



## Who Wants to be a Millionaire?

With *doc-link* for Dynamics GP

THE LEADER IN  
MID-MARKET  
ENTERPRISE  
DOCUMENT  
MANAGEMENT  
SOLUTIONS

Presented by,  
**Peri Lynn Silkwood**  
*Altec*



# Ask the Audience

QUIZ

What are the biggest **paper-based challenges?**

(It maybe in accounting, sales order entry, HR)

# Common Challenges

## That Justify Document Management Investment

### Too much paper

- Losing Documents
- Not Enough Storage
- Shipping/Mailing Fees
- High Printing Costs
- Off-site Storage Expenses

### Process Bottlenecks

- Approval Delays
- Manual filing
- No Visibility
- Little Document Security
- Time-consuming Audits

# Common Benefits

That Justify Document Management Investment

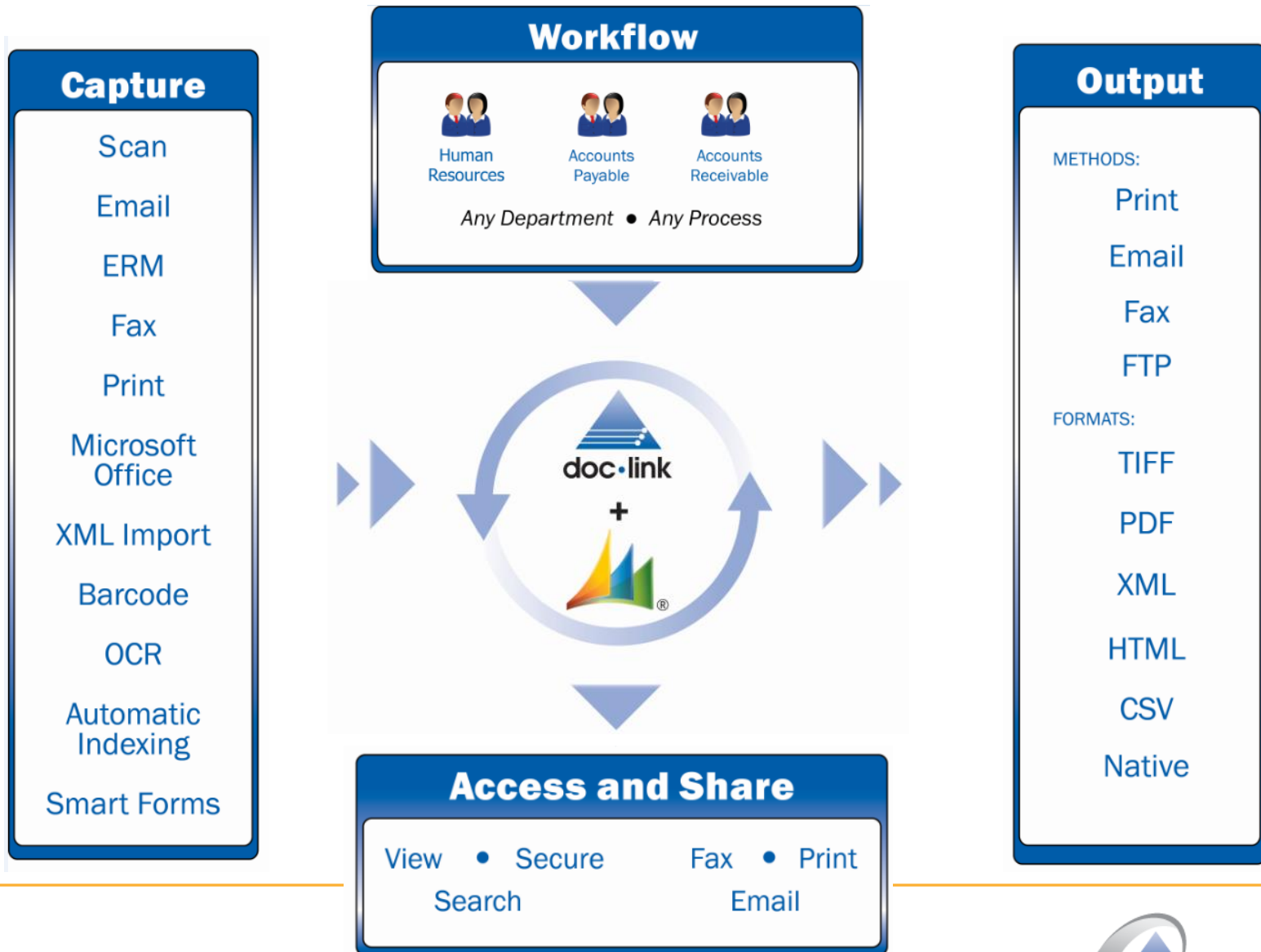
## Increased Productivity

- Time saved filing and retrieving
- Instant access to documents
- Reduced audit times
- Faster approval process
- Automated report distribution

## Cost Reduction

- Growth without adding headcount
- Courier & postage savings
- Offsite storage fees eliminated
- Early pay discounts
- Personnel time reduction

# Enterprise Document Management



## Capture

Scan

Email

ERM

Fax

Print

Microsoft  
Office

XML Import

Barcode

OCR

Automatic  
Indexing

Smart Forms



**Eliminate Manual Filing**

**Save on Printing Costs**

**Eliminate Off-site Storage Fees**

**Gain Back Office Space**

The background of the slide is a photograph of a filing cabinet. The cabinet is filled with numerous hanging folders, each containing a stack of papers. The papers are slightly aged and yellowed. In the lower right portion of the image, a person's hands are visible, actively sorting through the papers in one of the folders. The overall scene is brightly lit, highlighting the texture of the paper and the structure of the cabinet.

## Access and Share

View • Secure  
Search

Fax • Print  
Email

**Retrieve Documents Instantly**

**Save Time Searching**

**Improve Customer Service**

**Simplify Audits**



**Maintain Visibility**

**Gain Better  
Control**

**Reduce Data  
Entry**

**Save Approval  
Processing Time**



# Smart Forms

A hand holding a black pen is writing on a document. In the background, there is a stack of books with gold and red covers. The overall scene is a close-up of a person working on a document.

**Minimize Data Entry**

**Streamline Processes**

**Enhance Corporate Controls**

**Reduce Paper-Based Forms**

# Thank you!

Contact us for more information:

[www.altec-inc.com](http://www.altec-inc.com)

800.997.9921

[doclinksales@altec-inc.com](mailto:doclinksales@altec-inc.com)

