

## Exception Reports

*By alerting discrepancies in business processes, exception reports enable organizations to work more accurately and efficiently.*

### Overview:

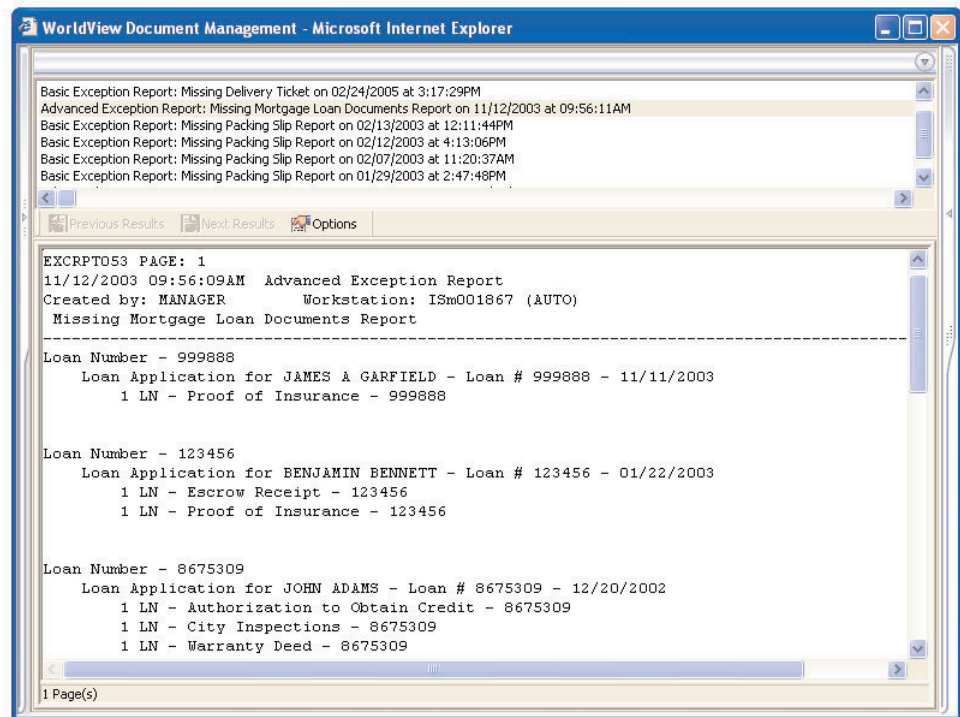
WorldView's Exception Reports Product Module lets you create reports derived from keyword relationships between primary documents and one or more secondary documents. This is made possible by linking the presence of keywords found on one document and validating them against complementary documents with the same keyword information. By querying on related keywords found in your documents, reports are generated based on missing, matching or aged items. Missing documents or keyword

discrepancies are then reported to you.

The power and flexibility of WorldView's Exception Report Product Module allows it to handle many business processes from expense reports and their related receipts, to more complicated document requirements such as loan processing and medical records management.

### Benefits:

If your organization manages the collection of documents related to one business process or application, you will benefit from the



Screen shot above shows results from an exception report query.



ability to link together like documents and automatically track lost content. Customer, vendor, partner and other third-party collaboration within a business process will often generate several documents pertaining to a single subject or issue where accountability is critical. WorldView Exception Reports can help manage your document assets and identify errors in specific business processes that could potentially affect your bottom line.

**Description:**

WorldView's document management system is capable of producing Basic Exception Reports and Advanced Exception Reports. Basic Exception Reports are used to identify missing secondary documents as they relate to primary documents, or vice-versa (a one-to-one relationship). For example, a shipping company decides to track shipping labels to determine the receipt of packages. There are two document types: shipping labels (primary) and receipts (secondary). The unique matching keyword found on both documents is the shipment number. If 100 packages were shipped with their respective

shipping labels, and only 99 receipts were returned, the Basic Exception Report would indicate the missing receipt, as well as the shipment number for the missing receipt. As a result, the shipping company can effectively follow-up with the driver or the customer to determine what happened to the missing receipt or whether the delivery actually occurred.

Advanced Exception Reports compares more than two document types. Advanced reports can process documents from a primary document type and multiple secondary document types (a one-to-many relationship), and will find any missing document. You will benefit from the ability to attach notes on documents in order to alert others to tasks such as renewals, re-certifications, etc. After the primary document is entered into the WorldView document management system, you can specify the number of wait days before searching for related secondary documents, the expiration period of documents, the total number of related documents, and document type that is required to be in the system.

