Document Issuance System Overview

Document Management System provides all the necessary components to become self sufficient in document issuance, and to accommodate future expansion and enhancement of your systems. It provides a fully integrated facility for creation and issuance of insurance documents.

Over the years, Tritech has been challenged by our customers to create a document issuance and management solution that satisfies an ever-expanding list of requirements.

Simplicity and flexibility:

- Forms design does not require programming skills and can be done in MS Word or Visio.
- Design changes can be applied immediately or scheduled to become effective at a later time.
- Historical versioning and automatic retrieval of the correct version at print time.

High performance output:

- Supports a distributed pool of high-speed printers.
- Print on-demand and through batch queues.
- Effective usage of Printer Control Language.
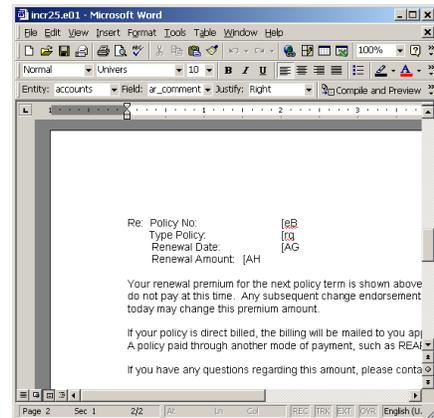
Produce any document types:

- Print Dec Pages, Letters, Checks.
- Support MICR and Bar Codes.
- Provides centralized repository for signatures, logos and letter substrates.
- Dynamic conditional insertion of signatures at print time.

Produce documents on any media:

- Support of large and small printers, laser & inkjet.
- Output translation into PDF, TIFF, WMF.
- Output redirection to Port, Directory, ZIP file, FTP, Fax or Mailbox.
- Output routing to remote print centers over the Internet.

Managing large print volumes:

- Directing documents into individual print queues.
- Collating output before printing.
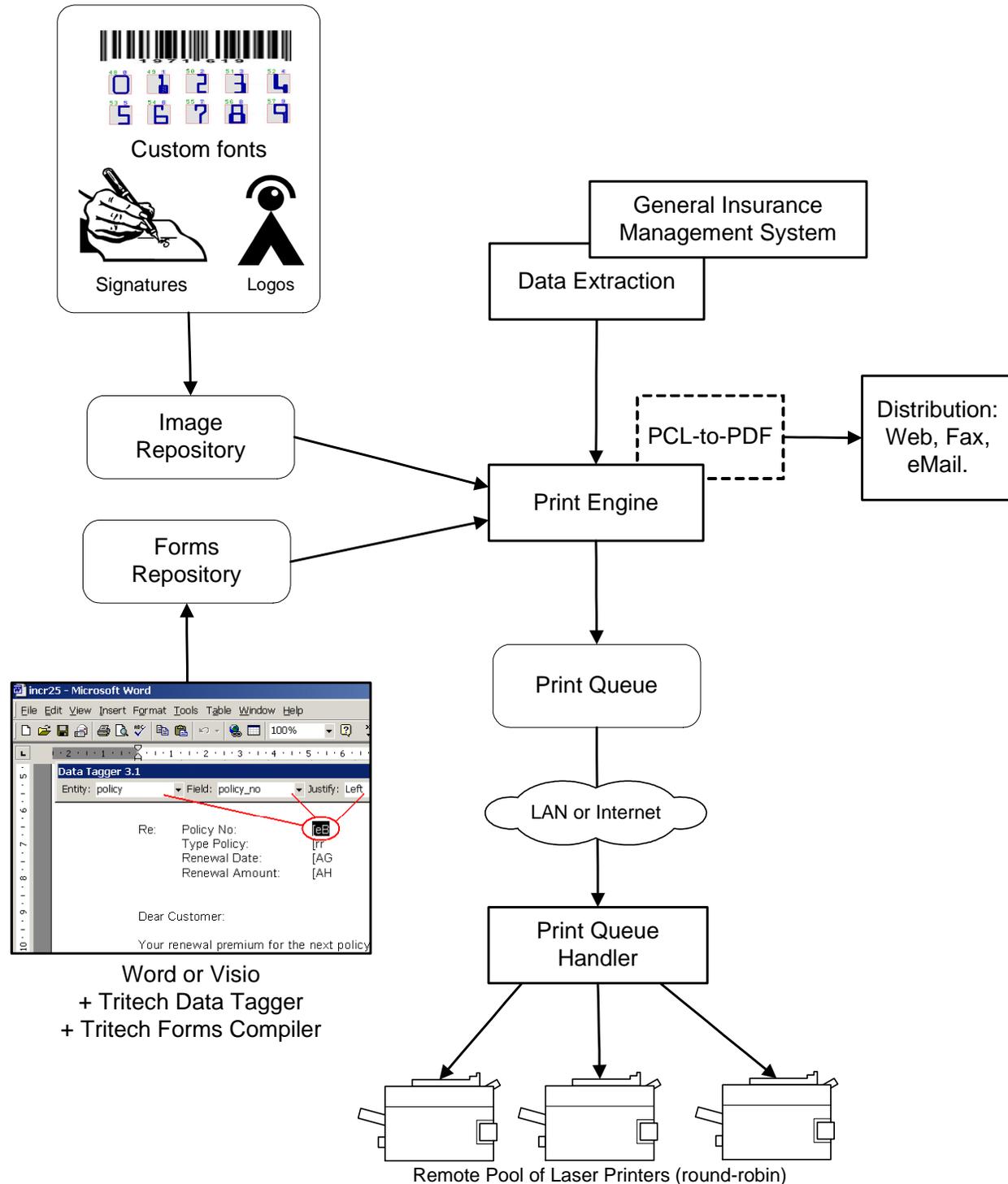- Barcoding and support of automatic inserters.

Design

Compile

Print

Tritech has developed a unique document tagging and compiling technology, which integrates with popular document editing software to enable easy and straightforward forms development.

Drawing 1. Tritech Document Issuance Architecture.

Simplicity and Flexibility

Forms are created and modified with familiar tools, including Word and Visio. Word is used for most forms, while Visio is used for those where precise positioning is required, such as location of MICR line on bank checks.

Multiple form versions are supported, each with effective and expiry dates. Effective date of new version automatically expires previous version. Only one version can be effective at any given time. The correct version of the document is selected by definable parameters; for example, policy effective or amendment date.

Run-time and testing environments can coexist, with smooth transition from development to production. When Business Analyst creates a new form version, it assigns effective date in the future. A test document with future creation date will use a test version of the form, while production document will use current version. Both versions run side-by-side. Without any further action, tested version will go in production on its effective date.

High performance output

Tritech Document Issuance System uses a unique Forms Compiler technology to pre-render forms at design time. Compiled forms are stored in the library for fast production printing. Fonts and images are stored separately, and are uploaded into printer's memory as necessary. This reduces output file size, network and storage requirements.

Print Engine component uses industry standard Printer Control Language (PCL) to merge data with pre-rendered forms, logos and signatures. This approach dramatically reduces network traffic and provides exceptional laser output speeds, compared to conventional systems that execute full-scale graphics and font rendering at print time.

With native PCL support, Tritech Document Issuance System takes full advantage of all hardware printer features. Different duplexing options with input from multiple and password-protected trays can easily be combined within a single print job.

Produce any document types

Documents are comprised of forms. Each form is developed in Word or Visio with the help of Tritech Data Tagger. Tags are inserted in positions where data needs to be merged at print time. When a form is compiled, a list of referenced tags is passed to data extraction routines, to ensure they extract only necessary database fields during production.

The layout of all page elements, including wordings, data tags, logos and signatures can be previewed without querying database at design time. This enables form editors to work disconnected from the data source.

Corporate style sheets ensure design consistency by allowing for corporate logos and watermarks to be included automatically.

Tritech has developed a MICR font and adjusted it to several printer models, which were selected based on a comprehensive statistical research of page feed deviation and maximum character skew. This enabled the Document Issuance System to produce checks that comply with MICR requirements on standard laser printers with magnetic toner cartridge.

Produce documents on any media

Tritech Document Issuance System can produce documents on any laser or inkjet printer that can be connected to Windows. For most enterprise printers, it sends data directly to the port.

The output can be translated into PDF, TIFF or WMF, and directed to the printer port, directory, ZIP file, published on FTP server, faxed or e-mailed.

Business Analyst defines translation and routing properties at design time. By default, the form will be printed on paper. BA can request creation of additional physical copies for agent and lien holder, and specify whether the form becomes a part of an electronic copy, which can be emailed, indexed and archived.
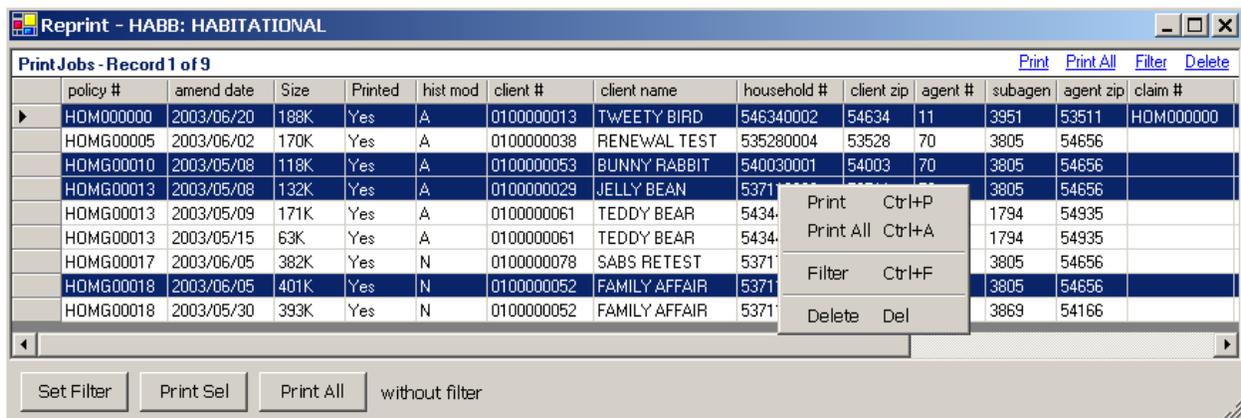
The Print Queue Handler provides remote printing capabilities. It uses firewall-friendly FTP protocol to poll Print Engine queues, and direct output to the pool of printers located in the remote print center.

Managing large print volumes

Existing PCL-compatible hardware assets can be organized into distributed pools of diverse print farms to achieve superior performance and produce documents on the spot, eliminating the cost of physical delivery.

The Tritech Document Issuance System maintains individual print queues for different types of documents and enables their routing to assigned physical print locations. Each print queue can be collated by its own combination of attributes like zip code, agent or insured, and printed immediately or sequenced to print in the appropriate queue.

Operators can interactively change collating order and print sequence. They have controls to schedule or manually start events, such as queue download, print or purge. In addition, the Queue Handler provides the ability to reprint selected jobs.

Drawing 2. Reprinting selected jobs in the Tritech Queue Handler.

The Tritech Document Issuance System supports automatic envelope inserters. BA defines location of the bar code on the page. The automatic inserter scans the bar code on each page. All pages designated for the same recipient are placed in one envelope.