

Document Management for Sage 200

Scan, archive & retrieve documents while you work in Sage 200

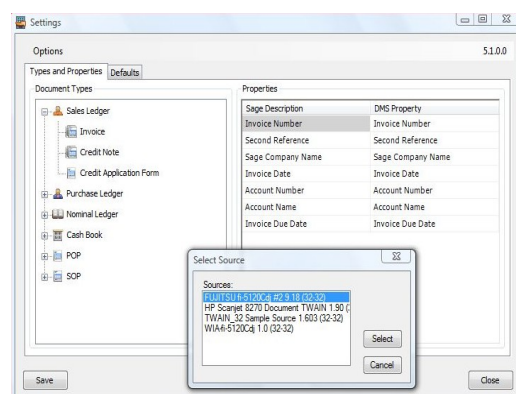
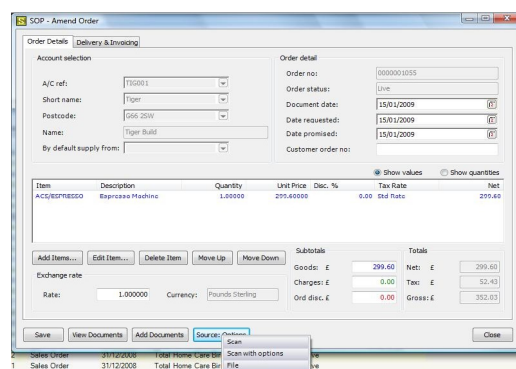
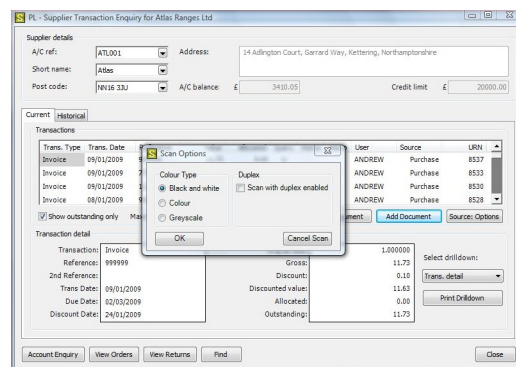
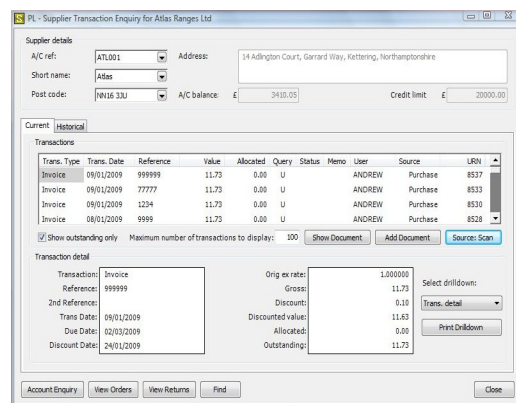
Product Overview

Document Management for Sage 200 allows user to scan & retrieve documents while they work. Documents are securely archived into the Sage SQL Database and directory structure to enable simple backup of documents.

- Installed and maintained as part of Sage 200
 - seamless integration prompts the user to place document in the scanner
 - new buttons allow documents to be retrieved from Sage200 screens
- Easy to install and use
 - download it from the Sicon web site, install it and try it for 30 days.
 - no additional software required. Works with any Twain compatible scanner.
 - users do not have to learn a new software application.
 - prompts or options are given at the appropriate point of data processing
 - license Sage users for scan or view only use
- Destroy your original documents
 - documents can be destroyed when scanned
- Runs with Multiple Sage Companies
 - unlimited Sage companies are supported as standard
- Searching for documents
 - documents can be retrieved through Sage 200 screens with new buttons
 - outside of Sage you can search for documents in the directory structure with standard Windows security permissions applied to each document type directory.
- Logical filing of documents
 - documents are scanned and retrieved from the relevant Sage modules
 - e.g.. Customer purchase orders are linked to the Sales Order
- Save Time and Space
 - no time is spent filing or looking for documents (estimated at 20% of admin staff time)
 - save space with electronic archives
- Example documents stored with Sage 200 Document Management
 - Supplier invoices, goods received notes, credit notes & requisitions
 - Customer purchase orders, picking list, packing sheet, work/time sheets
 - Airway bill, letter of credit, export license, supplier quote
 - Credit application forms, customer & supplier correspondence
 - Signed delivery notes (POD's)
 - Stock item specification documents
 - Bank statements & correspondence
- Maintained within Sage 200
 - no additional software applications are required with this product
- System Requirements
 - as Sage 200
 - typical document size 30k-70k bytes (4 drawer filing cabinet = approx 1 gig storage)
 - works with any Twain compatible scanner
 - designed to work with network scanners and copiers

Roadmap Features - Q1 2009

- Authorisation workflows
 - the Sicon PRS module is being extended to provide a workflow facility for authorisation of documents from Sage 200.
- Integration with Spindle from Draycir
 - this means all outgoing documents from spindle can be archived with the scanned documents.



To find out more about this product contact your Sage Business Partner