

TransportFlow[®] Enterprise



Improve Efficiencies & Lower Costs

eForms, eWorkflow, and Electronic Document Management

TransportFlow Enterprise substantially reduces operating costs by eliminating expensive paper forms while improving student record creation and processing efficiencies. It eliminates your reliance upon preprinted forms providers.

TransportFlow Enterprise is an application that provides fully automated electronic forms (eForms) and electronic workflow (eWorkflow) for transportation firms still using preprinted paper forms. It eliminates these preprinted single-part and multi-part paper forms and greatly reduces the use of other paper documents and records.

TransportFlow Enterprise automatically stores these records into an electronic document management system that allows instant student record search and retrieval. It works with your existing operations software.

How TransportFlow Enterprise Works

TransportFlow Enterprise eliminates your costly and inefficient paper forms, manual workflow, and paper document and records storage.

The three primary components of TransportFlow Enterprise are its

eForms – An electronic library of eForms that allows for instant access and automated data fill in

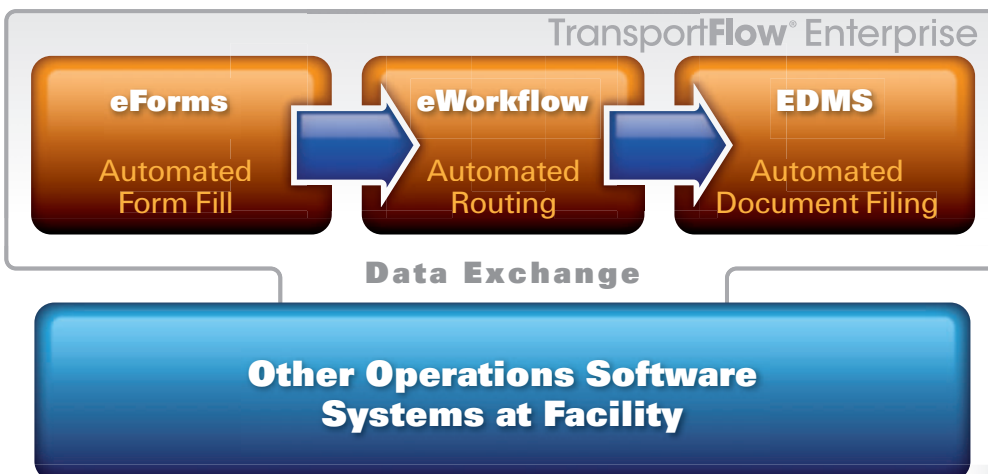
eWorkflow – Automatic routing of eForms to other users and locations.
Accommodates eSignatures by both student and employees

EDM – Electronic document management stores all the completed eForms and provides instant access to student and other records

TransportFlow Enterprise integrates with your other operations software systems that are in place at your campus.

TransportFlow is a scalable solution that

- Replaces expensive preprinted single- and multi-page forms with electronic forms
- Eliminates handwritten transportation data on forms with auto-fill on eForms
- Greatly reduces data entry errors
- Replaces manual workflow and routing with automated electronic workflow
- Provides near-instant transportation record and document accessibility
- Replaces ink-on-paper signatures with electronic signatures (eSignatures)
- Eliminates physical storage of paper documents with electronic document management
- Provides an electronic document management system that can be used by all departments
- Greatly reduces off-site document storing with companies such as Iron Mountain



eForms: Eliminate Expensive Preprinted Paper Forms

TransportFlow Enterprise is designed to fully eliminate expensive preprinted single and multi-part paper forms. Eliminating reliance upon these preprinted forms is often difficult for transportation facilities as they don't have the ability to easily create electronic versions of these forms or have a method to process them. TransportFlow Enterprise is an application designed to solve these and other document problems. Electronic forms can be created by either the firm's facility's staff or by Prism and utilized within the TransportFlow system.

eForms Library Instantly Available

After the eForm has been created it becomes part of a library that is accessible to your staff. To view an eForm a user simply opens the library through his/her Internet browser and selects the applicable eForm. eForm viewing can be restricted to departments and individuals. Specific eForms can also be grouped together into a packet of related documents for departments.

Auto-fill Student Data on Electronic Forms

Upon the selection of a single eForm or packet of eForms a data screen pops up on the user's screen. The user enters the student data into this box and the data auto-populates the selected eForm or packet of eForms. This auto-populate feature greatly reduces data entry errors while greatly improving efficiencies.

Works with Your Existing Software Systems

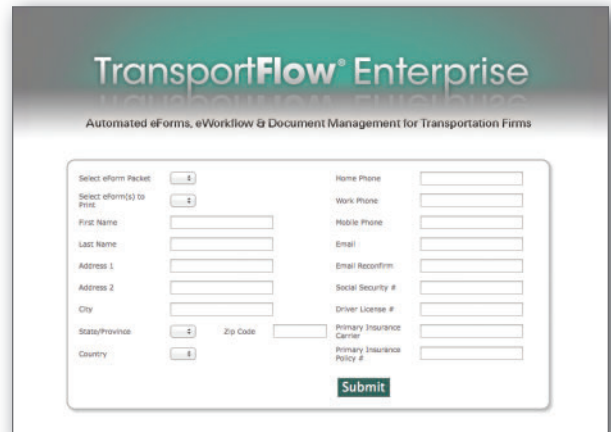
TransportFlow Enterprise is designed to work either independently of or with your facility's existing operating software system. Integrating with your present software systems allows for more automated eForm data completion.

Easy to Modify and Add eForms

TransportFlow's eForms can be easily modified by your staff. It has an intuitive user interface that allows for quick changes.

eForms for All Departments

TransportFlow's eForms can be used by other departments for their form needs. Departments such as HR can use eForms to process time-off and vacation requests, personnel forms, and more.



The screenshot displays the TransportFlow Enterprise web interface. At the top, the logo reads "TransportFlow Enterprise" with the tagline "Automated eForms, eWorkflow & Document Management for Transportation Firms". Below the header is a data entry form with the following fields:

- Select eForm Packet: [Dropdown]
- Select eForm(s) to Print: [Dropdown]
- First Name: [Text Box]
- Last Name: [Text Box]
- Address 1: [Text Box]
- Address 2: [Text Box]
- City: [Text Box]
- State/Province: [Dropdown]
- Country: [Dropdown]
- Home Phone: [Text Box]
- Work Phone: [Text Box]
- Mobile Phone: [Text Box]
- Email: [Text Box]
- Email Reconfirm: [Text Box]
- Social Security #: [Text Box]
- Driver License #: [Text Box]
- Primary Insurance Carrier: [Text Box]
- Primary Insurance Policy #: [Text Box]

A "Submit" button is located at the bottom right of the form.

eWorkflow: Eliminate Manual Document Workflow and Record Routing

Once the eForm is created it can be automatically routed to the next person who needs to process it. Each eForm is automatically routed based upon pre-built workflow rules. These workflow rules are easily built by either your staff or by Prism. And, these workflow rules can be changed at any time to accommodate new processes or eForms.

Provide Automatic Student Record Archiving

Completed eForms are auto-routed to and stored in TransportFlow's advanced electronic document management application, DocRecord. The electronic documents are automatically stored in the correct student or document folder, and if no document folder exists the application will create the appropriate folder. These documents are then immediately available for immediate electronic search and retrieval.

Scanning Other Student Records into TransportFlow

Other documents related to the automated eForms can also be scanned separately into DocRecord and filed with the core records. These other documents include transcripts, paper student records from other educational facilities, payment records, and more.

Replace Ink Signatures with eSignatures

Your staff can electronically sign the eForm through a standard USB-connected signature pad. The electronic signature (eSignature) is automatically placed on the appropriate line of the eForm and becomes an integral part of that eForm. eSignatures allow the eForm to stay electronic at all times by eliminating the need to print and ink-sign it, and then rescan that form back into the system.



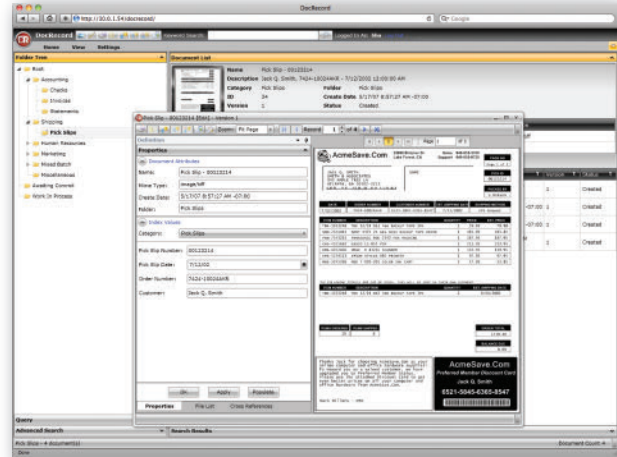
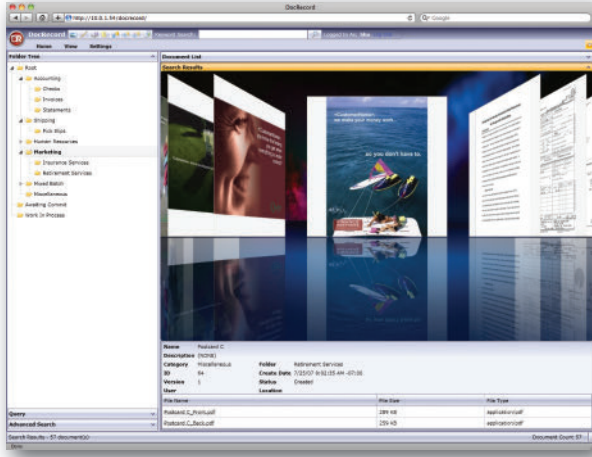
Management Reports and Tracking

Management can track an eForms status within the workflow as well as printing out eForm use reports. These reports are easily created and modified by your facility.

EDM: Advanced Electronic Document Management

TransportFlow Enterprise's DocRecord is an advanced and complete document management application. It has important features for educational facilities, such as:

- Document check-in and check-out
- Versioning
- User and document security
- Microsoft Office integration
- Optical character recognition (OCR)
- Audit logs and trails
- Batch document scanning
- Barcoded scanning
- Cover sheet creation
- Document retention policies
- Work-in-process folders
- Duplication policies
- Ability to connect to external databases
- Records that can be emailed to others within DocRecord



Electronic Document Management for All Departments - DocRecord

DocRecord can be used by all departments – such as Accounting, HR, Finance, and Marketing – to store electronic records and improve their document processing. Electronic records are stored in a central enterprise-ready document management application and become instantly available to others as permitted. DocRecord has both a desktop and browser-based viewing capability. Documents can be batched scanned, automatically OCR'd, auto-indexed, and auto-filed through DocRecord's Automation Server module.

Save Money by Significantly Reducing Off-site Storage Costs

TransportFlow Enterprise's eForms and electronic document storage significantly reduce the reliance upon costly and slow off-site storage services such as Iron Mountain. Retrieving documents through TransportFlow's DocRecord is near instant and can be easily done by any authorized personnel.

eForms Creation Collaboration Module

For larger facilities, TransportFlow Enterprise has an eForms Collaboration Module that allows the forms administrator to make changes to eForms and publish the modified eForm for other members of the forms committee. Forms committee members can make comments and vote on an eForm's changes. The Collaboration Module also accommodates absent or vacationing forms committee members so eForms implementation is not stalled.

TransportFlow Enterprise System Requirements

Microsoft Windows Server 2003*, 2003 R2*, 2008*, 2008 R2*
 Microsoft Windows 7**, XP Professional, Vista***
 Microsoft .NET Framework (Version 4.0)

Microsoft SQL Server 2005* or 2008*
 Oracle Windows editions 32- or 64-bit, versions 9.2 or higher
 2 GB of system RAM or greater
 500 MB of free hard disk space for installation files
 Additional hard disk space required for user data

*Standard or higher
 **Professional or higher
 ***Business or higher

o š u v / D > š
 Á Á Á X o š u v / D X } u
 W] v (} o š u v / D X } u

© 2014 PRISM SOFTWARE CORPORATION. All rights reserved. Reproduction in whole or in part without written permission is prohibited. DocRecord is a registered trademark of Prism Software Corporation in the United States and/ or other countries. All other brands and product names are registered trademarks or trademarks of their respective owners. Microsoft, Office, Word, Excel, PowerPoint, Outlook, Windows 2000, 2003 Server, XP Professional, Vista, SQL Server Express, and .NET are either registered trademarks or trademarks of Microsoft Corporation in the United States and/ or other countries.

