

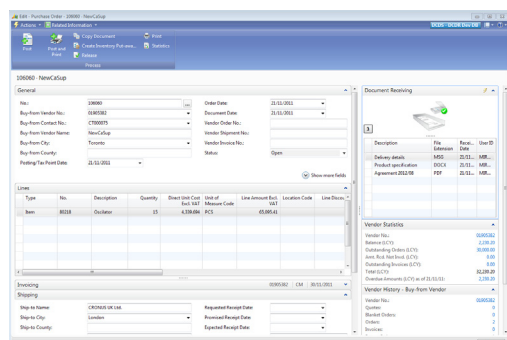


- Directly link documents to NAV Records
- Decrease document management costs
- Reduce document administration time
- Save paper use and storage
- Efficient document archiving

Effective document management is an important consideration for companies of **any size or industry**. **Document Receiving** takes the time and effort out of the document management process. With Document Receiving users are able to **quickly file documents** and link them to NAV records, such as orders, invoices, customers or vendors.



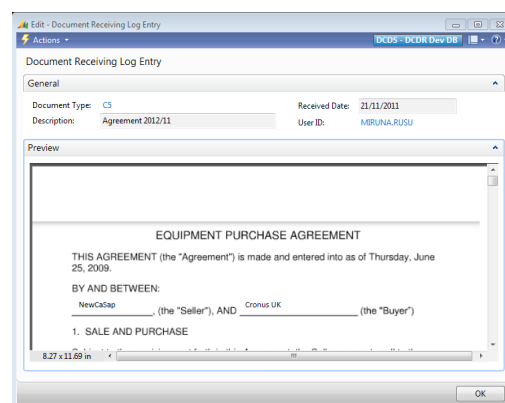
Taking advantage of the **latest technologies**, the add-on provides a simple user interface. Users can **drag & drop** electronic documents, including emails onto the Document Receiving area. **Scanning** paper documents is a straightforward, **one-click process**.



Various scanning options are available, such as PDF conversion, character recognition for document searching and duplex scanning. Filed documents can be stored in NAV, to a location on the network or on SharePoint. This is especially beneficial for companies that receive large volumes of paper documentation.

A one-time setup allows users to parameterise file names and assign metadata to SharePoint documents. Document retrieval is faster, with benefits for customer service and auditing.

Document Receiving integrates seamlessly with Microsoft Dynamics NAV leading to a dramatically reduced installation time and cost.



Feature	Document Receiving	Document Receiving*
Electronic document processing including emails	✓	✓
Document scanning including PDF conversion, OCR for searchable text and double sided scanning	✓	✓
Document storage to file location or Dynamics NAV with parameterised file name	✓	✓
Document approval enhancements: links to Dynamics NAV documents included in approval emails	✓	✓
Maintain document traceability during posting	✓	✓
Preview documents in Dynamics NAV (i.e. PDFs, pictures, HTMLs) or open them from NAV with the appropriate third party software (i.e. Adobe Reader)	✓	✓
Document Storage to SharePoint: automatic metadata population, document assignment to libraries and filename can be parameterised		✓
*Batch processing of scanned documents		✓
*Link to Document Sending - attached documents can be resent with our document sending solution		✓
*Advanced Document Search & Export		✓
Contact us for prices		

*Feature coming soon

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