

Valora Document Intake & Clearinghouse Solutions

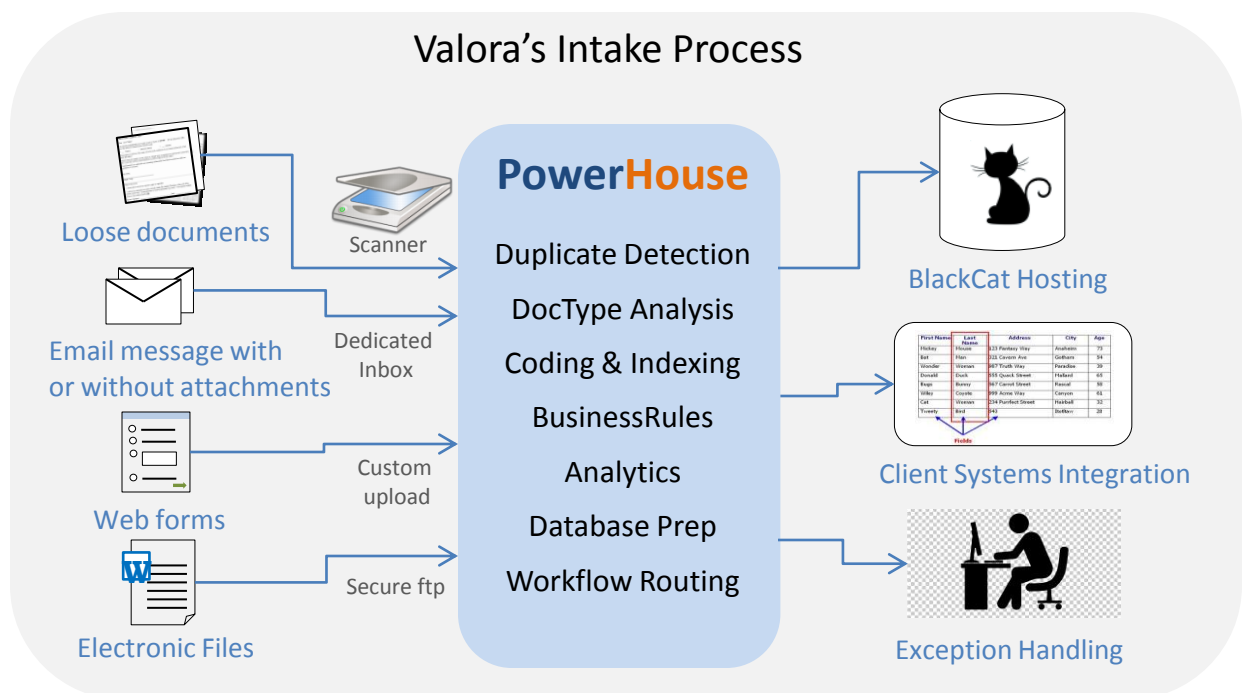
Automated Intake For All Document Types

With myriad documents coming into your workflow from all corners and sources, how can you organize and manage the process so it's consistent yet quick, cost-effective yet flexible? By working with the Document Experts at Valora Technologies, we will streamline and automate your Document Intake so it is seamless between your processes and ours. Using Valora's highly automated Document Intake & Clearinghouse Solutions, organizations can now capture high-volume streams of scanned TIFF images, electronic & PDF files, ZIP files, electronic & web-based forms, and more during document collection, management and business process activities.

Valora acts as a centralized clearinghouse for all your incoming documents and content. Whether paper or electronic files, email or webforms, published

materials or private information, Valora receives all document content in a centralized, highly secure manner. We follow all chain of custody and source tracking requirements, logging every step as we go. Electronic files come directly to a custom, secure email Inbox or private web Uploads folder, while paper documents arrive at a 24x7 secure lockbox.

Once received, all documents are prepared for automated analysis for Document Type, Source, Authors & Recipients, Document Creation & Receipt Dates, Titles & Subject Matter, and Specific Customer or Matter Identifiers. Preparations steps include everything from Document Disassembly (staples, envelopes, etc.) to automated text extraction and De-Duplication of files.



Valora's Document Intake Solutions include full indexing and analysis, as well as specialized workflow routing with our custom PowerHouse™ Rules Engine. Imagine the following scenarios automatically happening within moments of a document's arrival at Valora:

- Immediate analysis for prior receipt and/or duplication of incoming materials
- Automatic field population for: Author/Sender, Date, Title, Document Type(s), Recipients, Processing/Workflow Track, and more
- Automatic routing for Processing, Billing, Review, or Exception Handling
- Automatic online hosting in BlackCat™

Since Valora has built our entire Intake, Processing and Hosting systems from the ground up, we have ultimate flexibility in configuring them for your particular project. We support clients with documents ranging from Health Care Records to News Media to Correspondence to Litigation Documents. Need something specific? Just ask!

To optimize your document management needs, your documents, files, and records can be hosted and viewed, printed, shared, routed or archived in BlackCat, our hosted ECM solution. Your staff has real-time, easy, secure, and user-friendly web access to all your data content.

Pricing is established at a convenient fixed monthly fee, given your expected volume. No more "surprise" fees or scrambling to cover overflow and peak scenarios. Easily move up or down the pricing model, as your project needs dictate.

Contact us today to get started on a Pilot Project, where we will show you exactly how the system works and help you start saving time, money and your sanity right from the outset.

Key Benefits

- Automatic duplicate detection & removal from processing queue
- Attribute-based priority processing, including 24-hour turnaround
- Single monthly fee covers all activities & costs
- Instant integration with data entry & data mining tasks
- Seamless hosting & data visualization with BlackCat
- Secure records transmission, storage & access
- Dedicated, knowledgeable project team
- Full customization of document/form types, fielded data capture and hosting presentation
- US Government-approved processing facility & project team

For more information, call 781.229.2265 or visit www.valoratech.com

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