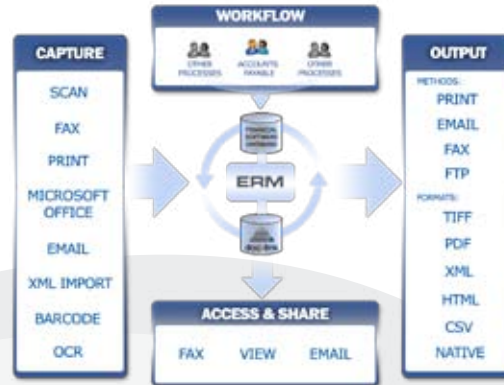# doc-link™
DOCUMENT MANAGEMENT AND WORKFLOW SOLUTIONS

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

Capture
Capture documents generated internally and externally

- Capture and automatically index any formatted document (e.g. invoices, purchase orders and checks) from your accounting package with ERM (Electronic Report Management).

- Choose from a variety of methods to capture in-bound paper, fax or email documents.

- Automate the capture and indexing process with Barcode, OCR and XML Import.

Workflow
Workflow processes provide control and approval of documents

- Configure workflow to move documents through your business processes without the delay and cost associated with paper documents.

- Automate any of your business processes, including payables management, sales order processing or check approval.

- Approve documents with electronic stamps and annotations with full audit history.

- See related documents, such as purchase orders or shipping documents, with a click of a button.

- Integrate workflow with your payables process to eliminate duplicate data entry and ensure accuracy.

- Add a *doc-link* Smart Form for custom data entry, such as approval and distribution of invoice expenses, before entering the invoice in the accounting system.

Output
Automatically deliver documents

- Automatically distribute *doc-link* documents to the proper recipients, such as vendors, customers or other business partners.

- Use traditional print, email, fax, FTP or file copy to deliver your documents.

- Attach necessary backup documentation (e.g. a signed delivery receipt that needs to accompany the invoice) based on configurable business rules.

- Apply electronic templates to eliminate the cost of pre-printed forms.

Access and Share
Documents at your fingertips

- Retrieve, view, annotate, print, fax and email documents wherever you are.

- Document access is fully protected with role-based security.

- Full audit tracking each time a document is accessed, annotated, indexed, distributed or viewed.

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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.
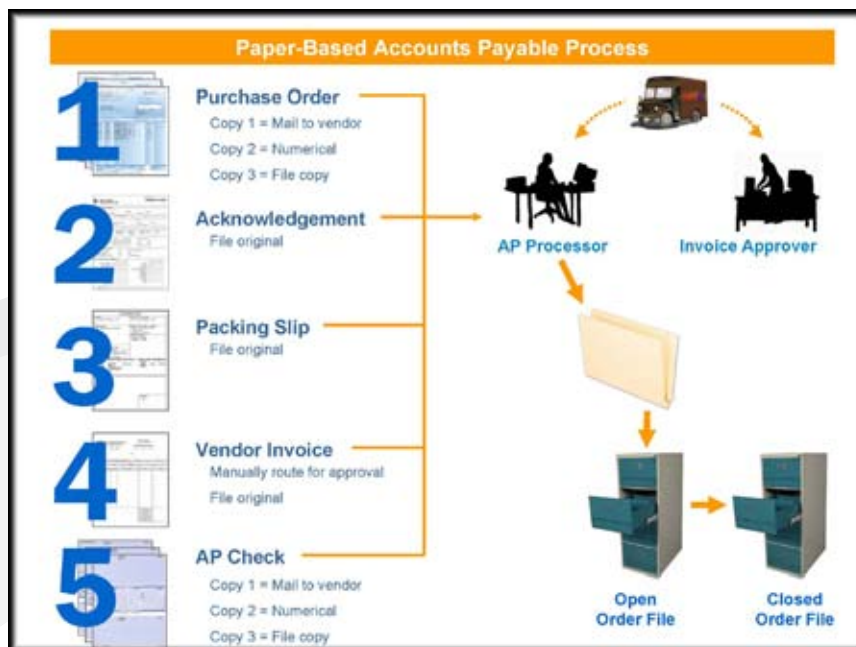
To Paperless!

The exact same proces, 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.

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