



HM Government
G-Cloud
Supplier

Microsoft
Partner

Gold Cloud Platform
Silver Small and Midmarket Cloud Solutions
Silver Application Development
Silver Datacenter



Strategic
Partner



Spindle Document Management

Electronic Document Management for Sage 200



Sage 200



Development



IT Services



Cloud



Training

- ✓ **Management:** A single document repository for all your documents
- ✓ **Distribution:** Intelligent electronic management of outbound documents
- ✓ **Capture:** Scan, import and archive all incoming documents
- ✓ **Sage 200 integration:** Total control of your documents in Sage 200

Paradise Computing Ltd
Pedigree Farm, Althorp Estate,
Northampton NN7 4HE

T: 01604 655900
E: sales@paradisecomputing.co.uk
W: www.paradisecomputing.co.uk

 **Paradise**
I.T. FOR BUSINESS



Spindle Document Management

Electronic Document Management for Sage 200



Spindle Document Manager

Giving you total control of your documents in Sage 200, Spindle Document Management is an essential solution for growing businesses. From distributing your outbound documents and automating many of your workflow processes, to capturing incoming documents for instant access in Sage 200.

Document Distribution

Reduce time spent processing paperwork by electronically managing your outbound document workflow processes. Ensure your communications are accurately delivered, to the right people at the right time:

- Send all your documents out, in batches or individually, via email or print for posting.
- Generate beautiful looking documents with your branding.
- Attach any related documents or a second page such as terms and conditions and add promotional messages to emails.
- Use across your organisation to distribute any type of document; Finance, Human Resources, Operations and Marketing.
- Keep colleagues in the loop by sending notification emails when a document is sent.
- Minimise risk of document fraud with password protected and/or digitally signed documents. Get paid faster by adding 'Pay Now' buttons to invoices. Your customers can securely pay you online using your chosen payment provider Sage Pay (UK) or WorldPay. Instantly archive all outgoing documents for viewing on the relevant Sage 200 entry.

Spindle Document Capture

We understand that life is busy and your time is precious. Spindle Document Capture reduces your workload to ensure all your important business documents are always to hand. Designed to work seamlessly with Sage 200, Spindle Document Capture scans, imports and archives all your incoming documents. Every document captured is linked to an entry in Sage 200, so you and your colleagues have instant and secure access to documents:

- Capture any type of file for viewing in Sage 200, including documents, photos, emails, spreadsheets and many more.
- Batch scan documents using barcode technology, including multi-page documents.
- Quickly drag-and-drop electronic files into the Capture screen or Pending Tray.
- Add security permissions to limit access to sensitive documents.
- Use a unique barcode to quickly associate documents for scanning to their relevant Sage 200 entry.
- Store documents in PDF/A format to comply with HMRC regulations.
- Enable non-Sage users to capture documents into the Pending Tray.

View documents in Sage 200

With no need to open a different application, or search for paper files, you can instantly view captured documents directly in Sage 200.

Capture documents on the go

The Spindle Document Capture mobile app for iOS and Android captures images of your documents and sends immediately back to the office over a Wi-Fi, 3G or 4G connection.

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



Sage 200



Development



IT Services



Cloud



Training

Paradise
I.T. FOR BUSINESS