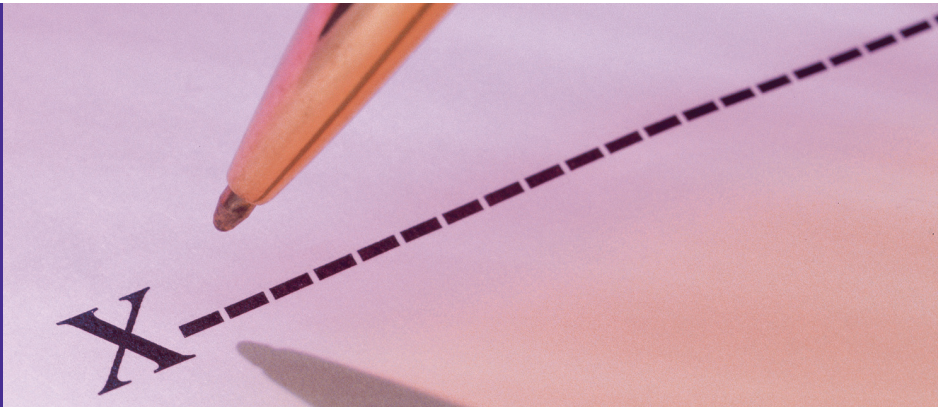


# SIGNATURE CAPTURE

## FOR DOCUMENT MANAGEMENT



### STORE AND RETRIEVE YOUR CRITICAL BUSINESS DATA

Think about your business today. Customers sign invoices and receipts, and the merchant copy lands in a drawer for filing. Later, back office staff collect and collate signed receipts and invoices and match them to statements for month-end processing. With manual procedures like these, too many things can go wrong. And how about that warehouse clogged with file cabinets storing old invoices? Or the immense amount of time it takes to sort, file and search for specific customer invoices? Activant Solutions Inc.<sup>®</sup> has a solution called Signature Capture for Document Management to address these issues.\* Once you realize how much time and space you save, you may wonder how you ever did without it.

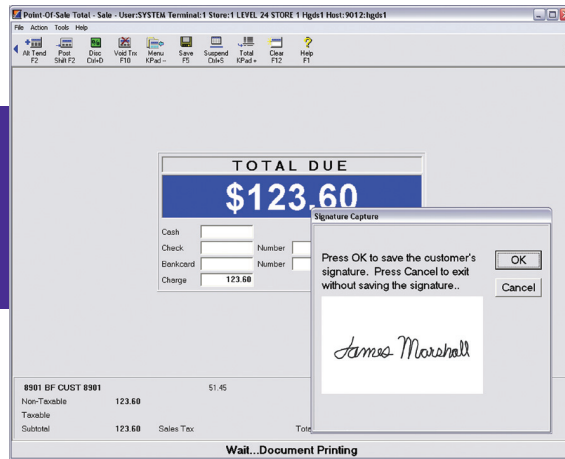
With Signature Capture for Document Management, you can electronically store signed invoices and receipts associated with sales, credits and orders—or any transaction requiring signature authorization. The new procedure looks like this. A customer signs a receipt or invoice at your location using the Signature Capture terminal. The details of the transaction, including the image of the signature, are stored in your computer system, fulfilling your legal need for archiving and your business need to easily retrieve data. No hard copy to store. No searching. Just a simple way to store and retrieve critical data for your business.

Your back office staff will save time by quickly finding a copy of the invoice they're looking for, complete with the customer's signature, right on their computer screen. You'll also be able to print archived Accounts Receivable statements with captured signature images.\*\* Signature Capture for Document Management also prints your signed AR invoices already collated with their corresponding statements. This improves month-end efficiency, because your staff no longer has to collate and attach invoices to statements.

### BENEFITS

- Meet legal obligations to archive signed hard copies
- Eliminate time spent searching for invoices and receipts
- Free-up warehouse space currently used to store old invoices
- Increase security by storing signed documents electronically
- Minimize month-end processing time

Electronically capture customer signatures at Point-of-Sale and attach them to archived receipts and invoices for quick and easy retrieval.



## KEY BENEFITS OF SIGNATURE CAPTURE

### Signature Capture for Document Management easily integrates with your system

- Capture electronic signatures at Point-of-Sale for Windows terminals
- Fully integrated with Point-of-Sale for Windows
- Works in both Point-of-Sale for Windows and Offline Point-of-Sale

### Documents requiring signature authorization are stored electronically, not in the warehouse

- Reduce storage for hardcopy documents
- Meet legal obligations to store signed invoices
- View archived image transactions on your computer screen
- Maintain security by electronically storing signed charge transactions

### Quick access to documents means quick response to inquiries

- Store signed archived receipts and invoices, including Sales, Credits, Orders, Special Orders, Estimates, Layaways and Rainchecks
- Capture and store electronic signatures for bankcard and charge transactions \*\*\*
- Quickly find signed invoices on your computer, instead of searching through mountains of paperwork

### Print options improve back office efficiency

- Quickly reprint archived image transactions
- Save time at month-end by printing signed invoices automatically collated with statements
- Print archived Accounts Receivable tiled invoices with captured signature images \*\*\*\*

### Signature Capture Terminal: one device at POS takes care of everything

- Combines signature capture, credit card reader and pin pad terminal functions
- Convenient size: 4.5" x 3.4"
- Includes terminal stand that tilts to six positions and swivels up to 350 degrees to meet customers' 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 800.538.8597.

\* Requires *Activant Eagle* Point-of-Sale for Windows, Document Management and QuickRecall software

\*\* Requires *Activant Eagle* for Windows Accounts Receivable and Document Management

\*\*\* ProtoBase Credit Card Authorization and Debit Card Authorization are needed to capture and store electronic signatures for bankcard and charge transactions

\*\*\*\* *Activant Eagle* for Windows Accounts Receivable and Laser Printing Pro are needed to print archived Accounts Receivable tiled invoices with captured signature images

