



### Overview

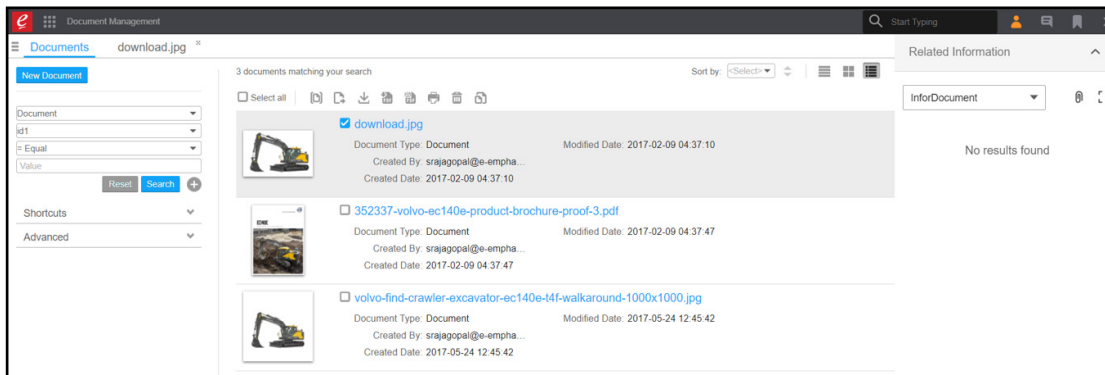
e-Emphasys Document Management simplifies your business processes by providing an advanced, contextual, central repository for every file required to run your dealership. The Document Management system leverages advanced Document Capture features to assist in establishing digital document best practices, saving you time and money.

Wouldn't you like to have access to a customer's rental insurance documents within the ERP while creating a rental contract, or the ability to easily access the latest pictures, brochures, and manuals for equipment and embed them in the quotes given to customers?

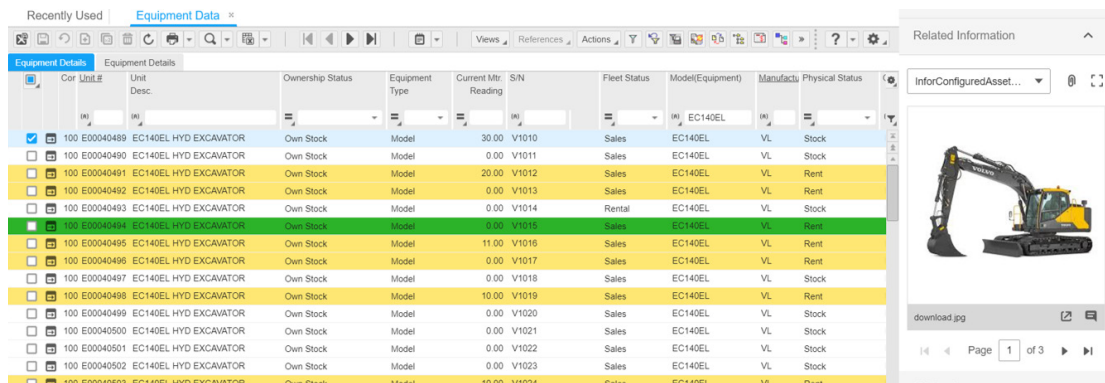
With e-Emphasys ERP Document Management, you will never have to go from department to department or filing cabinet to filing cabinet looking for the documents you need. We enable dealerships to align their documents with their business systems, ensuring you always have the information you need – securely stored in an easily searchable database.

### e-Emphasys Document Management Eliminates:

- Wasted time due to searching for resources being housed in separate physical & digital locations
- Multiple "islands of information" created by disjointed document management, cumbersome integrations, and multiple third-party products
- Audits requiring excessive time and effort due to disparate systems and storage



Enterprise Search



Contextual Media and Document Management



## Benefits

- Automatic conversion of printed and handwritten text into digital formats allows you to create a paperless dealership
- Breathe easy knowing you are always looking at the latest version of a document
- Easy, instant access to relevant data improves communication and decision making
- Manage the entire lifecycle of your business documents, from input through storage, retrieval and sharing
- Built-in Document Management means you never worry about additional software installations or messy integrations with third-party solutions
- Document logic capabilities allow the system to automatically extract information without having to create templates or manually input data

## Features

- Integrated, contextual management of documents allows easy access from within e-Emphasys ERP
- Access your documents from anywhere, and easily add files from your mobile devices, with the Document Management Mobile Application
- Leverages workflow support to create alerts based on document contents
- Role-based authentication and authorization make sure that secure business processes are followed every time
- Content repository keeps all your documents in one place, while also creating a connection between the document file and the ERP data pulled from it
- Search for documents using free-text search, or attribute-based search
- Advanced document capture capabilities using Optical Character Recognition (OCR) and Intelligent Character Recognition (ICR)



## MANAGE THE ENTIRE LIFECYCLE OF YOUR DOCUMENTS

**Input-** Automatically add documents to e-Emphasys Document Management as part of a capturing process or an automated process. Or, add them manually using your ERP applications or any of the e-Emphasys Document Management clients. The system creates the appropriate metadata, referencing your documents to your ERP objects. With e-Emphasys Document Management's Document Capture component, you can store an invoice image file together with data that's extracted from the invoice. Later, when looking at the invoice in your invoice matching program, the scanned document is also there to view. All this can be accomplished using basic setup and configuration.

**Store-** All of your documents are stored in a repository that applies role-based authentication and authorization to ensure the safety of your information. The repository also provides versioning and check-out/check-in capabilities, so you can be sure you're always working with the latest, most complete version of a document.

**Connect-** Attributes that are stored with your documents allow soft links to be created between your documents and your applications. Your application doesn't have to know any of the specifics about a stored document to connect to it. e-Emphasys Document Management creates this connection for you, since your business objects and documents share all of the same attributes.

