## Maintain an accurate and efficient audit trail and save time doing so!

Government agencies like the USDA require an audited trail of forms denoting various regulations, such as adherence to food and safety regulations. Proper documentation is therefore very important in ensuring that all of the audit requirements are met.

However, logging and keeping track of all the paperwork can be a time-consuming and inefficient process that costs time and resources.

**Rocket Forms from Image One** provides solutions to common problems faced when dealing with auditing and management of forms:

### CHALLENGE 1

**Recording Audits**

**SOLUTION:**
Rocket Forms provides a continuous record, saved indefinitely, of all forms submitted into the system. This allows you to maintain not a paper trail, but a paperless trail that saves on space as well. With as many forms as you need, you will be able to keep track of any and all USDA or other government regulations.

### CHALLENGE 2

**Reporting**

**SOLUTION:**
Our software automates the retrieval of form data and allows you to generate easy to read reports of the entered information. You can track by type of form, user, and more, granting you easy access into all data without having to rummage through a bulky filing cabinet. Follow up dates can be built into a form to remind you to track them at a later time.

### CHALLENGE 3

**Data Entry**

**SOLUTION:**
Entering data into Rocket Forms is easy and efficient. You can create custom forms to collect whatever data you need or seek professional services to help you get forms just the way you want them. Forms can then be filled out from any computer, tablet, or cell phone on site for easy entry.
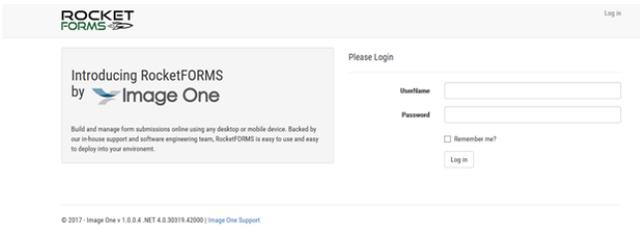
### THE ULTIMATE CHALLENGE

**Cost**

**SOLUTION:** We achieve all of the above without breaking the bank and Request Manager pays for itself.

**Image One Corporation**
(800) 956-9000
www.image-1.com

**Tampa (HQ)** 6202 Benjamin Rd., Suite 103  Tampa, FL 33634

**Orlando**  4307 Vineland Rd., Suite H-6  Orlando, FL 32811
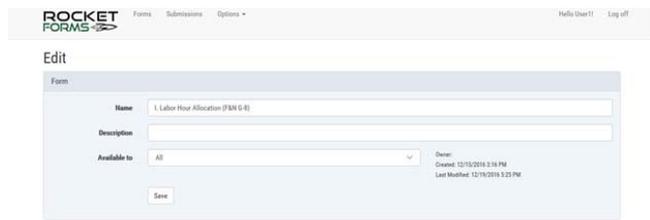
# How It Works

## LOGIN SCREEN

Users log in from any computer or mobile device to fill out forms with information while being directly on site or in network.



## FORM DESIGN

Forms for data entry can be designed through our easy-to-navigate software. During training, users are shown how to create forms, or Image One can help create forms just the way you'd like them.
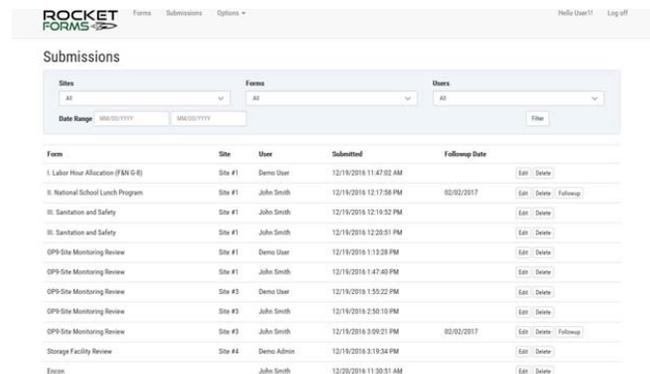


## SUBMITTING FORMS

Forms are easily submitted with all of the information desired on them. The interface is completely mobile friendly, so they can be filled out as needed.



## REPORTING

All data can be searched for and reports can be run to compose any kind of audit that you need. Reports are customizable and easy to read.



## ABOUT IMAGE ONE

Image One Corporation is Florida's leading provider of document scanning services, workflow automation software and document storage solutions in hardware and the cloud. Our mission is to streamline invoice processing, new employee onboarding and benefits enrollment, claims processing, and other manual, document intensive workflows. The impact for our clients includes saving them thousands of hours of productivity, avoiding or eliminating costly software and hardware and ensuring HIPAA, FOIA and all other forms of compliance.