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TMW-Synergize™ Solution Overview

TMW-Synergize™ is the leading document management, workflow and process automation solution for the transportation services industry. TMW Systems, the leading supplier of technology solutions for the transportation management and services sectors, and Microdea, the provider of the advanced Synergize Document Automation Solution, have collaborated to produce TMW-Synergize™.

TMW-Synergize™ is a seamlessly integrated solution that provides complete visibility across all platforms, enabling users to instantly access the documents they need. A single TMW-Synergize™ environment can support multiple business units or functions, each having a distinct collection of users, documents, security settings, and integrated systems. TMW-Synergize™ clients are able to maintain multiple document repositories, managing documents and processes relating to receivables, payables, carriers, human resources and maintenance from a single enterprise solution.

Connecting all applications, information and users creates an efficient, document enabled enterprise whereby the right users, in the right departments, can have the right information, at the right time. With TMW-Synergize™, organizations are able to leverage their current investment in TMW software and gain a proven solution that is easy to use, easy to implement, and easy to grow with.

TMW-Synergize™ seamlessly integrates with TMWSuite®, TMT® and Microsoft Dynamics GP®.

Add-Ons

- Synergize Process Server (SPS)
- Desktop/MS Office® Integration
- OCR Module
- Responder Module
TMW-Synergize™ Base Imaging Solution

TMW-Synergize™ Base Imaging for TMWSuite®

At A Glance:
TMW-Synergize™ Base Imaging for TMWSuite® enables organizations to efficiently scan and convert paper documents such as bills of lading, carrier invoices and driver files into electronic images as well as capture pre-existing electronic documents to store all company information in a central, secure, digital ‘Repository’ —ready to recall or review at any time and from any place. This significantly improves staff productivity and processing efficiencies enterprise-wide as all data can be securely retrieved and quickly reviewed by an unlimited number of authorized users simultaneously. All information and documents are immediately available from within TMWSuite® as well as through an easy to use TMW-Synergize™ Web User Interface.

Documents are stored and presented to users in their native format; TIFF, JPG, PDF, DOC, XLS, etc. Search capabilities range from simple to very sophisticated, enabling users to quickly retrieve the documents they need to help deal with inquiries faster and provide high quality customer service. In addition, multiple layers of security ensure that documents are properly protected and managed, while detailed audit trails record when a document was viewed, who viewed it, and what actions the user performed.

Eliminate time-consuming paper processing tasks and gain instant access to secure electronic information with TMW-Synergize™ Base Imaging for TMWSuite®, to improve staff productivity, enhance customer service, and reduce administrative overhead and transactional costs.

Key Benefits:
- Reduce paper-based and labor-intensive portions of your business processes
- Efficiently capture, index, store, retrieve and track electronic documents and information
- Improve staff productivity and efficiency
- Enhance customer service and satisfaction
- Improve management, visibility and control of all documentation
- Reduce storage costs and overhead tasks associated with printing, sorting and mailing paper documents
- Reduce errors and missing paperwork to avoid liability

Features:
- Capture documents in digital format by email, fax, terminal scanning, centralized and remote scanning sources
- Automatic indexing performed by optional modules supporting OCR, bar codes and other tools
- Advanced search capabilities; Tree, Query-by-Example, Date Range and Search (Complex Query)
- Document Viewer to zoom, rotate, highlight, make annotations, and redact sensitive information on documents
- Multiple layers of security can be assigned to personnel in varying positions of authority
- Audit trails to record when a document was viewed, who viewed it, and what actions the user performed
- Direct access to documents from within TMWSuite®

Prerequisites:
- TMWSuite® 2009 or later

Learn More:
See our Solution Data Sheets for more specifics on TMW-Synergize™ for your imaging needs. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
Components of TMW-Synergize™ Base Imaging for TMWSuite®

Document Scanning

TMW-Synergize supports both local and terminal scanning environments. The solution provides for extensive scanning configuration and management and is a complete scanning and indexing solution that is both easy to use and efficient to operate. If large volumes of paper documents require scanning, the solution provides all the necessary tools (barcodes, separator sheets, batch identifiers, ADT integration, etc.) to allow departmental staff to quickly scan and index large volumes of documents accurately.

Simple Scan provides a 1 button approach to scanning. It reliably and easily captures documents at source and uploads them automatically to TMW-Synergize™. Simple Scan is capable of capturing any required volume at rated scanner speeds.

Figure 1: Simple Scan

The user-friendly and touch screen compatible interface simplifies scanning
Document Indexing

Figure 2: Indexing

Indexing can be done on a single document or in an automated batch process. Indexing is setup to ensure it facilitates fast and effective document searching.

Efficiently preview, index and set document properties
Document Retrieval

All documents added to TMW-Synergize™ are immediately available within TMWSuite® application screens.

Figure 3: Accessing Documents from within TMWSuite®

*TMW-Synergize™ Base Imaging for TMWSuite® is a document viewing solution (without Workflow).
Adding Workflow to TMW-Synergize™ Base Imaging

TMW-Synergize™ Workflow

Workflow is an electronic document routing and processing solution that allows users to perform work more efficiently and accurately.

Figure 4: Workflow Designer

*Workflow and process automation functionalities are available as part of the TMW-Synergize™ Solutions for Accounts Receivable, Accounts Payable, Carrier Management, Driver Management, and Maintenance.*
TMW-Synergize™ Accounts Receivable Solutions

TMW-Synergize™ Billing for TMWSuite®

At A Glance:
TMW-Synergize™ Billing for TMWSuite® automates labor-intensive portions of the billing cycle and allows all documents and correspondence related to a billing transaction to be maintained in a central, secure, digital ‘Repository’—ready to recall or review at any time and from any place. All documents added to TMW-Synergize™ are immediately available within TMWSuite® application screens in Order Entry, Dispatch and the Billing Desk. Workflow ensures that these documents are processed in a timely manner consistent with corporate best practices, by automating the validation of data, creating exception alerts for process delays and routing documents to specific people or departments with business logic.

*Increase efficiencies and streamline your billing cycle with TMW-Synergize™ Billing for TMWSuite® to improve cash management and reduce Days Sales Outstanding (DSO).*

Key Benefits:
- Automate the paper-based and labor-intensive portions of the billing process
- Improve staff productivity and efficiency
- Reduce Days Sales Outstanding (DSO) and increase cash flow
- Enhance customer service and satisfaction
- Reduce hard dollar costs and overhead tasks associated with printing, folding, stamping and mailing of invoices
- Increase receivables process control and workflow visibility to monitor internal operating efficiencies
- Reduce billing errors and billing disputes

Features:
- Capture documents in digital format by email, fax, terminal scanning, centralized and remote scanning sources
- Automatic indexing performed by optional modules supporting OCR, bar codes and other tools
- Billing automation; creates a print rendition process that identifies each invoice’s Order Number, checks the customer’s billing requirements, and sends the billing package by email, fax or print/mail
- Automatic notification on receipt of supporting documents
- Graphical Workflow Designer to easily map complex procedures and business process rules
- Configurable workflow scenarios for billing and load documents, with version tracking and detailed audit logging for each billing workflow activity
- Automatic updates of load information in TMWSuite®
- Direct access to documents from within TMW Systems’ eStat® Web Portal
- Direct access to documents from within TMWSuite®

Pre-Requisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow
- TMWSuite® 2009 or later

Learn More:
*See our Solution Data Sheets for more specifics on TMW-Synergize™ for your AR process. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.*
Figure 5: Accessing Billing Documents

Instantly access billing documents from within TMWSuite® as part of the billing workflow process
TMW-Synergize™ Collections for TMWSuite®

At A Glance:
As an expansion of your TMW-Synergize™ Billing Solution, TMW-Synergize™ Collections for TMWSuite® reduces customer payment delays with automatically-generated billing reminder packages. These packages include copies of all supporting documents with a copy of the original invoice and a customized cover message detailing aging or past-due status. Collections processes can be launched automatically from an AR Aging report in TMWSuite®, with bills sorted by status (i.e. 45, 60 or 90+ days past due) and billing reminder packages automatically emailed to the correct customer contact without further manual intervention.

**Automate your collections process with TMW-Synergize™ Collections for TMWSuite® to reduce customer payment delays and improve your profitability.**

Key Benefits:
- Automate the collections process with preset and consistent customer notifications
- Reduce Days Sales Outstanding (DSO) and increase cash flow
- Improve the efficiency and results of your collections team
- Enhance customer service and satisfaction
- Increase management visibility to the status of outstanding receivables and the productivity of collections staff

Features:
- Automatic notification on receipt of supporting documents
- Automatic extraction of client and transaction details from Aging AR reports in TMWSuite®
- Highly-effective automatic email reminder package (invoice and supporting documentation) with a customized message for invoices exceeding 45, 60, and 90+ days past due
- Flexible workflow tool to automate the collections process, with version tracking and detailed audit logging
- Data synchronization with core TMW-Synergize™ Billing solution
- Direct access to documents from within TMW Systems' eStat® Web Portal
- Direct access to documents from within TMWSuite®

Pre-Requisites:
- **TMW-Synergize™ Base Imaging**
- **TMW-Synergize™ Workflow**
- **TMWSuite® 2009 or later**
- **TMW-Synergize™ Billing core solution**

Learn More:
*See our Solution Data Sheets for more specifics on TMW-Synergize™ for your AR process. Or call 1.800.401.6682 or visit [www.tmwsystems.com](http://www.tmwsystems.com) for more information.*
TMW-Synergize™ Freight Claims Management for TMWSuite®

At A Glance:
Add TMW-Synergize™ Freight Claims Management for TMWSuite® to your core TMW-Synergize™ Billing Solution to streamline and efficiently manage your claims process. Easily collect and manage all claims-related documentation, from photos and notated delivery forms to customer and insurer correspondence, in secure and convenient digital document format. Workflow automation tracks and advances claim documents throughout the process for manager reviews and approvals. The solution automates payments for amounts below your deductible and escalates claims to Insurers or your Settlement process for larger amounts. Automatic email reminders are sent to claim stakeholders and management if the claim has not been reviewed and validated, or even paid, in expected time intervals.

Streamline your claims process with TMW-Synergize™ Freight Claims Management for TMWSuite® to reduce costs and achieve quick resolutions for freight claims.

Key Benefits:
- Automate paper-based and labor-intensive portions of the claims process
- Improve your responsiveness
- Reduce costs and the administrative burden for claims handling
- Improve staff processing efficiency and accuracy

Features:
- Capture documents in digital format by email, fax, terminal scanning, centralized and remote scanning sources
- Automatic indexing performed by optional modules supporting OCR, bar codes and other tools
- Pays claims automatically if under your deductible amount
- Routes claims automatically for review if over your pre-defined thresholds
- Configurable workflow scenarios for all claims documentation, with version tracking and detailed audit logging
- Automatic notification on receipt of supporting documents
- Data synchronization with core TMW-Synergize™ Billing solution
- Direct access to documents from within TMW Systems’ eStat® Web Portal
- Direct access to documents from within TMWSuite®

Pre-Requisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow
- TMWSuite® 2009 or later
- TMW-Synergize™ Billing core solution

Learn More:
See our Solution Data Sheets for more specifics on TMW-Synergize™ for your AR process. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
TMW-Synergize™ Accounts Payable Solutions

TMW-Synergize™ Payables for Microsoft Dynamics GP®

At A Glance:
TMW-Synergize™ Payables for Microsoft Dynamics GP® improves staff productivity, reduces costs and enhances customer service through the ability to view approved invoices stored in TMW-Synergize™ from within GP® and automate labor-intensive portions of the payables cycle. The solution stores all documents, even email correspondence related to a payables transaction, in a central, secure digital ‘Repository’—ready to recall or review at any time and from any place. Workflow automation speeds up and standardizes payables document processing according to your best practices by routing invoice documents to the appropriate approvers for validation and posting to GP®. This significantly reduces manual keying of corrections in GP® as all the invoices have already been approved in TMW-Synergize™.

Streamline and simplify the accounts payable process with TMW-Synergize™ Payables for Microsoft Dynamics GP®, to avoid late penalty fees, achieve early payment discounts and maximize cash flow.

Key Benefits:
- Streamline your AP process and increase accuracy
- Automate paper-based and labor-intensive portions of the payables cycle and reduce manual keying in GP®
- Reduce back office overheads and contribute to increased profitability
- Improve Days Payable Outstanding (DPO), strengthen vendor relations and better manage your cash resources
- Increase payables process control and workflow visibility to monitor internal operating efficiencies
- Easily finalize and pay invoices to avoid late penalty fees and achieve early payment discounts

Features:
- Capture documents in digital format by email, fax, terminal scanning, centralized and remote scanning sources
- Automatic indexing performed by optional modules supporting OCR, bar codes and other tools
- Automatic routing of invoices and additional documents to approvers for validation and posting to GP®
- Graphical Workflow Designer to easily map complex procedures and business process rules
- Configurable workflow scenarios for invoices and payables documents, with rules based authorization, version tracking and detailed audit logging for each payables workflow activity
- Automatic notification on receipt of supporting documents
- Data synchronization between systems to support workflow automation processes, multi-criteria search and the automatic collation of related documents
- AP Remittance Form to more effectively manage GL Code entries and simplify processing for the accounting department
- Integrated transfer of indexed information from approved invoices stored in TMW-Synergize™ right into GP®
- Direct access to documents from within Microsoft Dynamics GP® Payables Transaction Entry and Payables Batch Entry screens

Prerequisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow
- Microsoft Dynamics GP® (Great Plains) v.10 or more current

Learn More:
See our Solution Data Sheets for more specifics on TMW-Synergize™ for your AP process. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
Figure 6: Microsoft Dynamics GP® Integration

View approved invoices from within the GP® Payables Transaction Entry Screen
TMW-Synergize™ Payables for TMT®

At A Glance:
TMW-Synergize™ Payables for TMT® improves staff productivity, reduces costs and enhances customer service through the ability to view approved invoices stored in TMW-Synergize™ from within TMT® and automate labor-intensive portions of the payables cycle. The solution stores all documents, even email correspondence related to a payables transaction, in a central, secure digital ‘Repository’—ready to recall or review at any time and from any place. Workflow automation speeds up and standardizes payables document processing according to your best practices by routing invoice documents to the appropriate approvers for validation and posting to TMT®. This significantly reduces manual keying of corrections in TMT® as all the invoices have already been approved in TMW-Synergize™.

Streamline and simplify the accounts payable process with TMW-Synergize™ Payables for TMT®, to avoid late penalty fees, achieve early payment discounts and maximize cash flow.

Key Benefits:
- Streamline your AP process and increase accuracy
- Automate paper-based and labor-intensive portions of the payables cycle and reduce manual keying in TMT®
- Reduce back office overheads and contribute to increased profitability
- Improve Days Payable Outstanding (DPO), strengthen vendor relations and better manage your cash resources
- Increase payables process control and workflow visibility to monitor internal operating efficiencies
- Easily finalize and pay invoices to avoid late penalty fees and achieve early payment discounts

Features:
- Capture documents in digital format by email, fax, terminal scanning, centralized and remote scanning sources
- Automatic indexing performed by optional modules supporting OCR, bar codes and other tools
- Automatic routing of invoices and additional documents to approvers for validation and posting to TMT®
- Graphical Workflow Designer to easily map complex procedures and business process rules
- Configurable workflow scenarios for invoices and payables documents, with rules based authorization, version tracking and detailed audit logging for each payables workflow activity
- Automatic notification on receipt of supporting documents
- Data synchronization between systems to support workflow automation processes, multi-criteria search and the automatic collation of related documents
- AP Remittance Form to more effectively manage GL Code entries and simplify processing for the accounting department
- Direct access to documents from within TMT®

Prerequisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow
- TMT® 2009 or more current

Learn More:
See our Solution Data Sheets for more specifics on TMW-Synergize™ for your AP process. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
The AP Remittance Form provides a payment overview and eliminates the need to manage GL Codes in GP® or TMT®, reducing corrections transactions and making it easier for accounting to process invoices.
TMW-Synergize™ Carrier Management Suite

At A Glance:
The TMW-Synergize™ Carrier Management Suite enables your freight brokerage to eliminate time-consuming paper processing tasks, effectively manage the complete carrier life cycle and maintain your carrier relationships. The solutions store all carrier documents and correspondence related to carrier qualifications such as insurance, authority and credit rating in a central, secure digital ‘Repository’—ready to recall or review at any time and from any place. Workflow automation speeds up and standardizes the carrier onboarding and management processes according to your best practices by routing carrier documents to the appropriate personnel. Approved carriers are set up inside TMWSuite® for future contracting and ongoing management.

Manage the complete carrier life cycle with the TMW-Synergize™ Carrier Management Suite of Solutions to improve profitability, better manage risk and liability, and enhance customer satisfaction.

The TMW-Synergize™ Carrier Management Suite includes;

✓ TMW-Synergize™ Carrier Onboarding for TMWSuite®
✓ TMW-Synergize™ Carrier Management for TMWSuite®
✓ TMW-Synergize™ Rate Confirmation Management for TMWSuite®

Learn More:
See our Solution Data Sheets for more specifics on the TMW-Synergize™ Carrier Management Suite. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
TMW-Synergize™ Carrier Onboarding for TMWSuite®

At A Glance:
TMW-Synergize™ Carrier Onboarding for TMWSuite® enables your brokerage business to increase staff productivity, automate the carrier onboarding process and effectively manage your carrier relationships. The solution stores all carrier documents and correspondence related to carrier qualifications such as insurance, authority and credit rating in a central, secure digital ‘Repository’—ready to recall or review at any time and from any place. Workflow automation speeds up and standardizes the carrier onboarding process according to your best practices by routing carrier agreement documents to the appropriate personnel for review and approval. Once approved, carriers are advanced to be set up inside TMWSuite®.

Streamline the carrier onboarding process with TMW-Synergize™ Carrier Onboarding for TMWSuite® to approve qualified carriers as fast as possible, cover more loads and increase revenue.

Key Benefits:
- Automate paper-based and labor-intensive portions of the carrier onboarding process to reduce overhead and administrative costs
- Ensure your brokerage selects the right carriers to reduce risk and liability
- Reduce delays and spend more time finding and covering loads to increase revenue
- Enhance customer service and satisfaction
- Increase process control and workflow visibility to monitor internal operating efficiencies

Features:
- Capture documents in digital format by email, fax, terminal scanning, centralized and remote scanning sources
- Automatic indexing performed by optional modules supporting OCR, bar codes and other tools
- Automatic routing of carrier agreement documents for review, validation and approval
- Configurable workflow scenarios for carrier documents, with version tracking and detailed audit logging for each workflow activity
- Graphical Workflow Designer to easily map complex procedures and business process rules
- Automatic notification on receipt of supporting documents or if data or documents are missing
- Data synchronization between systems to support workflow automation processes, multi-criteria search and the automatic collation of related documents
- Direct access to documents from within TMWSuite®

Prerequisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow
- TMWSuite® 2009 or later

Learn More:
See our Solution Data Sheets for more specifics on TMW-Synergize™ for your Carrier Onboarding process. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
TMW-Synergize™ Carrier Management for TMWSuite®

At A Glance:
TMW-Synergize™ Carrier Management for TMWSuite® enables your freight brokerage to automatically update information for approved carriers in TMWSuite® and effectively manage and maintain your carrier relationships. The solution stores all carrier documents and correspondence related to carrier qualifications such as insurance, authority and credit rating in a central, secure digital ‘Repository’—ready to recall or review at any time and from any place. Workflow automation speeds up and standardizes the carrier management process according to your best practices by automatically updating carrier information, insurance documents and CSA Scores in TMWSuite®.

*Improve your carrier management and always ensure information for your carriers is up to date with TMW-Synergize™ Carrier Management for TMWSuite®.*

Key Benefits:
- Automate paper-based and labor-intensive portions of the carrier management process to reduce overhead and administrative costs
- Ensure your brokerage always has up to date information and CSA Scores for carriers to reduce risk and liability
- Reduce delays and spend more time finding and covering loads to increase revenue
- Enhance customer service and satisfaction
- Increase process control and workflow visibility to monitor internal operating efficiencies

Features:
- Capture documents in digital format by email, fax, terminal scanning, centralized and remote scanning sources
- Automatic indexing performed by optional modules supporting OCR, bar codes and other tools
- Automatic updating of carrier information and CSA Scores in TMWSuite®
- Configurable workflow scenarios for carrier documents, with version tracking and detailed audit logging for each workflow activity
- Graphical Workflow Designer to easily map complex procedures and business process rules
- Automatic notification of upcoming insurance expirations
- Data synchronization between systems to support workflow automation processes, multi-criteria search and the automatic collation of related documents
- Direct access to documents from within TMWSuite®

Prerequisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow
- TMWSuite® 2009 or later

Learn More:
*See our Solution Data Sheets for more specifics on TMW-Synergize™ for your Carrier Management. Or call 1.800.401.6682 or visit [www.tmwsystems.com](http://www.tmwsystems.com) for more information.*
TMW-Synergize™ Rate Confirmation Management for TMWSuite®

At A Glance:
TMW-Synergize™ Rate Confirmation Management for TMWSuite® enables your freight brokerage to automate the rate confirmation process with carriers and expedite payables and receivables after loads are completed. The solution stores all rate confirmation and related documents in a central, secure, digital ‘Repository’—ready to recall or review at any time and from any place. Workflow automation speeds up and standardizes the rate confirmation process according to your best practices. This allows your brokerage to automatically receive rate confirmations, check carrier information from the dispatch system, identify unsigned and missing documents, send any unsigned rate confirmations to carriers by email or fax according to their preferences, confirm shipping orders, and advance related documents to both payables and receivables workflows.

Automate the rate confirmation process with TMW-Synergize™ Rate Confirmation Management for TMWSuite® to speed transactions, increase efficiencies and handle more loads.

Key Benefits:
- Automate paper-based and labor-intensive tasks associated with verifying load rates
- Accelerate payables and receivables transactions for brokered loads
- Reduce delays and spend more time finding and covering loads to increase revenue
- Reduce overhead and the administrative costs of managing rate confirmations
- Improve customer service and satisfaction
- Increase process control and workflow visibility to monitor internal operating efficiencies

Features:
- Capture documents in digital format by email, fax, terminal scanning, centralized and remote scanning sources
- Automatic indexing performed by optional modules supporting OCR, bar codes and other tools
- Configurable workflow scenarios for rate confirmation and carrier documents, with rules based authorization, version tracking and detailed audit logging for each workflow activity
- Automatic routing of rate confirmation documents to carriers
- Graphical Workflow Designer to easily map complex procedures and business process rules
- Automatic notification on receipt of supporting documents or if data or documents are missing
- Data synchronization between systems to support workflow automation processes, multi-criteria search and the automatic collation of related documents
- Direct access to documents from within TMWSuite®

Prerequisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow
- TMWSuite® 2009 or later
- TMW-Synergize™ core solutions for Carrier Management, Billing and Payables

Learn More:
See our Solution Data Sheets for more specifics on TMW-Synergize™ for your Rate Confirmation process. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
TMW-Synergize™ Driver Management Suite

At A Glance:
The TMW-Synergize™ Driver Management Suite enables truckload carriers to eliminate time-consuming paper processing tasks, quickly recruit certified driver candidates and effectively manage the complete driver lifecycle. All correspondence and driver documents such as license information, employment history, Motor Vehicle Record and any other driver documents are stored in a central, secure digital ‘Repository’—ready to recall or review at any time and from any place. Workflow automation speeds up and standardizes the driver recruitment, file management and driver communications processes according to your best practices by routing documents to the appropriate personnel. For each driver, a Driver Master Record is set up inside TMWSuite® where the information is continuously updated and instantly accessible throughout the lifecycle of the employee.

Improve your driver management with the TMW-Synergize™ Driver Management Suite of Solutions to streamline your driver recruitment, file management and communications processes.

The TMW-Synergize™ Driver Management Suite includes;

✔ TMW-Synergize™ Driver Recruitment for TMWSuite®
✔ TMW-Synergize™ Driver Qualification File Management for TMWSuite®
✔ TMW-Synergize™ Driver Communications for TMWSuite®

Learn More:
See our Solution Data Sheets for more specifics on the TMW-Synergize™ Driver Management Suite. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
TMW-Synergize™ Driver Recruitment for TMWSuite®

At A Glance:
TMW-Synergize™ Driver Recruitment for TMWSuite® automates labor-intensive, repetitive tasks associated with gathering and confirming driver qualifications, provides tight controls over applications in progress and ensures complete and accurate driver data is captured according to your specific hiring policies. The solution enables prospective drivers to apply to positions through the Driver Recruitment Online Application Form. All correspondence and driver application documents such as license information, employment history, the Motor Vehicle Record and any other required qualification documents are stored in a central, secure digital ‘Repository’—ready to recall or review at any time and from any place. Workflow automation speeds up and standardizes the driver recruitment process according to your best practices by routing driver documents to the appropriate recruiters for review and approval.

*Improve your driver recruitment process with TMW-Synergize™ Driver Recruitment for TMWSuite® to find quality candidates and streamline your orientation and hiring activities.*

Let TMW-Synergize™ Driver Recruitment for TMWSuite do the repetitive tasks, to provide comprehensive and accurate information to enable your HR staff to make informed decisions with regard to driver selection.

Key Benefits:
- Automate paper-based and labor-intensive portions of the driver recruitment process
- Spend more time finding and hiring the best driver candidates
- Manage the complete driver recruitment process; application, review, approval, orientation and hiring, to make this efficient
- Qualified HR/Safety/Recruiters make the decisions, allowing you to hire the right people and remain in control of the recruitment process
- Reduce overhead and administrative costs
- Increase process control and workflow visibility to monitor internal operating efficiencies

Features:
- Capture driver documents in digital format by email, fax, and scanning sources
- Automatic indexing performed by optional modules supporting OCR, bar codes and other tools
- Automatic routing of driver documents for screening, review, approval, orientation and hiring
- Validation of driver applications data against 3rd party providers i.e. HireRight®
- Automatic notification on receipt of supporting documents or if data or documents are missing
- Reduce the hard work of gathering, organizing, completing and validating the application information, while enabling recruiters to make informed decisions regarding those that are potentially qualified
- Direct access to driver documents from within TMWSuite®

Prerequisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow
- TMWSuite® 2009 or later

Learn More:
*See our Solution Data Sheets for more specifics on TMW-Synergize™ for your Driver Recruitment process. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information*
TMW-Synergize™ Driver Qualification File Management for TMWSuite®

At A Glance:
TMW-Synergize™ Driver Qualification File Management for TMWSuite® enables carriers to automatically monitor driver qualification documents, maintain up to date Driver Master Records in TMWSuite® and ensure compliance with Department of Transportation (DOT) requirements and the Federal Motor Carrier Safety Regulations (FMCSR). All driver documents such as license information, HAZMAT Training Certificates, Medical Examination Certificates and any other required qualification documents are stored in a central, secure digital ‘Repository’—ready to recall or review at any time and from any place. The solution reviews driver files for completeness, monitors expiration dates, checks for missing files and tracks the documents that are renewable. The Driver Master Record in TMWSuite® is continuously updated throughout the lifecycle of the employee and instantly accessible for litigation requests.

Manage, monitor, and update driver documents with TMW-Synergize™ Driver Qualification File Management for TMWSuite® to ensure compliance with DOT requirements and the FMCSR.

Key Benefits:
- Automate paper-based and labor-intensive portions of the driver qualification file management process
- Ensure compliance with DOT requirements and the FMCSR
- Address litigation requests promptly, reduce the risk of exposure to liability, and avoid fines
- Reduce overhead and administrative costs
- Increase process control and workflow visibility to monitor internal operating efficiencies

Features:
- Capture driver documents in digital format by email, fax, and scanning sources
- Automatic indexing performed by optional modules supporting OCR, bar codes and other tools
- Automatic monitoring of driver documents for completeness and expiration
- Automatic notification if data or documents are missing or if certificates are approaching expiration
- Data synchronization between systems to support workflow automation processes
- Direct access to driver documents from within TMWSuite®

Prerequisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow
- TMWSuite® 2009 or later

Learn More:
See our Solution Data Sheets for more specifics on TMW-Synergize™ for your Driver Qualification File Management needs. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
TMW-Synergize™ Driver Communications for TMWSuite®

At A Glance:
TMW-Synergize™ Driver Communications for TMWSuite® enables carriers to easily manage and track driver permits as well as make the permits available to drivers over the web. This significantly improves processing efficiencies and supports compliance by allowing drivers to download, print, and keep copies of the appropriate permits in their trucks to avoid the risk of large fines by authorities.

The solution stores all driver permits and documents in a central, secure digital ‘Repository’—ready to recall or review at any time and from any place. Authorized users are able to build folders of permits and with a single click, send an email to all the appropriate drivers. The email notifies each driver that new permit documents are available for download and provides a link to a secure website where they can login and retrieve their specific permits and documents. The solution tracks and logs if a driver opens, views, or retrieves a permit document, thereby making drivers accountable for keeping the permits in their truck up to date. Automatic email alerts also notify the carrier if drivers do not download the permits after a predefined amount of time or if a driver’s current permits are due to expire (i.e. permits will expire in 30 days). This allows carriers to remind drivers to download the permits or remove the drivers from the road if the permits in their possession are no longer valid.

Provide your drivers with timely online access to permits and important information with TMW-Synergize™ Driver Communications for TMWSuite®, to significantly reduce overhead and paper processing costs as well as ensure your drivers always have the necessary permits to avoid costly fines.

Key Benefits:
- Simplify the management and distribution of driver permits and communications
- Improve efficiency and reduce labor-intensive tasks associated with managing driver permits
- Reduce overhead and administrative costs
- Increase visibility to ensure all drivers always have the necessary permits in their possession for a given region
- Avoid fines and the possibility of a driver being removed from the road for permit infractions

Features:
- Capture driver permit documents in digital format by email, fax, and scanning sources
- Automatic indexing performed by optional modules supporting OCR, bar codes and other tools
- Automatic notifications if drivers do not download permit documents or if driver permits are due to expire
- Automatic data lookups to TMWSuite® to authenticate Driver IDs and Passwords
- Data synchronization between systems; all driver information in TMW-Synergize is refreshed once per day to reflect any new or terminated drivers
- Direct access to driver documents from within TMWSuite®

Prerequisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow
- TMWSuite® 2009 or later

Learn More:
See our Solution Data Sheets for more specifics on TMW-Synergize™ for your Driver Communications. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
TMW-Synergize™ Maintenance Solutions

TMW-Synergize™ for TMT Fleet Maintenance®

At A Glance:
TMW-Synergize™ for TMT Fleet Maintenance® improves the management of your fleet assets and expenses by automating labor-intensive tasks and allowing all documents related to equipment, shop employees, preventive maintenance schedules, parts inventory, and any other necessary documents to be stored in a central, secure digital ‘Repository’—ready to recall or review at any time and from any place. Authorized users are able to easily access and view these documents from within TMT®. Workflow automation routes documents to the appropriate personnel, enabling your company to streamline and standardize the maintenance lifecycle (Demand, Execution, and Back Office).

Improve your fleet maintenance and equipment assets management with TMW-Synergize™ for TMT Fleet Maintenance® to optimize parts inventory and enhance your asset utilization.

Key Benefits:
- Automate paper-based and labor-intensive portions of the maintenance lifecycle
- Improve fleet maintenance, asset management and utilization
- Manage the complete maintenance lifecycle, from Demand, to Execution and Back Office
- Reduce overhead and administrative costs
- Increase process control and workflow visibility to monitor internal operating efficiencies

Features:
- Capture documents in digital format by email, fax, terminal scanning, centralized and remote scanning sources
- Automatic indexing performed by optional modules supporting OCR, bar codes and other tools
- Automatic routing of maintenance documents for review and processing
- Configurable workflow scenarios for maintenance documents with version tracking and detailed audit logging for each workflow activity
- Automatic notification on receipt of supporting documents
- Data synchronization between systems to support workflow automation processes
- Direct access to maintenance documents from within TMT®

Prerequisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow
- TMT Fleet Maintenance®
- TMW-Synergize™ Maintenance core solution

Learn More:
See our Solution Data Sheets for more specifics on TMW-Synergize™ for your maintenance needs. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
TMW-Synergize™ for TMT ServiceCenter®

At A Glance:
TMW-Synergize™ for TMT ServiceCenter® enables your vehicle service and repair company to improve customer service and reduce administrative expenses by automating labor-intensive tasks and allowing all relevant documents to be stored in a central, secure digital ‘Repository’—ready to recall or review at any time and from any place. Authorized users are able to easily access and view these documents from within TMT®. Workflow automation routes documents to the appropriate personnel to speed up and standardize your processes, such as the order-to-cash cycle, parts & inventory management, mechanic & shop management, and warranty management.

Use TMW-Synergize™ for TMT ServiceCenter® to improve your operating efficiencies, increase the productivity of your mechanics, and enhance customer service.

Key Benefits:
- Automate paper-based and labor-intensive portions of your order-to-cash cycle, parts & inventory management, mechanic & shop management, and warranty management
- Increase mechanic productivity to improve customer service and satisfaction
- Reduce overhead and administrative costs
- Increase process control and workflow visibility to monitor internal operating efficiencies

Features:
- Capture documents in digital format by email, fax, terminal scanning, centralized and remote scanning sources
- Automatic indexing performed by optional modules supporting OCR, bar codes and other tools
- Automatic routing of maintenance documents for review and processing
- Configurable workflow scenarios for maintenance documents with version tracking and detailed audit logging for each workflow activity
- Automatic notification on receipt of supporting documents
- Data synchronization between systems to support workflow automation processes
- Direct access to maintenance documents from within TMT®

Prerequisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow
- TMT ServiceCenter®
- TMW-Synergize™ Maintenance core solution

Learn More:
See our Solution Data Sheets for more specifics on TMW-Synergize™ for your maintenance needs. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
TMW-Synergize™ Add-Ons

Synergize Process Server (SPS)

At A Glance:
Synergize Process Server (SPS) is an intelligent Business Process Management Solution. SPS provides intuitive and graphical business process mapping tools that enable your organization to design and implement process automation reliably and efficiently. Your IT staff and developers can easily design and execute automated processes that embody corporate best practices. Processes are built by combining selected action items, such as ‘open file’, ‘read barcode’, and ‘email document’, in an easy to use visual drag and drop interface. SPS provides a rich library of standard actions to ensure every facet of a process can be configured. This enables your organization to achieve very sophisticated process automation and streamline transactional processes such as Billing and Accounts Payable, by automating repetitive tasks and controlling the process end to end.

Implement sophisticated process automations with the Synergize Process Server (SPS) to enhance operating efficiencies and reduce transactional costs.

Key Benefits:
- Automate repetitive tasks and significantly improve processing efficiencies
- Implement consistent, streamlined and reliable process automations to reduce transactional costs
- Centrally manage all processes, data flows, integration and workflow from one application to improve control
- Easily redesign or change processes to keep pace with evolving business needs

Features:
- Data Mapper that makes it easy to specify data transformation, mapping and validation rules to process incoming information
- Visual drag and drop interface to easily build processes that embody best practices
- Rules based routing to augment workflow tasks and automatically process flows with a precise runtime
- Workflow automation that is available through the TMW-Synergize™ Workflow designer application
- Available data process, schemas, and protocols to support processing of data in many formats whether, text, CSV, XML, PCL, and databases such as MS SQL, MySQL, DB2, Oracle, and EDI
- Open architecture that allows developers to extend the pre-packaged actions to create highly specialized business processes

Prerequisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow

Learn More:
See our Solution Data Sheets for more specifics on Synergize Process Server (SPS). Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
Figure 8: SPS Visual Drag and Drop Interface

Easily build processes that embody corporate best practices, streamline operations, and automate repetitive tasks.
Desktop / MS Office® Integration

At A Glance:

**Synergize Desktop**
Synergize Desktop is a client-side application that enables users to simplify their daily workloads by keeping digital documents in their electronic format. There is no need to print to paper and then scan a digital document, as Desktop allows users to easily capture and index documents to multiple TMW-Synergize™ Repositories and save documents directly to TMW-Synergize™. Desktop provides the ability to scan a directory and index files it finds to a specific repository. External lookups to TMW applications can also be performed to easily and accurately populate the properties for a document before saving it to the selected repository. In addition, Desktop enables users to convert documents to alternative formats, such as TIFF, PDF, etc. as well as drag and drop documents from a hot folder into TMW-Synergize™ to make the information easily accessible enterprise-wide.

**MS Office® Integration**
As an extension of Synergize Desktop, your organization can leverage the quickly deployable MS Office® plug-ins. A simple download installs plug-ins that automatically integrate with Outlook, Word, Excel and PowerPoint to add buttons to the respective toolbars. Once configured, users are able to efficiently capture and save their emails and attachments from Outlook to TMW-Synergize™ with the click of a button. Likewise, Word, Excel and PowerPoint documents can also be saved to TMW-Synergize™ with one click. This improves the availability of content and allows emails and attachments to be linked with workflow processes to enhance operational efficiencies. For example, it can be configured that any emails containing invoices are automatically routed to accounts payable for review.

*Optimize the utility of your email content and documents with the MS Office® plug-ins for TMW-Synergize™, to streamline business-critical tasks, reduce cycle times and cut costs.*

**Key Benefits:**
- Improve staff productivity by simplifying daily workloads and keeping documents in their electronic format
- Connect emails and documents with workflows to enhance processing efficiencies
- Fully utilize content in emails and attachments
- Reduce repetitive tasks and administrative costs

**Features:**
- With literally one click save emails, attachments and MS Office® documents to TMW-Synergize™
- Capture and index documents to multiple TMW-Synergize™ Repositories from your Desktop
- Perform lookups to TMW applications to quickly and accurately index documents
- Drag and drop documents into TMW-Synergize™
- Convert documents to alternative formats, such as TIFF, PDF, etc.

**Prerequisites:**
- **TMW-Synergize™ Base Imaging**
- **TMW-Synergize™ Workflow (optional)**

**Learn More:**
See our Solution Data Sheets for more specifics on Desktop/MS Office® Integration for TMW-Synergize™. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
Figure 9: Email Integration for Outlook

Save emails and attachments to TMW-Synergize with a simple click
OCR Module

At A Glance:
The Optical Character Recognition (OCR) Module enables organizations to significantly cut costs associated with data entry keystrokes, increase data accuracy, and reduce processing time for “unstructured forms” such as invoices and shipping documents. Documents are automatically classified based on data that makes them identifiable, for example if it is configured that in the top 2 inches of a document the word “Bill of Lading” is recognized, then the document is appropriately classified as a Bill of Lading. Automated recognition is especially beneficial for distributed terminals where large batches of documents are scanned and assigned to the appropriate workflow, as the need to manually sort documents is eliminated. The OCR Module is capable of reading and classifying Handwritten Text, Handwritten #’s, and Machine Print within a document. Once data is validated, it is exported to the appropriate department to advance business initiatives.

Automatically capture and classify information with the OCR Module to significantly reduce manual data entry, streamline your business processes and reduce costs.

Key Benefits:
- Automatically extract critical information from invoices, BOL’s, applications, checks and other documents, without manually keying information
- Reduce data input errors and costs associated with manual processing tasks
- Improve staff efficiency and data accuracy
- Less time and resources needed to process forms
- Enhance customer service

Features:
- Advanced document classification capabilities
- Faster data entry than manual keying of information
- The ability for users to select specific zones or data fields for automatic classification and indexing
- Data validation using automatic table lookups in client databases
- Auditing capabilities to ensure data is properly validated
- No limit to the number or type of forms that can be processed

Prerequisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow (optional)

Learn More:
*See our Solution Data Sheets for more specifics on the OCR Module for TMW-Synergize™. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.*
Figure 10: OCR Module

Select specific zones or data fields for automatic classification and indexing
Responder Module

At A Glance
The Synergize Responder Module provides the ability for both your customers and internal staff that need quick access to a specific document or order status, to simply email the appropriate request to TMW-Synergize™ and receive a copy of the document or status update in a response email. This allows users to acquire the information they need and more importantly access the information on their Smartphone mobile devices when they are on the road.

For example, users can send an email to the TMW-Synergize™ server (i.e. TMWSynergize@mycompany.com), requesting a specific BOL document or the status of a specific order. TMW-Synergize™ then automatically performs a lookup for the data, validates the email domain and ensures the user is authorized to view the information. Once validated, if the user requested a BOL, they receive an email response from TMW-Synergize™ with the appropriate BOL attached, or in the case of an order status request, the user receives the current status in the body of the response email.

Use the Responder Module to easily access documents on your mobile device and enhance your organization’s ability to share information and address customer inquiries.

Key Benefits:
- Secure access to documents and order statuses on your mobile device when you are out of the office
- Provides your customers, internal employees and executives with the ability to securely use the module
- Increased responsiveness and enhanced customer service
- Less time and resources required to handle customer inquiries

Features:
- The ability to query TMW-Synergize™ via email and receive the requested information in an email response
- Automatic lookups and data validation
- Supports many document types e.g. BOL, POD, Contract, etc.

Prerequisites:
- TMW-Synergize™ Base Imaging
- TMW-Synergize™ Workflow (optional)
- Synergize Process Server (SPS)

Learn More:
See our Solution Data Sheets for more specifics on the Responder Module for TMW-Synergize™. Or call 1.800.401.6682 or visit www.tmwsystems.com for more information.
Figure 11: Responder Module

Request a document via email and receive a response email with the document attached.

Request an order status via email and receive a response email with the status update.