

Document Management Centre

The Answer to Print File Document Management is Finally Here!

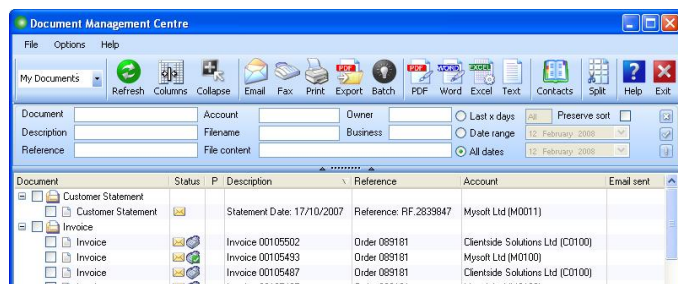
At last a simple and cost-effective solution to the challenge of working with text-based print files is available. The Document Management Centre's (DMC) 'Text Index Engine' allows you to export text-based files and work with them in a completely new way. Using this technology DMC is able to create a database of information from the contents of your text files. You can then view, search, export, email, fax and print documents, making use of third-party products like PDF forms, MS Word & Excel in ways previously not possible.

Now You Can Email Your Invoices, Statements and Purchase Orders Saving Time and Money on Printing, Postage & Labour

In fact, because you can save a print file into a PDF format, any document produced by your system can be quickly and easily emailed. DMC has an integrated address book which allows you to perform automated mass emailing of documents. Invoices, statements and purchase orders, for example, can all be sent electronically. When compared with traditional printing and posting this represents a significant cost saving giving a rapid return on your investment.

Professional Presentation of Documents

DMC incorporates a forms overlay facility. This means that when you email or fax documents they can appear to the recipient just like they have been printed onto pre-printed stationery.

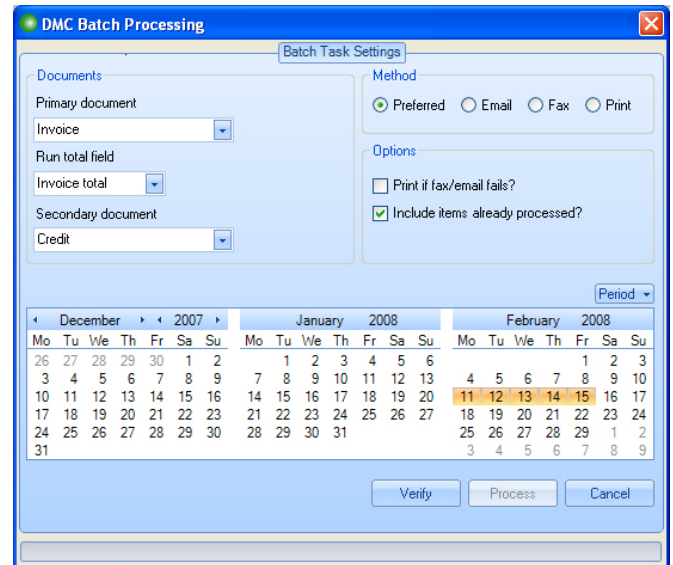


Print Documents in an A4 Format

Most businesses would prefer to print documents, like daybooks, stock valuation reports and management accounts, pre-formatted, onto A4 size paper. Not only does it improve presentation but also makes physical storage more convenient. Well, now you can with DMC.

Integrated Work-Flow

A simple work-flow capability has been built into the DMC to help you track and action documents where necessary.



The Document Management Centre Key Benefits Are:

- Easy conversion of text files into third-party formats like PDF, Word & Excel
- Documents displayed in a windows tree structure
- Powerful view, search and filter facilities for all documents
- Email, print, fax or export document facilities
- Customisable forms templates
- Integrated address book
- Group conversion via print file type, i.e. invoices, statements or purchase orders
- Automated mass mailing/faxing facility
- Desktop application which is easy to install and fully scalable
- Save time and money over printing and postage
- Track and action documents when required, using a simple work-flow capability
- Batched document processing including collation and batch total validation
- Scheduled automated document processing (email, fax and print)
- Integrated Purchase Authorisation Module (optional)
- Audit trail generation
- Rapid Return On Investment

Manage without paper...

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