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### **Doc-link Output Manager electronically distributes business forms and financial reports to vendors, customers and employees in any format!**

*Output Manager*™ is a robust output management system that transforms all paper documents, forms, and reports into electronic documents that can be scheduled for automatic delivery in a multitude of formats, ranging from paper, to graphical images, to files that can be re-purposed to meet specific recipient needs.

*Output Manager* has pre-designed layouts for standard forms and reduces the cost of buying preprinted forms, as well as the time folding and stuffing envelopes, and saves paper costs and storage space.

Swamped with sending out daily, weekly, and monthly sales and financial reports to department heads and remote locations? Losing valuable time and money locating, pulling, and re-sending customer invoices?

Go paperless and schedule reports for automated routing and distribution. Let recipients print all or only the needed parts of reports, or electronically archive reports for future reference.

Automate your business processes!



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### **Automated features and functions tailored to your needs**

#### **Automate:**

- Document sorting and decollating
- Distribution of monthly statement, invoice, purchase order or work orders
- Scheduled routing according to recipient needs
- Archival and indexing of all forms in a TIFF format meeting IRS standards
- Batched form printing, emailing, and faxing

#### **Customize:**

- Distribution methods and formats
- Cover sheets to accompany faxes
- Templates for all documents
- Warehouse pick lists with blocked-out information

#### **Output Manager provides the following benefits:**

- Automate the delivery of documents such as purchase orders, order acknowledgements and invoices
- Reduce form costs, mailing and postage expenses
- Eliminate the printing and copying of key financial reports
- Eliminate filing resources, file cabinets and offsite storage
- Distribute documents in whatever format is desired
- Save on report duplication costs, toner, copy maintenance, electricity, etc.

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## Deliver transactions and reports to customers, employees and vendors according to their preference

Imagine the capability to email, fax, or FTP invoices and purchase orders directly to customers and vendors—automatically, and without the downtime required to generate paper documents that cost time and money to stuff into envelopes and send via standard mail or overnight.

### Versatile output! Distribute, store, and retrieve the same document via multiple formats and methods, or transform data into:

- Email
- Print
- XML
- TIFF
- PCL
- Fax
- HTML
- FTP
- CSV

*Output Manager* sends any document to multiple printers or multiple recipients, and eliminates manual faxing of all documents. *Output Manager* also reduces errors and replaces slow moving mail by automatically emailing or faxing confirmation acknowledgments and invoices to each customer and salesperson's email address.

Collections managers can search and retrieve invoices within seconds and fax or email those documents without leaving their desk.

*Output Manager* reduces the cost of delivering information from the mailroom and stuffing binders full of endless reports. Remote employees and offices can receive automated daily, weekly, or monthly reports generated from **Crystal Decisions**, or **FRx**. All reports can be archived by report name and date, and sent electronically with templates unique for executive and mid-level managers review.

Additionally, sales reports can be routed to remote sales people and repurposed when delivered in Excel compatible CSV formats. Regional and district managers receive sales journals, departmental P & L, and AR distribution reports.

### *doc-link Output Manager* - Value Added Features

Use *Output Manager* as the **output management** solution for an entire business, eliminating manual printing and distribution processes. Unlike other products, *Output Manager* can be configured to work with most accounting modules, CRM, manufacturing, distribution, payroll, and human resource software. Since *Output Manager* is non-invasive, it never has to be thrown away because of a system upgrade or change!

With *Output Manager* formatting and routing capabilities PFW users join the **interconnected community** and reduce the process and delivery cycle-time for paper-based information sent to customers, employees, and vendors. Most companies deal with multiple suppliers and customers. What if one of them makes a request for you to send your transactions via XML? In one solution, *Output Manager* manages all supplier and customer requirements ... from paper to paperless.

### Scalable to Enterprise Document Management

Use *Output Manager* in combination with other *doc-link* modules to capture unstructured documents (ie. handwritten purchase orders or signed delivery receipts that are printed, emailed or faxed with the matching invoice). Capture, work flow and process documents electronically through the appropriate departments and create electronic file cabinets of all vendor file documents. Archiving and viewing past documents is a breeze right from the desktop!

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For more information and to arrange for a personal demonstration, contact:

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