or any other enterprise requirements. Using an intelligent interview wizard, ePAS steps users through a series of questions and then completes document packages automatically. Data is seamlessly and automatically shared between systems, providing a reduction of labor-intensive data entry and manual processing tasks. Our ePAS solution provides a truly paperless process from beginning to end.

ePortals - an offering that provides the user a unique and secure experience for; single sign-on capability, the forms library, data collection interface, online training, task lists, and other information associated with your data collection processes.

Features of the User module

- Provides a single interface for all data collection
- Users can create unique document sets
- Dynamically creates a checklist of needed information for each session based on selected document set
- In a TurboTax™ style interview session, input screens are created dynamically for each user, based on the documents selected
- Collects all necessary information inputting required data only once in a session
- Provides context sensitive help on each screen
- Pre-populates the interview session with information available from previous interviews, imported data, or administrative screens
- Produces all required forms at the end of the interview session; forms can be saved or printed by the user
- Provides notifications when requests or actions are approved or additional information is required
- All forms can be digitally signed
- User can complete forms from home, library, or any other computer with a browser and a connection to the internet. Works with all common browsers

Features of the Admin module

- Build master and local libraries of forms
- Create document sets that are unique to each user
- Easily map and implement new forms into your library
- Standardize and centralize forms into easy to use document sets that can be controlled by different departments, locations, or functional units
- Create and schedule unlimited notifications for approvals, process completion, next steps, etc.
- Create users, roles, and organizational entity structures
- Control editing and viewing; down to a specific form
- Provide immediate status that the data or form has been received or a process has been completed
- Perform Quality Assurance on data prior to export
- Eliminate re-keying data through direct integration to internal systems
- Provide a short survey for immediate feedback
- The ePAS software has successfully passed several certification and accreditation (C&A) tests performed by third-party auditors on behalf of our clients

**Automate all your data collection processes in one
Enterprise Solution**

