



Connecting People, Process and Paper



Overview

KwikTag brings people, process and paper together by transforming the way your organization manages paper. It works the way you work, inside Microsoft Dynamics GP, without adding new and complicated work processes or scanning operations. Use KwikTag to file and retrieve paper documents digitally, wherever it intersects with one of your business processes. KwikTag is ideal for a single department and scalable for an enterprise.

How KwikTag Works in Accounts Payable:

Simple, Three-Step Process

1. **ENTER:** Complete your normal data entry in Microsoft Dynamics GP.
2. **TAG the document:** Place the KwikTag Label on the lead page of the document.
3. **SCAN:** When convenient, take the tagged document(s) to any office scanning device (digital copier, scanner, fax machine) and press the 'scan' button. KwikTag automatically links each scanned document to the related GP transaction.

Retrieving Documents is Even Easier!

Retrieve supporting documentation directly from GP or SharePoint. Documentation includes any TIFF or PDF, or an existing electronic document (Such as Word, Excel or email).



What KwikTag Does for You

- Streamlines internal invoice processing
- Eliminates lost and misfiled documents
- Increases efficiency and productivity
- Enhances customer service
- Lets you implement in two days and train in an hour

What You Can Do with KwikTag

- Quickly retrieve supporting document(s)
- Easily share documents with other users, departments and locations, or limit access to documents
- Eliminate lost and/or misfiled documents
- Easily back-up and store documents offsite (DVD)
- Search on full text (i.e., retrieve based on OCR content)
- Drag, drop and link any file type (including email)
- Print supporting documents on demand
- Retrieve purchasing, receiving and A/P documents from a single screen
- Extend document access using Microsoft Office SharePoint
- Enables three-way matching and workflow

KwikTag Accommodates any Department

KwikTag addresses any paper-intensive department, by making all of your business-related paper and other electronic documents instantly available for viewing, sharing and forwarding. KwikTag's integration with Microsoft SharePoint enables universal access to documents so you can efficiently investigate, manage and resolve inquiries in real-time.

KwikTag for GP Points of Integration:

- Payables Management
- General Ledger
- Receivables Management
- Purchase Order Processing
- Bank Reconciliation
- Fixed Assets
- Human Resources
- Sales Order Processing
- Additional integration is available upon request

KwikTag for GP Advantages

- Unmatched simplicity - easy to use and deploy
- Supports A/P three-way match
- Turnkey solution delivered on an appliance
- No need for batching or cover sheets
- No post-scan image manipulation
- Scan multiple documents at once
- Scan when and where convenient
- Platform flexibility – expand to other departments
- Leverage Microsoft Office SharePoint Server 2007 repository for document storage and retrieval

Platform and Database

- Delivered on the KwikTag DCA
- MS SQL database
- Windows Server OS

Distributed Capture Appliance (DCA) Delivery:

Based on Microsoft Technologies, this turnkey solution includes all the components that are required to run KwikTag. The application software, hardware and operating system are bundled to simplify the acquisition, installation and deployment process.

A Turnkey Solution

- Bundled components for simplified acquisition, installation, deployment and maintenance
- Includes pre-installed server hardware, software and the Windows operating system
- Plug-and-Play technology is ready for immediate use
- No need for additional software or licenses
- Optimized for KwikTag document imaging

Single Source for Support

- Hardware, software and solution all supported by ImageTag
- Automated maintenance updates

The KwikTag DCA provides automated updating of both the application and underlying operating system from the KwikTag update service. This innovative delivery model is available in a variety of sizes to match your specific solution requirements.



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