

ACTIVANT DOCUMENT IMAGING



DOCUMENT IMAGING – THE FIRST STEP TOWARD A PAPERLESS OFFICE

Weren't computers supposed to fulfill the promise of a paperless office? Was the whole thing a myth? If you look around your back office and warehouse, you still see boxes of files, document-filled cabinets and a waste of valuable storage space. So what kind of systems make new, paperless activities possible? The Document Imaging solution from Activant is an excellent start.

With Document Imaging, signed copies of orders and invoices are scanned into the system and automatically stored electronically in appropriate 'file cabinets.' These cabinets keep you organized (preventing lost records) and are accessible to only those personnel who need the information to do their jobs. Electronic copies, as legally binding as paper, are centrally available to your staff, saving storage space and cabinetry.

Retrieval is simple. You can find documents by customer or document number, document description and a variety of other powerful search tools. And response to customer inquiries is quick and painless; you can even offer your customers a CD with up to a year's worth of invoices.

Some of the greatest benefits derive from the print and fax features. The Document Imaging system prints statements along with invoices in a tiled format, reducing printed sheets and mailing costs. You can also fax or e-mail retrieved documents directly from the system via your fax server, a tremendous savings at statement print time.

BENEFITS

- Digital document storage reduces need for storage space, paper products and postage
- Meets legal obligations to store signed hard copies
- Instant access to invoices, statements and other documents for prompt customer service
- Need-to-know access improves system security
- Time and cost savings and improved productivity right away

KEY **BENEFITS** FOR DISTRIBUTORS WITH DOCUMENT IMAGING



Reduced Paper + Fewer File Cabinets = Document Imaging

- Multi-year storage and retrieval of millions of document pages*
- Eliminate expensive multi-part, pre-printed forms
- Store orders, invoices, statements, payments, purchase orders, receivers, A/P vouchers, A/P checks, H/R documents, month-end reports, etc.
- Multiple electronic file cabinets help you keep organized
- Free-up warehouse space by eliminating filing boxes and cabinets

True Customer Service is Just a Moment Away

- Quickly find documents and answer customer questions
- Use the annotation feature to add notes to documents without changing the original
- Offer your customers a CD with up to a year's worth of invoices

“We immediately saw the benefit of Activant Document Imaging. We plan to give customers 24/7 access to their invoices, credit memos and statements via the web. This will improve customer service, increase office productivity and reduce our receivables.”

JON COCHRAN
OWNER
SMITH AUTO PARTS

System Links Ensure That You Get The Whole Picture Every Time

- Documents feed from your Activant System to the Document Imaging server
- Scanned paper copies with signatures automatically link to the electronic copy**
- Documents are linked through their lifecycle
- Fast document retrieval of all linked documents improves employee productivity

System Security Protects Your Business-Critical Data

- Controlled access to electronic annotations based on user-specific security
- Security- and job-function-based access to file cabinets and file folders

Goodbye Printing and Collation – Hello Tiled Printing and Faxed Statements

- Automatically print and collate statements with invoice copies ***
- Save money on paper products by printing invoices in tiled format
- Fax retrieved documents directly to customers via your fax server

* Data storage limited to total disk space available on Document Imaging server.

** Document scanner is required.

*** This may require multi-tray laser printer. Printer requirements are based on your specific needs.

ABOUT ACTIVANT

Activant, a leading technology provider of business management solutions serving small and medium-sized businesses, offers customers tailored proprietary software, professional services, content, supply chain connectivity and analytics. Activant's systems are designed to help customers increase sales, boost productivity, operate more cost-efficiently, improve inventory turns and enhance trading partner relationships.

To learn more about this or other Activant products and services, please call 800.380.9015.



ACTIVANT

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