



*Introducing the
doc-link
advantage*

*paper to paperless...
at your speed*



What is *doc-link*?

Doc-link™ — software is an integrated document management system (IDMS) that is interfaced with your business system to effectively eliminate paper from your office.

- *Doc-link* enables you to archive, process through workflow, retrieve and research document transactions from the desktop. Increase company productivity while enhancing communication to customers, vendors and employees.
- *Doc-link* connects you with remote locations and business partners by automating the exchange and processing of data.
- *Doc-link* reduces data input and automates the processing of incoming documents.
- *Doc-link* automatically captures, transforms and delivers your enterprise transactions to recipients in a variety of formats and distribution methods. Outgoing documents can be transformed and delivered to your recipients in a usable format along with secondary supporting documentation.

Doc-link stores and retrieves all of your documents such as electronically transferred documents, external documents that come into your business, documents with hand-written updates, and documents created using Microsoft Office products or other Windows applications. All these documents are captured in *doc-link* by one of three methods:

- **ERM (Electronic Report Management or COLD)**
- **Fax**
- **Scan**

Once documents are captured in *doc-link*, you can view, annotate, assign general ledger codes, route for approval. These same documents can then be routed in any method or format as indicated in the *doc-link* flowchart. You never need to leave your desk to look for or send a document again.

How is *doc-link* different from other imaging systems?

Integrated with your current business systems

Altec was originally founded by a financial software company so we understand where the important touch points are. For example, in accounts payable, integration to the voucher entry screen allows:

- Drill down to documents from within the accounting application
- Side by side viewing of documents and the voucher entry screen allow for ease of data entry. This feature enhances productivity by eliminating paper at the transaction level and eliminates errors caused by duplicate data entry.
- Automated retro-indexing of the vendor invoice with the check information at the time of printing enables users to retrieve a copy of the check along with back up documents on any of the voucher properties. This feature eliminates manual indexing and re-keying of repetitive data while increasing user productivity.

Altec developers have written integration software to link your current systems with *doc-link*. The integration seamlessly interfaces your application with documents and reports. That means you can review data from your business and accounting systems at the same time you are viewing your documents and reports. You can utilize Visual Basic Script to access the *doc-link* object model and create your own custom integration. There are no proprietary languages or commands to learn, but some knowledge of the *doc-link* object model and data model are required. Training sessions are available to provide the documentation and tools necessary to begin integrating *doc-link* into your business application.

Offers a modular upgrade path

Doc-link can be built modularly and economically. Since every company is distinctive in how they manage transactions, you only need the modules that have the biggest return on investment and fit within your budget.

Our scalable system includes an upgrade path that enables administrators to add modules and capitalize on the extra functionality when needed. *Doc-link's* modular components allow for low-cost entry with expanded capability as needed. Altec's Professional Services Group can help you analyze your current business processes and customize a document management system to meet your needs.

Provides multi-means of automating indexing

In order to retrieve documents, they must be indexed by the appropriate key information, but manually indexing documents can be a time consuming process. *Doc-Link* provides multiple methods to automate indexing. Through *doc-link's* integration to your financial application, you can index documents automatically when the corresponding transaction is entered into the financial system. In addition, Auto-Index and Retro-Index can be used to retrieve information from another database to eliminate data entry and re-keying of properties. Barcode can automate the indexing process completely. To determine the appropriate index information for your company, Altec performs an onsite audit of your nomenclature and document requirements prior to installation.

Automates your vital business processes

Most document management systems are, in effect, stand-alone electronic filing cabinets. Because *doc-link* is highly integrated with your business systems, it can actually automate labor-intensive processes, moving documents electronically throughout your organization eliminating paper bottlenecks where they hamper worker productivity the most. *Doc-link's* workflow module is totally configurable to emulate your current business practices and utilize your nomenclature. Eliminate phone calls, the downtime associated with researching paper-based files and provide one call response to all inquiries by being able to access documents at the desktop. *Doc-link* increases the productivity of all business processes that require touching paper documents.



One example of how doc-link improves customer service and increases overall efficiencies

Case Study

Milgard Manufacturing started as a small glass company in Tacoma, WA in 1958 by Maurice Milgard and his son, Gary. Today, Milgard has evolved into a premier manufacturer of windows and doors for the construction industry with 16 manufacturing facilities across the United

States. In July of 2002, Milgard was purchased by Masco Corporation. Masco owns a variety of companies that supply goods and services to the building industry.

The Opportunity

Like many companies with multiple manufacturing sites, Milgard processes their accounts payable in a centralized fashion with all invoices entered and processed at the corporate office in Tacoma. Over 30,000 accounts payable invoices and 200,000 order processing documents are handled per month. In late 1999, Milgard began looking at options to reduce or eliminate the filing of paperwork associated with the accounts payable function. They reviewed various imaging options, including *doc-link*.

The Solution

Altec analyzed the flow of documents at Milgard and developed a proposal for a document imaging system that replicated the paper trail but without the paper. With Altec's integrated document management solution, *doc-link*,

approved invoices are faxed or emailed directly from vendors or the remote manufacturing sites into the image server in Tacoma. Electronically, through *doc-link's* document collator, the vendor invoices are assigned to AP Processors. Each Processor brings up the approved invoice imaged within the accounts payable application in a "split-screen" view, making data entry into the voucher entry, the image is automatically stored and indexed in the *doc-link* system eliminating the need to file paper. When the accounts payable check is generated, an image of the check is automatically retro-indexed with check number and date back to all of the invoices paid by that check. Thereafter, checks can be retrieved by invoice and invoices can be retrieved by check.

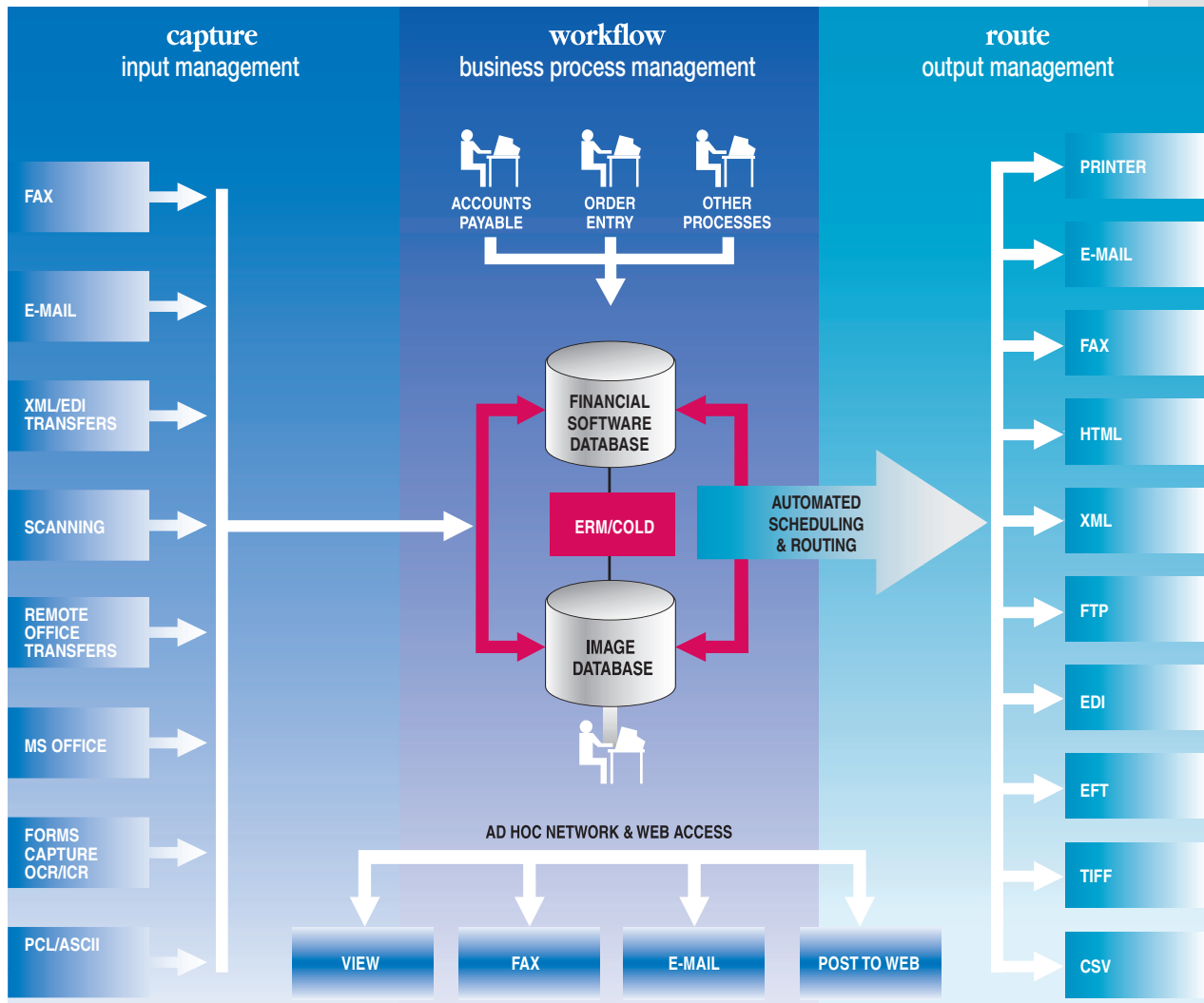
The system was implemented in mid-2000. Computer generated output (checks, check registers, etc.) are now ERM (Electronic Report Management) processed and stored on the *doc-link* imaging server. All images are now available at the desktop and can be reviewed and faxed or emailed to anyone inside or outside Milgard. hard copies of invoices are no longer needed.

The Benefits

As a result of paperless processing, *doc-link* eliminated filing and decreased down time for researching transactions. Staffing costs in the accounts payable department decreased and productivity increased resulting in a 30% overall improvement to the bottom-line.



Integrated Document Management



*Doc-Link
is modular
and grows
with your
needs*



capture

capture documents internal and externally

- ERM (Electronic Report Management) captures and automatically indexes invoices, purchase orders, accounts payable and payroll checks and all reports from your software accounting package..
- Allows users to capture in-bound documents by scanning, faxing and emailing from remote offices. Any document from MS Windows operating system can be automatically captured.
- From the desktop, users can retrieve, view, annotate, print, fax and email documents or reports. Users are granted permission to view documents based on roles which assures security.
- Collections can fax or email invoice copies with delivery receipt backup in seconds from the desktop.
- Streamlines any paper intensive process like accounts payable and eliminates the costly downtime associated with manually retrieving paper documents and files.
- Documents, reports and electronic files are accessed in seconds.

workflow

workflow processes that provide control of documents

- Allows you to configure your workflow to match your processing approval steps in sales order processing and payables management.
- Workflow, integrated with your payables processes, moves invoices through your business for approval and vouchering into your financial software application and automatically links the invoice with the check when the check is printed.
- Facilitates auditing/matching of invoices with purchase orders, receivers and packing slips for instant reconciliation.
- Eliminates opening vendor invoices received via mail by allowing vendors to fax or email documents directly to *doc-link*.
- Facilitates remote office approval or review of invoices using workflow or email and electronic approval annotation with login, date and time from approver's desktop.
- Allows users to electronically approve invoices for payment and distribute costs prior to entering invoice information into the accounting system. Accounting personnel can directly import the data directly into the voucher entry screen eliminating transposition errors and double keying of data.
- Managers can instantly recall invoices by account charged within date range. Auditors have access to all invoices by account, amount or vendor.

route

capture, transform and deliver printed and digital documents

- Automatically captures print files from any business application and processes the print stream through recipient lists and routing tables to deliver documents via traditional print, email, fax, or FTP. Additionally, the data you are sending can be transformed into XML, HTML, TIFF, and CSV formats.
- Sends documents in multiple formats, repurposing the data to meet the recipient's unique requirements, eliminating the need to re-key the information.
- Eliminates the expense of pre-printed forms through the creation of form templates. Subforms or templates can be created to isolate and communicate pertinent data to the exact needs of the recipient.
- Electronically email and fax documents and reports from the desktop on demand or automatically schedule distribution of:
 - Purchase orders to vendors
 - Invoices and statements to customers
 - Parts or plies of a business form electronically to departments
 - Financial and sales reports
- Automatically locates and attached supporting documents for delivery. Proof of delivery can be routed with the customer invoice.