document management.
Easy. Fast. Smart.

docSTAR™ *SubmissionXpress*.

Streamline insurance submissions to improve quality, speed and productivity.

docSTAR ***SubmissionXpress*** delivers streamlined, intelligent insurance submissions to dramatically increase productivity and ensure that the final package is consistent and complete.

With docSTAR *SubmissionXpress:*

- **Protect your business with our easy marketing renewal process.**
- **Deliver the most competitive quotes ahead of the competition.**
- **Enhance your image with timely and complete submission packages.**
- **Increase employee productivity while reducing errors and omissions.**
- **Save time, space and money with our automated electronic system.**

visit us at www.docstar.com

docSTAR™

Work Smarter.

docSTAR *SubmissionXpress* allows your agency to streamline the labor-intensive process of marketing renewals by routing the documents electronically. Users will process submissions more efficiently, faster, and more accurately.

docSTAR *SubmissionXpress* is a document workflow designed to gather and track a set of documents necessary to complete new or renewal submissions.

With docSTAR *SubmissionXpress:*

- Create unlimited sets of document package requirements that pre-define and guide the completion of insurance submissions or other agency document packages.
- Built-in alerts and approval capabilities help organizations create and maintain a consistent, managed process.
- Direct items to the right users, ensuring timely action and eliminating confusion.
- Streamline case/transaction management to accomplish more business, more accurately.

Reduce Tedious Steps.

- Automate time-consuming and error-prone manual processes to increase productivity and operational efficiency; delivering a significant increase in workplace productivity.
- Streamline people-based activities and track their progress.
- Standardize manual processes, such as the distribution of inter-office mail.

Stay Informed.

With docSTAR *SubmissionXpress*... you will know how processes are performing. Managers can identify any lags and workflow bottlenecks that occur to redistribute workloads to other users before problems flare up.

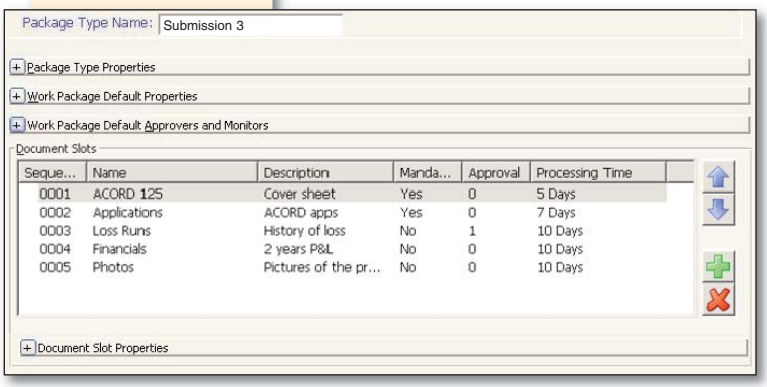
- Easily maintain performance comparisons.
- Track document-related activity to improve quality and user productivity.
- Gain accurate and timely system feedback for reallocating staffing resources.
- Find the status of any document package instantly.

Higher Productivity = Higher Profits.

You can better manage routine work processes with docSTAR's *SubmissionXpress* module to achieve a competitive edge.

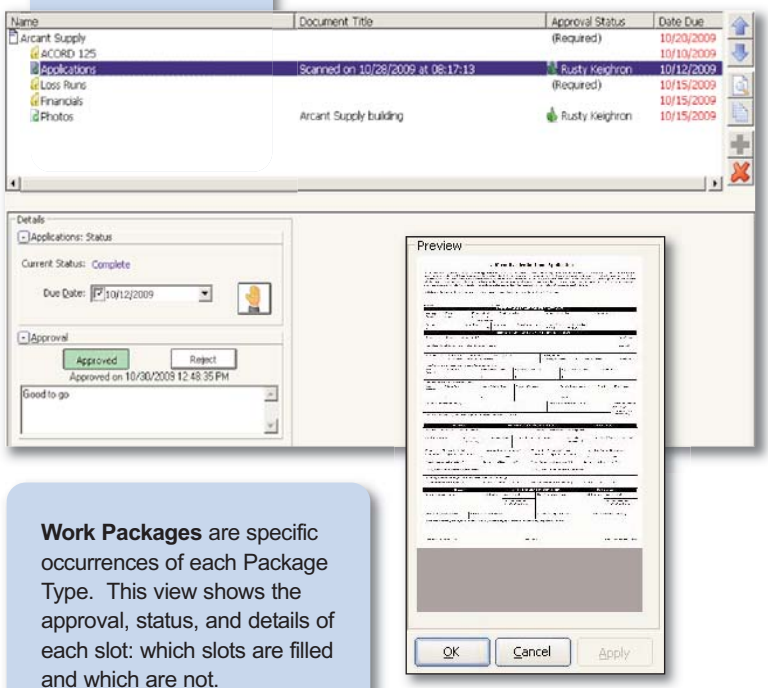
- Reduce time and costs by dramatically speeding up processes - avoid "dead time" between process steps.
- Lower overhead costs.
- Improve customer service effectiveness.
- Make more-informed decisions.

Package Types



Define **package types** for each business process - setting general rules for each package. This view shows "slots" for each expected or required document and other rules governing work packages of this type.

Work Packages



Work Packages are specific occurrences of each Package Type. This view shows the approval, status, and details of each slot: which slots are filled and which are not.

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2165 Technology Drive • Schenectady, NY 12308
518.836.2700 • 800.367.5906 • www.docstar.com

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