

# DOCUMENT MANAGEMENT



## ACHIEVE HIGHER LEVELS OF PROFITABILITY THROUGH GREATER LEVELS OF PRODUCTIVITY.

It isn't always easy keeping track of the wealth of data that your business produces. Volumes of paper, invoices and journal receipt tape all contain vital information needed to run your business. As your document storage requirements increase, so do your costs while your ability to easily find document copies decreases. Month-end statement production can be extremely time-consuming and the postage costly. With *Activant Eagle*® for Windows Document Management we can help. Document Management is an electronic storage and delivery solution complete with high-quality laser printing to enable you to operate more efficiently and profitably.

Document Management is integrated with your Eagle system to provide an electronic filing system where your staff can save, recall and reprint POS invoices, credits, orders, estimates, ROA documents and the receipt journal. Complete with multiple search options, retrieval is quick and easy. You can print statements and invoices tiled one-, two- or four-to-a-page, and on both sides of the paper, automatically collated by customer. Because the statements and invoices print together, you can realize substantial time and labor savings and utilize your staff for more important tasks. Mailing costs are significantly reduced because you've consolidated invoices to as few pages as possible.

What about keeping your name in front of customers after the sale? You want them to see your company logo again and again, but how? Pre-printed statements and forms can be costly, and even more expensive to collate and mail each month.

Business-efficient, Document Management queues your statements and invoices to quiet laser printers and prints your company logo on every page. With your company logo on business forms, you not only look professional, but you reinforce your brand after the sale. Consistent application of your company identity reminds customers of your high quality service.

## BENEFITS

- Eliminate expensive pre-printed forms by laser printing on plain paper
- Retrieve transactions quickly and easily by storing your register receipt journal electronically
- Reduce postage costs by printing invoices in tiled or duplex format
- Eliminate hours spent collating by printing statements and invoices together
- Reinforce your brand by printing your company logo on plain paper statements and invoices



## KEY BENEFITS OF DOCUMENT MANAGEMENT

**The invoice archive and electronic journal offer cost-effective record-keeping at your fingertips:**

- Save a copy of your register receipt journal electronically, eliminating the need for extra storage
- Print copies of the entire journal or a range of pages to your cash receipt printer
- Quickly search for transactions by specific text
- Move to single copy receipts
- Reproduce a PDF version of a POS invoice, credit and ROA

**Laser invoices and statements print together to eliminate collating tasks, saving you time and money:**

- Print to plain paper or pre-printed forms
- Print single or multiple pages
- Print on 8.5" X 11" plain paper
- Print invoices one-, two-, or four-to-a-page
- Print in duplex format (print on both sides of the paper).

**High-quality laser printers support your professional image**

- Print to most Windows-supported laser printers\*
- Support for multi-tray printing
- Print company logos on plain paper invoices and statements
- Support for networked laser printers
- Print checks on pre-printed forms

## RELATED SOFTWARE

### Signature Capture\*

Attach electronic images of your customers' signatures to POS documents with the Signature Capture package. Refer to the Signature Capture datasheet for details and requirements.

### 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 network laser printer set-up fee. *Activant Eagle* Accounts Payable for Windows is required for laser printing AP checks. *Activant Eagle* Accounts Receivable for Windows, QuickRecall™ and *Activant Eagle* Point-of-Sale for Windows are required for printing statements and tiled invoices.



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