



### Technology and Reengineering

Government organizations, institutions, and businesses are reengineering to reduce operating costs, improve efficiency, provide better customer service, and increase profitability. Organizations can meet this requirement by utilizing CEXEC's expertise on workflow, imaging, e-Records and document management.

### Reengineering and Workflow

Workflow is a facilitator of the reengineering process. By converting paper documents to electronic objects, workflow can efficiently store, route, display, print, control, and monitor documents as they travel through the business process.

### Reengineering and Imaging

At least 80% of information processed in organizations today is in paper form. The reengineering process, implemented with workflow, is best suited to process documents electronically. By converting paper documents to electronic objects, workflow can efficiently store, route, display, print, control, and monitor documents as they pass through the work process.

### Reengineering e-Records and Document Management

The proliferation of electronic documents, especially e-mails, and the potential litigation exposure that they cause are becoming the bane of legal advisors and records managers in many organizations. By developing an

integrated e-Records system that is part of the organization's existing IT structure, organizations can benefit from managing all phases of electronic records- creation, declaration, classification, and disposal. CEXEC provides solutions that meet DoD 5015.2 STD requirements.

### CEXEC Experience

CEXEC designed, developed, and implemented an integrated workflow, imaging, and document management system for the Department of Army Correspondence Tracking System. This system, implemented for the Army staff at the Pentagon, provides improved control and storage of paperwork, facilitates quicker response to inquiries, and has improved efficiency. The system was integrated into existing network architectures, thus not requiring a major redesign of existing systems and networks.

CEXEC also developed and integrated workflow into the Department of State Travel Document Issuance System (TDIS) (passport system). We designed and developed image enabled processes including photo digitalization, document scanning, and document management to integrate into this nationwide system.

#### For More Information Contact:

CEXEC, Inc.  
11440 Commerce Park Drive, Suite 600  
Reston, VA 20191  
703-435-0099 Fax: 703-766-8539  
<http://www.cexec.com>