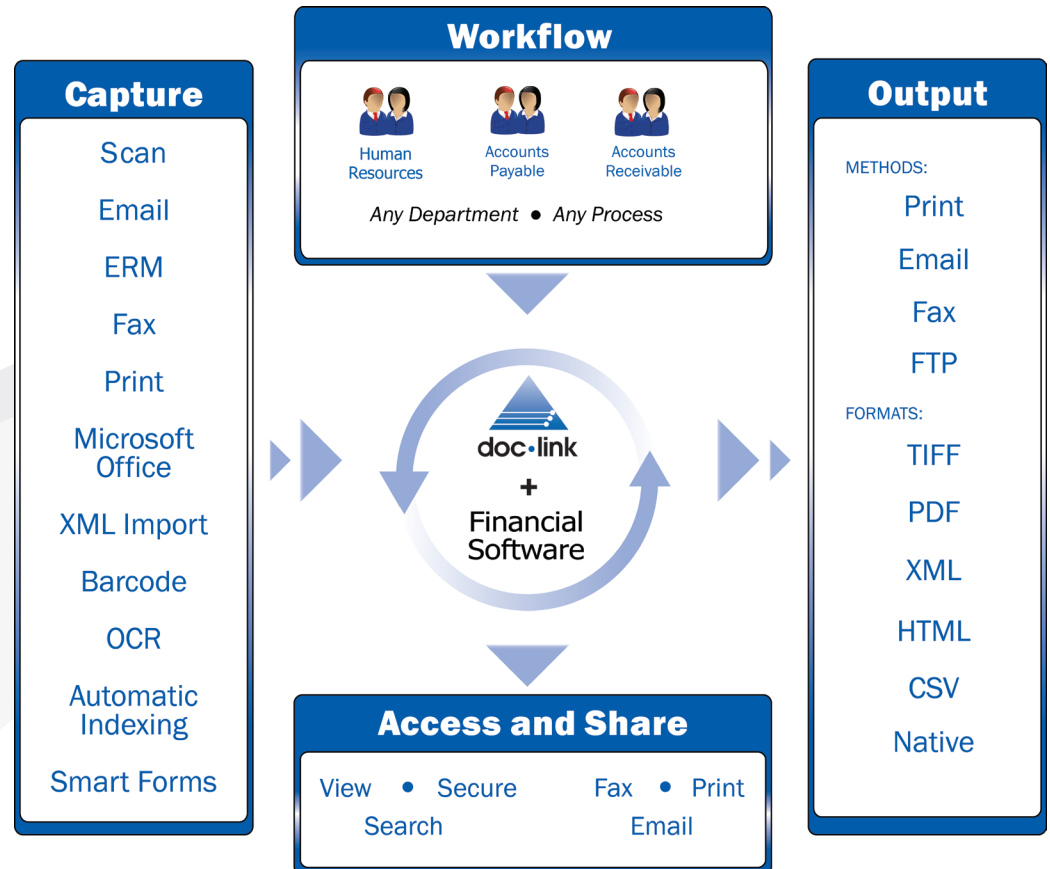


## doc-link™

### INTEGRATED DOCUMENT MANAGEMENT AND WORKFLOW SOLUTIONS

doc-link electronically captures documents; streamlines business processes using workflow; automates the routing and distribution of all printed documents, reports and forms; and provides instant retrieval from the desktop or web.



#### CAPTURE

Capture documents generated internally and externally

- Automatically index documents and reports with ERM (Electronic Report Management) print capture
- Capture scanned and faxed documents
- Print capture documents from Microsoft® Office
- Automate capture and indexing with OCR, Barcode and XML import

#### WORKFLOW

Workflow processes provide control and approval of documents

- Move documents through business processes with user configurability
- Automate business rules to streamline processing
- Configure approval stamps and annotations
- Eliminate data entry with export capability
- Customize data capture and entry with doc-link Smart Forms

#### OUTPUT

Schedule and distribute documents automatically based on receiver preferences

- Automatically distribute documents to recipients based on their preferences – email, fax, FTP and/or print
- Create templates to isolate and communicate data to the exact needs of the recipient
- Collate supporting documents behind primary documents for automated distribution

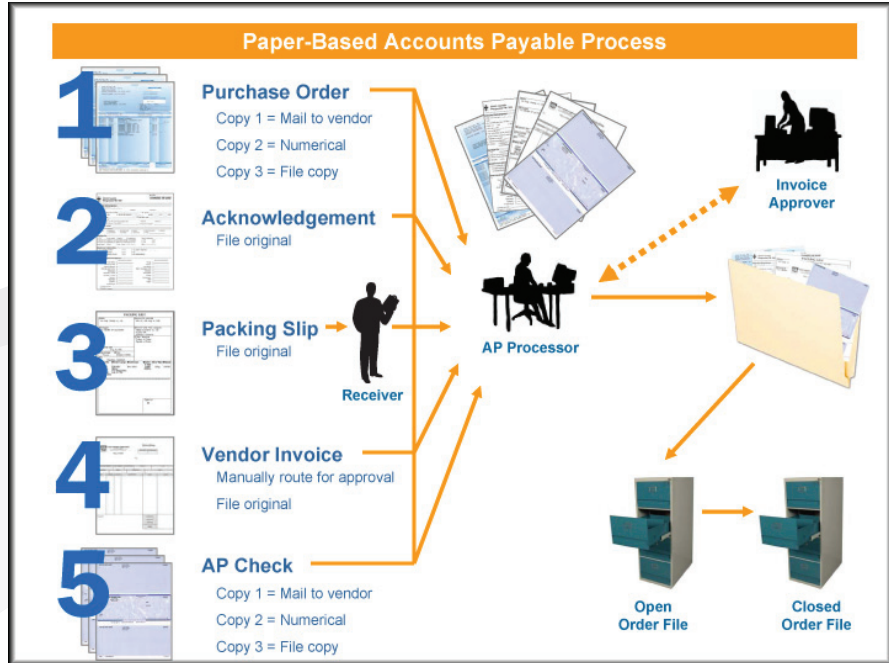
#### ACCESS & SHARE

Retrieve, view, annotate and route documents instantly

- Fully protect document access with role-based security
- Track all actions to documents and be fully auditable

### Go From Paper...

The different steps and the attendant paper involved in a typical PO-based AP process, where multiple copies of documents need to be moved, reviewed, filed and cross-referenced



### To Paperless!

The exact same process, but without the attendant paper involved, making the AP workflow process more cost-efficient and time-efficient. Internally generated documents are captured directly into *doc-link*. Externally generated documents are brought into *doc-link* through scan, fax or other capture methods. Documents are electronically processed and anyone with security rights may access them from anywhere.

