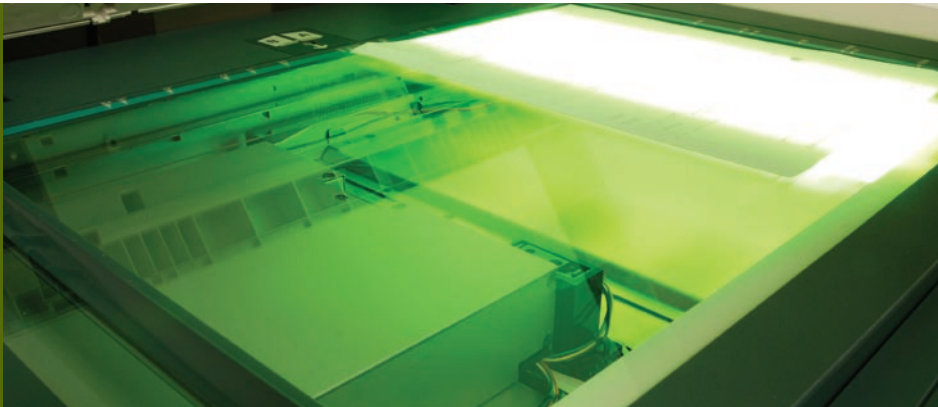


# ACTIVANT DOCUMENT SCANNING



## TIRED OF ALL THE FILING?

You made a sale three months ago and now your customer calls and asks to see a signed copy of the invoice and the related purchase order. No problem, right? The invoice is in a box in the warehouse, in a folder bearing the customer's name — unless, of course, it was misfiled. Could it be in a different box?

You finally locate the invoice. But, you discover it has two purchase orders, and they could be almost anywhere. After another half-hour of searching, you have the paperwork you need, the customer is satisfied ... and it's time for you to re-file. In three places!

## THERE'S A BETTER WAY

Activant Eagle® Document Scanning gives you the ability to capture and store electronic versions of paper documents — each linked to the appropriate Eagle™ transactions and data files — so you can retrieve them in seconds. To find documents, simply search captured documents directly, or access them via their linked Eagle records.

Eagle Document Scanning lets you capture documents of multiple sizes, add notes to any scanned document, and even capture duplex (two-sided) documents. Eagle also uses Eagle-printed barcodes on a scanned paper document to automatically store key information tags along with the document.

Document Scanning means you won't need to file many paper documents — saving space and time, improving customer service and dramatically reducing the cost associated with shuffling and storing reams of paper.

It's easy to manage a document needed less frequently, such as a customer credit application. Simply link it to a customer record, one or more invoices, or any other meaningful record, and view it on demand (without a hunt through boxes of stored files).

Other uses might include storing customer purchase orders with their associated sales orders, linking material safety data sheets with inventory records, or associating vendor invoices with your purchase orders or payment vouchers. Your time savings will quickly add up.

## BENEFITS:

- Replace unruly stacks and boxes of paper with easy-to-find, space-saving electronic documents
- Save hours of sorting, filing and retrieving paper documents
- Instantly file any critical document — forms, pictures, hand-written notes and more — and associate with Eagle data or transaction records



## KEY BENEFITS OF ACTIVANT DOCUMENT SCANNING

### **Dramatically reduce the high cost and hassles of filing, storing and finding paper documents**

- Scan paper documents and create electronic versions available throughout your network
- If your paper document has an Eagle-printed barcode, your scanned document will automatically be linked to relevant Eagle records
- Scan documents of all sizes and even scan duplex (two-sided) documents; all pages in multi-page documents are automatically linked

### **Link paper documents with electronic files to provide appropriate context and increase your efficiency**

- Easily convert any kind of document—signed agreements, pictures, hand-written notes and more, precisely where you and your team can find them
- Simplify audits, research or merely answering a customer question by automatically linking any number of scanned documents to one or more Eagle records and transactions
- Take advantage of documents already in electronic form—such as Microsoft Word® files—by importing, editing and linking them
- Link scanned documents with multiple Eagle records where appropriate, to capture the whole “story” and simplify later access

### **Find documents you need in seconds, not minutes or hours**

- Search and view electronic documents easily by Eagle record, date range, document type and/or other attributes
- Organize documents for your specific business needs by assigning your own document names and IDs
- Meet IRS requirements without filling up filing cabinets (IRS rules allow records to be electronically stored for tax purpose)

### **Capture, manage, and present precisely the document information you need, how you need it**

- Capture notes on documents to provide background or other important information
- When you print a document, or create an electronic copy for a customer, you can exclude unnecessary or potentially confusing annotations and comments using a convenient redaction tool

### **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 800.538.8595.**

Document Scanning requires Document Management and includes Flex Forms for bar codes.



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