



***doc-link*™ for Sage**

Document Management Bundle

The Document Management Bundle is an entry level solution that includes the *doc-link* repository and Output Manager for automated distribution of documents to business partners and employees. Documents throughout the enterprise can be archived and indexed in *doc-link* for future retrieval. Any documents, journals, registers and reports with a standard layout can be printed directly from Sage or any other business system and automatically captured into the *doc-link* repository. Other documents with non-standard layouts can be printed and indexed into the repository manually. Paper documents can be scanned and indexed. All documents in the repository can be accessed and retrieved using the search tools in the *doc-link* client. Documents can be automatically scheduled and routed for distribution in a variety of formats based on recipient preferences. In addition, backup documents can be collated and distributed along with the original document automatically.

User Licenses Included:

- 5 Repository Users

Base Features:

- Robust image repository
- Automatic ERM capture of business documents and reports, journals and registers
- Capture documents from MS Office with the *doc-link* integration for Word, Excel, PowerPoint and Outlook
- Scan and index external paper documents
- Simple yet powerful document retrieval
- Ad hoc routing of documents by fax and email
- Extend information from accounting systems to virtually anyone in the enterprise
- Simplified implementation and minimal disruption to business processes eases *change* into the enterprise

Document Management Bundle – Added Features

- Automated scheduling and routing of documents via email and fax in a variety of file formats including XML and TIF
- Automated collation and distribution of supplemental documents along with the original document