Draycir Document Management

Perfect Document Solutions for Sage 200

Sage   Cloud   Training   IT Services

- A Single Document Repository for all your Documents
- **Distribution:** Intelligent Document Processing including format & email
- **Capture:** Scan and store documents into your single library
- **IDR:** Process and post incoming documents with maximum automation
- **Self Serve:** Simple and fast access to Sage data for Staff & Customers

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In addition to single scanning, bulk scanning is supported as is intelligent association with Sage 200 transactions by using bar codes embedded on the Distribution templates.

Adding IDR to Document Capture will enhance the product still further, enabling the system to read and automatically post incoming documents by determining which transaction they relate to and the values involved.

- Fast easy access to documents
- Electronic document archiving
- Seamless integration with your existing systems
- Legal compliance regarding the storage of electronic documents
- Flexible solution customisable to your needs

Spindle Document Manager

The Draycir Spindle Document Manager (SDM) is at the heart of the Draycir suite and provides a safe and secure location to store all your documents. Covering outgoing orders, invoices and statements to incoming purchase invoices and proof of delivery. SDM comes with any of the Draycir products and fits into your SQL database alongside Sage 200 itself.

Document Distribution

The Distribution module has three functions. It formats all the outgoing Sage 200 stationery based on Word templates that can be used to improve the company image. As well as being attractive, these templates control if documents are printed or emailed – or both – and who and where they should go to. In addition, Distribution stores copies of all outgoing documents in SDM for fast retrieval.

- Improved process efficiency
- Consistent & professional branded documents
- Faster document delivery via email
- Legal compliance with electronic document requirements

Document Capture

The Document Capture module enables scanning of incoming documents whether they are from third parties or returning internal documents like delivery notes.

Self Serve

The Self Serve module adds the final touch to any Sage 200 system by allowing remote access to the Sage Customer data, enabling non-Sage users to review Customer accounts, see order and invoice history and call up current stock counts or place new orders.

Self Serve can also be provided FOC to your customers to view their own order and invoice history – reducing the load on overworked finance staff.

- 24/7 online access to view their own account
- Customer dashboard with account overview
- View sales order status and invoice history
- Re–print or download PDF invoices & statements on demand (Spindle Document Management licences required)
- Customers can view available stock and place orders online at any time (additional module)
- Browser-based access across all devices

To find out how Paradise can help your business, or to arrange a demonstration, call us today on 01604 655900 or visit our website www.paradisecomputing.co.uk

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