

# Document Management

## The Systems House Inc.'s Document Management System: The Paperless Office

Now you can throw out your file cabinets and eliminate the voluminous amount of paperwork that a distributor must deal with each day: proof of delivery, packing slips, customer invoices, vendor invoices, computer generated reports, notes, memos and more. With **Document Management System (DMS) from The Systems House, Inc.**, you can save hours or even days of staff time by eliminating manual filing and retrieval of documents.

DMS empowers businesses to:

- Archive and retrieve reports captured from your back office software (fully integrated with Master Distribution System (MDS)- the distribution ERP from The Systems House, Inc.).
- Save any preprinted form produced by MDS, i.e., invoices, checks, statements, etc.
- Scan, index and file documents such

as proof of delivery, vendor invoices, customer checks, etc.

**DMS allows you to easily manage and archive your company's documents electronically.**

- Retrieve documents quickly and easily, even while on the telephone with a customer.

The strength of DMS is in the retrieval of the data. With a traditional filing system, when a customer questions an invoice, a staff member in the accounting department must go to a file cabinet and find a proof of delivery, the invoice and packing slip. Those documents must then be scanned and faxed to the customer. This process can often take a day or more.



With DMS, the customer service rep can retrieve relevant documents while on the phone with the customer. By simply pressing a button, the documents are automatically faxed or e-mailed as an attachment to the customer.

Document Imaging from TSH will allow your employees to speed retrieval and indexing of documents while reducing costly errors. DMS uses industry standard Adobe PDF technology and has an open interface for seamless importing and exporting of documents. DMS is easy to use and can be integrated with many third party reporting tools. With TSH, you get service and support from a single source and the confidence of a company with over 20 years of systems experience backing you. So call 1-800-MDS-5556 for a FREE demonstration in your office.

<b>Problems with Paper Filing</b>	<b>Advantages of Electronic DMS</b>
<ul style="list-style-type: none"> <li>• <b>Inefficiency:</b> Professionals spend 5-15% of their time reading information, but up to <b>50% looking for it.</b></li> <li>• 7.5% of all <b>Documents get lost</b>, 3% get <b>misfiled.</b></li> <li>• <b>Duplication:</b> The average document gets copied 19 times</li> <li>• 90% of corporate information exists on paper. This abundance of printed material leaves corporations <b>open to breaches in confidentiality.</b></li> <li>• Of all the documents that get handled each day in an average office, 90% are just shuffled. Many firms <b>employ staff for document management.</b></li> <li>• <b>Bulk:</b> There are over 4 trillion paper documents in the US alone, growing at a rate of 22% a year.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to <b>easily search and view any document</b> from anywhere on your network, and all users can view same document concurrently.</li> <li>• Cannot lose documents, <b>redundant backups</b> allow for <b>disaster recovery</b> and off-site data storage.</li> <li>• <b>Eliminate the need for duplication:</b> Print fax or email from PC.</li> <li>• <b>Security:</b> Password protect electronic documents for added security.</li> <li>• <b>No training or dedicated staff required</b>, any user can search from his or her PC.</li> <li>• <b>Reduce the need for physical storage space.</b> With CD archiving, you can store approximately 23000 pages on 1 CD.</li> </ul>