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A UXC COMPANY



e5



Document Management

In today's increasingly competitive world, it is imperative that businesses maximise their efficiency in all areas. For any organisation to operate at optimum efficiency, it is essential that its information is securely stored and immediately accessible. An important aspect in delivering optimum business efficiency is the ability to automatically store, and seamlessly retrieve images of documents as they were sent out, or received, from your financial application.

Supporting the green agenda, e5 Integrated Document Management will help to reduce the need for paper and can therefore play a part in your carbon reduction initiatives.

The e5 Document Management solution can also assist businesses to promote a professional image to their customers and suppliers through the documentation they produce and distribute.

The e5 Document Management solution enables you to counteract the inherent inefficiencies of paper handling by making all paper-based financial documentation available electronically. Independent research indicates that the resulting savings can be as much as 50 per cent of current processing costs.

Dramatic savings of time and money are achieved by eliminating the printing and filing of outgoing and incoming business documents. The solution provides a highly configurable

framework, allowing any output produced by e5 to be automatically routed to the document vault. Enquiry links can be established between the document images and e5 application maps. As these archived documents can now be accessed in seconds, productivity is greatly improved, eliminating the need to physically extract a piece of paper from a traditional filing system, and enabling remote access. An additional benefit is achieved by removing the need for traditional paper based document storage, this space can then be made available for other purposes, or reduce costly office space.

The solution provides a number of added value functions within the document view facilities. For example, enquiry links can be built between related documents, meaning that

although a user may have linked to the image of a purchase order, they can also have instant retrieval of any associated purchase requisitions, receipt notes and invoices.

Facilities such as zoom and rotate within the image viewer can be used to home in on the required part of the document. In addition, copies of documents can instantly be sent as an attachment to an e-mail.

Features:

- Easy capture and electronic storage of outgoing or incoming documents
- Quick access to information
- Improved storage and retrieval of documents
- Improved accessibility to historical information
- Greatly reduced storage space requirement
- Easy storage of any e5 output, including XML
- easy integration with e5 enquiries
- the e5 Document Management solution is a complete set of software and services designed to get your imaging installation up and running in the shortest possible time

Benefits

- Reduced storage space requirements
- Option to create improved document output via the dbform component (logos, colour printing, tailored messages, etc)
- Cost savings in production of documents
- Quicker access to documents i greatly reduced process costs
- Assured security with accessibility
- Minimal impact on network traffic
- Configurable integration with e5

Eclipse and e5

delivering intelligent solutions with old-fashioned service

e5's multi cross platform engineering technology coupled with leading edge Java frameworks running on databases such as DB2, Oracle and SQL server, has resulted in a robust, scalable open architecture. Thin client technology means that all of the application is accessible from a suitable machine equipped with a browser and the java run time executable.

e5 is owned and implemented by Eclipse. At Eclipse our philosophy is simple. We deliver the right solution with the highest levels of service. This is part of our 'client for life philosophy'. Once your solution is implemented, we maintain a strong on-going business relationship, with 24 x 7 support and a range of value – added services to ensure your e5 solution is remains reliable and effective in your business.

Optical character recognition (OCR) extends the e5 integrated Document Management solution to provide a key from image solution in accounts payable data entry. This:

- Saves time & money by reducing data entry
- Is quick to implement
- Provides for the automatic data extraction of key invoice fields - even with variable field locations
- Automatically builds a knowledge database of documents and their structure
- Is tightly integrated into e5 accounts payable software
- Gives a fast return on investment – typically in less than 6 months

Summary

The e5 Document Management solution improves efficiency and saves businesses time and money by automating the entire document production, storage and retrieval process. The optional, ocr component and excellent, configurable, “out of the box” integration with e5 provides a value for money solution that can provide quick return on investment.

For more information, contact Eclipse

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