

Document Management

Information is vital to any business. It's how you manage it that makes the difference. Document Management for Opera II captures all your essential documents and stores them electronically, for instant access. The final transition to a paperless office is now a reality. Document Management integrates seamlessly with Opera II and will drive significant cost and time savings to any organisation.

The paperless office – it's now a reality



A complete image capture and file management system

Document Management allows for a full representation of key business information, from general correspondence to sales orders, supplier documentation including delivery notes, invoices and credit notes, job costing paperwork, such as timesheets and requisitions, and many other types of information. You'll never lose paperwork again.

Document Management has four primary functions:

- Capture
- Retrieval
- Archive
- Reporting

Easy to use

You'll find Document Management for Opera II easy to use, with user configurable screens and the interface familiar with the Windows XP look and feel. Images held within the system can be easily accessed using friendly, easy to use retrieval software. Your staff can be up and running straight away – and start utilising your investment.

Functionality

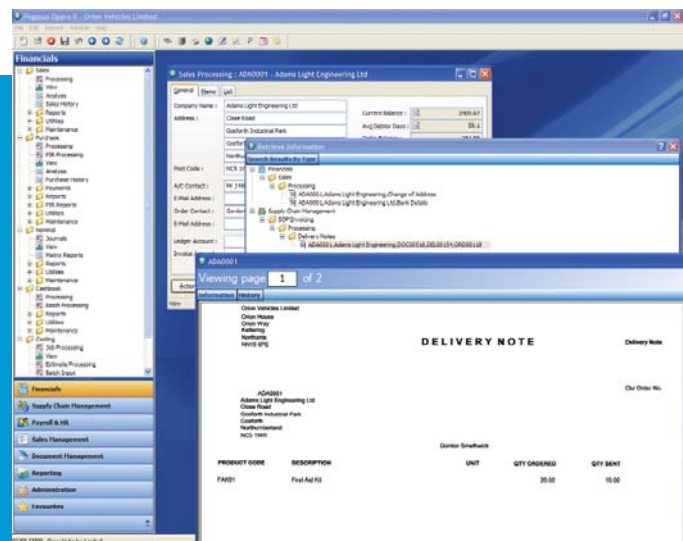
Opera II Document Management delivers a wealth of functionality and design:

- Manual or barcode indexing
- Capture, indexing and archiving of electronic files
- Transactions tracked, with full auditability from individual files to system level
- Reporting by date or user range

Security

Document Management provides high levels of security down to individual data level:

- Full user/department security to single image level
- Name, description & image encryption



Key Benefits

The benefits of moving from paper to electronic-based environments are invaluable to businesses across all industries:

- Eliminate the threat of losing files and paperwork
- Maintain a central record of relevant files
- Improve access to files and documents for efficiency and effectiveness
- Meet legislative and other data storage requirements
- Make better use of office space by reducing file storage space
- Improved customer care

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