Reform® PDC
Document Workflow Solution
Comprehensive Business Document Platform

intuitive

Flexible

RICOH

mobile
Reform® PDC

Innovation and convenience to maximize efficiency.

Your organization is unique—so is its document workflow. That's why you need an efficient, affordable and easy-to-use way to manage the convergence of paper and electronic documents. As one of the industry’s most comprehensive document workflow solutions, Reform® PDC from FabSoft is designed to maximize your investment in RICOH® output devices. The Reform PDC business platform delivers mobile printing, device and user tracking, document security and workflow, along with many other features in a single software solution. As an Enterprise Class offering, Reform PDC ends the dilemma of which software to choose for various document-related business challenges because of its flexibility at the time of integration. In the long run, as your enterprise changes or expands, it provides a wide range of additional functionality to help save time and reduce costs.

Use Reform PDC with optional Modular Object Scanning Technology (MOST) to capture multiple document types and distribute them automatically from the MFP control panel.
Let Print Jobs Follow Users
The flexible print management option allows users to send files to the Reform PDC server from any local or remote PC, then access and print them at any MFP equipped with Modular Object Scanning Technology (MOST) software.

- Avoid the unnecessary expense of wasted prints that go uncollected in MFP output trays. With Reform PDC, documents that are abandoned in the print queue are deleted and never printed at all.
- Eliminate the risk of delays due to busy or overworked systems, supply outages or error conditions. Users simply send documents to the Reform PDC Server and print them from a convenient MOST-enabled MFP.
- Maximize ease of use by allowing users to walk up to any MOST-enabled MFP on the network, login at the MFP control panel interface and immediately access a list of all the print jobs the user has sent to the Reform PDC Server for output. Users select one or more files from the list and release them for printing at their MFP of choice.
- Enhance file security. Login requests and communication between the MFP and Reform PDC Server are protected with 1024-bit SSL encryption.

More Mobility for More Flexibility
A mobility printing option from a variety of mobile devices allows users to print documents virtually anywhere at any time. To enhance security and efficiency, documents are stored until the user authenticates, then prints at the MFP of their choice.

- Send documents via e-mail directly to the Reform PDC server using your smartphone, PDA, tablets and more. Reform PDC software receives and holds the e-mail and any attachments. The user then chooses a MOST-enabled MFP, authenticates via the control panel or an optional card reader, and selects the files they wish to print.
- Maximize network resources by eliminating the need to send and receive print files over the WAN when the Reform PDC Server is in a remote location. Instead, Reform PDC uses either the local print server or the local client PC to store and process print images, freeing up valuable network capacity.
- Track user activity and increase security through user authentication. Administrators can identify users and monitor who printed what and when via an audit trail. This also helps organizations with their HIPAA, Sarbanes-Oxley and other confidentiality requirements.
- Extend mobility printing capabilities to include guest users for immediate access to their print jobs. When guest users send an e-mail with attachments, the mobility printing option can be configured to send an e-mail response including a user pin code to initiate authentication at the MFP.
- Print attachments from nearly every industry standard file type.

Track Costs More Accurately
The optional Reform Tracker feature includes innovative cost accounting tools to simplify how you evaluate usage, minimize expenses and recapture document costs.

- Generate detailed reports about document activity and related costs with the Cost Accounting feature. Gain new insight about usage, volume and trends over time. Reports include details about specific users, activities, devices and costs, so organizations can perform accurate evaluations, identify issues, pinpoint bottlenecks and eliminate unauthorized or excessive printing and/or copying.
• Create customized rules that govern user activities and device capabilities with the Tracker Cost Accounting feature. This option allows administrators to track duplex usage, limit the number of pages each user can print, restrict color output volume, and deny or allow device access based on assigned user privileges. Least cost routing redirects jobs to the most efficient output device automatically. With these capabilities, the Tracker Cost Accounting feature helps organizations reduce costs and support environmental sustainability initiatives.

• Track document activity and associate costs with specific projects or accounting codes using the Tracker Cost Accounting option. This feature enables accurate chargebacks for streamlined billing and cost recovery. It allows users to assign activities by billing codes, client number, user IDs or other information stored in a back-end database. Users simply enter a code in the print driver menu or within the MOST interface on the Ricoh MFP.

**Capture More Productivity**

**More options to scan documents from more sources—**

including a host system, Ricoh MFPs with optional MOST*, or a network print queue—for more flexibility.

• Improve versatility and convenience with MOST capabilities. This functionality enables users to scan originals at a Ricoh MFP and then distribute them automatically to printers, fax systems, e-mail addresses, computer or network folders and document management systems. Scan destinations on the MFP can be programmed to meet your specific business requirements.

• Customize the look and feel of the MFP interface—including the addition of your company logo—with MOST to make it easier for users to complete specialized activities or execute unique document workflows.

• Expand conventional print workflow with the Reform PDC Advanced Print Driver. This option features an intuitive menu for users to send the same file to a print queue, fax number, e-mail address or network archive simultaneously.

• Create and distribute high-quality forms quickly and efficiently, directly from a host system. The software automatically accepts print stream data, populates the form and distributes the finished product to a printer, fax system, e-mail application or digital archive.

**Expedite Testing and Grading**

The optional OMR Bubble Sheet plug-in allows educators and corporate trainers to print customized test sheets with pre-populated student information and scan the completed tests for automatic grading.

• Fill in a correctly answered test sheet and scan it at an OMR Bubble Sheet-enabled MFP to ready the system for grading of completed student tests.

• Scan the student’s completed tests for automatic grading. All correct answers are marked with a “√” and incorrect answers are marked with an “×”. The printed sheet also provides a numerical and percentage score.

• Generate a grading report to show a detailed analysis of the overall results and monitor individual student progress.

• Export grades to an electronic grade book (requires integration).

*The MOST option is only compatible with select Ricoh devices.*
More Workflow Efficiencies

Reform PDC gives organizations the power to make significant improvements in the speed, accuracy and efficiency of virtually any document workflow.

- Capture and distribute documents from four convenient sources: a host system, files sent from a desktop application, e-mails and attachments via mobile devices or paper files scanned at a Ricoh MFP.
- Distribute documents virtually anywhere. Reform PDC routes documents to printers, fax systems, e-mail applications and archives simultaneously, providing customized control over each destination.
- Customize documents for distribution or archiving with the Variable Data Printing (VDP) plug-in. New 2D barcodes for Data Matrix, Maxi, PDF 417, QRcode and more are included.
- Scan documents to your non-networked PC or laptop with any TWAIN-based scanner while still allowing for intelligence, such as form completion, to be integrated in the scanning process. Scanned files are held on the PC or laptop until a network connection is made, then Reform PDC automatically processes the files once authentication has transpired.
- Keep productivity high when scanning and printing with MFP alerts. Users can subscribe at the MFP to be prompted for different types of MFP issues such as out of paper.
- Integrate seamlessly with the Microsoft SharePoint business collaboration platform. Enhanced support for index information caching helps reduce network traffic.

Deploy Reform PDC to capture documents from a host system, originals scanned at Ricoh MFPs, or documents sent to a print queue from the user’s desktop or smartphone. The software automatically delivers files to multiple destinations.
More Advantages for More Industries

Reform PDC can help any organization looking to enhance workflow for document capture and routing, forms printing and automation of approval processes.

- Distribute healthcare documents—including admissions forms, charts and patient releases—to select destinations with the MOST option on a Ricoh MFP. Staff can also route forms using the DAC option to nurses, physicians and specialists for review and approval.
- Send insurance order policies, claims and reports and other documents automatically from Ricoh MFPs with the MOST option. Or, users can send documents via their smartphone from any office location. With the DAC option, forms can be routed automatically to other associates, supervisors and managers for approval.
- Deliver legal settlement agreements, draft documents, motions and other documents quickly and efficiently with the MOST option on Ricoh MFPs. Route forms to paralegals, other attorneys or partners for approval using the DAC option.
- Automate distribution of construction documents—such as order permits, contractor agreements and contracts—from a Ricoh MFP with the MOST option or from your smartphone from any location, including the construction site. Users can also scan and track signed documents with the Tag Doc option and route forms to engineers, managers and contract administrators for approval using the DAC option.
- Distribute manufacturing documents automatically—such as order forms, customer contracts and shipping documentation—using the MOST option on Ricoh MFPs. Route forms to department supervisors, buyers and vendors for approval using the DAC option.
- Streamline document processes in accounts payable and accounts receivable departments with Reform PDC. The MOST and DAC options improve productivity in any business that generates sales orders, invoices, purchase orders, delivery tickets, checks or other transactional documents.

System Requirements for Reform PDC 14.0

- **CPU**: Intel® Pentium® 4 processor, 512 MB RAM
- **Hard Disk Space**: 10 GB
- **Resolution**: Minimum 16-bit color
- **Operating Systems**: Windows 2003 Server or Windows 2008 Server (32-bit and 64-bit operating systems are supported)
- **Battery Backup**: UPS
- **Dedicated Server**: No other software products except for virus and security programs

System Requirements for MOST 3.0 Option

- **Operating Systems**: Windows 2003 Server or Windows 2008 Server (32-bit and 64-bit operating systems are supported)
- **Additional Requirements**: Reform PDC 14.0, Microsoft SQL Server (SQL Server Express will be automatically installed by the MOST Installer) and Microsoft .NET Framework 4.0 (installed automatically if not present on the current system)
- **Ricoh Java-Enabled MFP**: Latest version of the Java™ Platform should be installed on the MFP

Hardware Requirements for MOST 3.0 Option

- **CPU**: Quad Core Processor, 4 GB to 8 GB RAM
- **Hard Disk Space**: 100 GB (redundancy recommended)
- **Battery Backup**: UPS
- **Dedicated Server**: No other software products except for virus and security programs

*These suggestions are only estimations. High-load environments may require multiple servers or additional hardware. The Reform Printer Driver is only compatible with 32-bit OS. If the server is running a 64-bit OS, the Reform Printer Driver will need to be installed directly on the user PC, as opposed to being shared from the Reform Server. Hardware specifications depend greatly on the workload and throughput that is required. Higher-end processors and greater amounts of memory will increase the amount of information and data that Reform can process, thus improving overall system throughput. For load balancing or failover, multiple servers can also be used. (Note: A license for Reform PDC and each plug-in is required for each server running the software.) Before obtaining the server that you will use for Reform PDC, please check the plug-in’s user manuals for system requirements as well as additional hardware requirements. For production systems, we also recommend redundant hard drives utilizing the mirroring features of RAID (Redundant Array of Independent Disks) to minimize data loss and expedite system recovery in the event of a hardware failure. Battery backups are also suggested to maintain system uptime and reliability in case of power failures.

**Requires Reform PDC 14.0. Recommendation for typical load of 200 to 250 MFPs. These numbers are only estimations. High-load environments may require multiple servers or additional hardware.**