

## It's simple to go paperless with PaperSavePro™.

Find any document immediately, reduce the cost of file storage and save staff time spent filing, copying and searching for records while working the way you always have—right inside your existing information system.

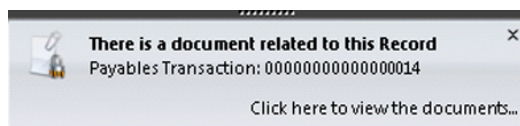
**PaperSavePro™ is a flexible, scalable and secure document management solution built on Microsoft® technology (SQL® or SharePoint®) which seamlessly integrates with Dynamics GP®, SL® and CRM®.**

### Eliminate costly integration programming

PaperSavePro™ v5.1 automates the process of imaging, approving and storing source documents by seamlessly integrating with software you already know. It provides a complete and secure document management system and audit trail for your source documents, eliminating the inefficiencies and risk of loss inherent with traditional paper filing system.

### Get instant, on-screen access to documents in one click

PaperSavePro™'s seamless integration with your software means that you can find what you're looking for instantly – your documents.



Open a record or transaction, and PaperSavePro™ notifies you that documents exist. Our MS Outlook®-style notification window allows immediate access to your documents. Respond to customers, vendors, and employees quickly by accessing key information without a trip to the filing cabinet.

### See your document with a 360° view

When a customer calls, do you have to dig through files searching for the signed delivery ticket or Bill of Lading? With PaperSavePro™, simply open up the Sales Order and see all related documents collected through the process without the need to open up multiple records or search for multiple files.

### Search

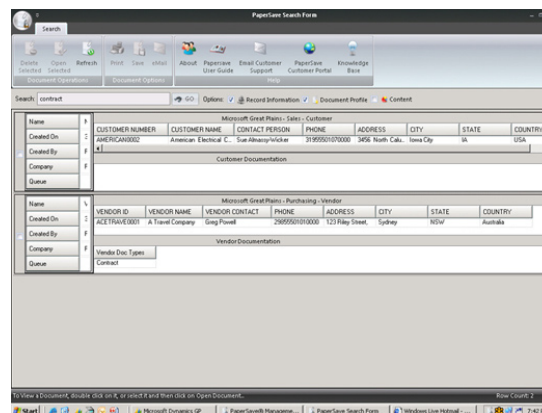
The ability to search for vital information is important to any operation. PaperSavePro™ offers several search and retrieval features.

#### SmartList/Query integration

Have you ever created a SmartList or Query and needed to review the supporting documents? No need to pull them individually—PaperSavePro™ allows you to view, email or print all of the supporting documents for query results instantly. It's simple with PaperSavePro™. The powerful tool allows you to query information that isn't even defined on the document.

#### PaperSavePro™ Search

Enables you to search for documents based on document type, meta data and full text search inside document contents. PaperSavePro™ makes even advanced queries of documents simple. Retrieved documents can then be exported, email or printed from your desktop.\*



- Implement quickly and easily with minimal staff training time
- Dramatically reduce file storage costs and reclaim office space
- Save the 20-30% of employee time spent searching for information
- Eliminate lost documents



Simple.  
Streamlined.  
Paperless.

Full text search is available with SharePoint® version only



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### PaperSavePro Sales

Phone Toll-Free  
1-877-PAPER-99

Fax  
1-305-357-5858

email  
sales@papersavepro.com

## Capture information in seven simple ways

Not all processes are created equal and not all departments work the same way. This is why PaperSavePro offers 7 methods of document acquisition.

You may want to add journal entry backup differently from the way you process your AP transaction documents. Furthermore, documents are received in so many different formats—paper, fax, email, images, etc. You deserve a system that offers the flexibility to seamlessly introduce each to your process the way your department works.

- **ScanNow™**  
Scan documents directly to records right from the desktop. One click—simple.
- **ScanLater™**  
Scan documents in stacks, and let PaperSavePro™ do the work. PaperSavePro™ will read the ScanLater barcode and automatically match the physical document to the corresponding record or transaction.
- **ScanFirst™ and Electronic Document Workflow**  
Enter transactions directly from an image in workflow queues. PaperSavePro™ automatically attaches the original image to the transaction and eliminates all of the time needed to file paper.
- **Forms Recapture**  
PaperSavePro™ automatically indexes AP Checks, Purchase Orders, Payroll Checks, AR Invoices, Bills of Lading, Delivery Tickets, etc. so that the supporting documents can be accessed by opening SOP and POP records. No more digging through drawers of messy paper to pull the supporting documents needed. PaperSave Pro™ allows you to instantly access them when you need them most—NOW.
- **Integration with Microsoft Office® and Outlook®**  
Associate documents directly to records or transactions from your Office® and Outlook® toolbars. Introduce documents into your workflow process. There is no need to print and scan—simply save.
- **File Attachment**  
Attach almost any electronic file to a record. PaperSavePro™ inserts a copy of the document for retrieval at a later time.
- **Windows Explorer®**  
Save documents from your file directory. Just right-click, hit “Add to PaperSavePro”, and save a file directly to a record in your information system.



Visit our website for  
more detailed  
information.

[www.papersavepro.com](http://www.papersavepro.com)

# PaperSavePro™ streamlines workflow for better efficiency overnight.

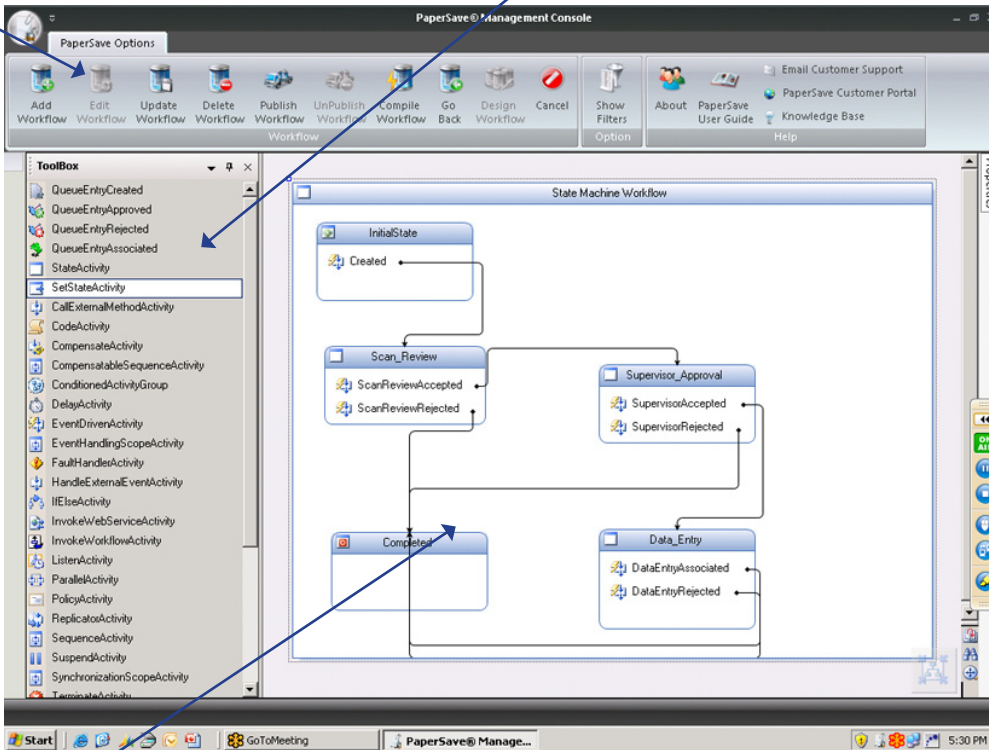
Automate your workflow and streamline your operation. PaperSavePro™ eliminates “paper pushing”—there’s no chance of paperwork getting lost or neglected or not going through the proper process. Look to PaperSavePro™ to automate your workflow and increase staff productivity while reducing costs.

## Create

Create simple or complex document Workflows to help you streamline your processes based on your own business rules with security and an audit trail. PaperSavePro™ incorporates the powerful Windows Workflow Designer. Just drag-and-drop steps into your process without any complex code. For example, manage multi-tiered approvals based on amounts or route documents based on GL Account Numbers.

## Actions

If an invoice is sitting in your process and hasn’t been reviewed within a couple of days, PaperSavePro™ allows you to send another alert or move the document to another approver or step in your process. Eliminate the bottlenecks and streamline your process by managing it electronically.



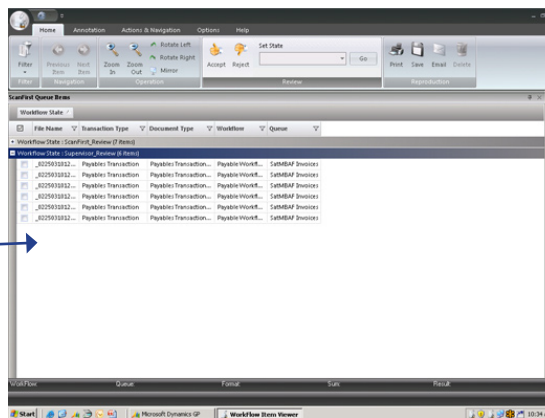
- Store documents consistently—paper or electronic
- Save time working the way you always have
- Manage your process electronically

## Automate

Take the guess work out of the process by automating business rules essential to your process. PaperSave delivers documents to approvers at the appropriate step in the process. Imagine receiving an email requesting your approval and—right from the email—click the link, review and approve the document.

## Monitor

Harness the power of PaperSave by creating reports that provide insight to your process. Monitor your workflow process, users, and security.



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**PaperSavePro Sales**

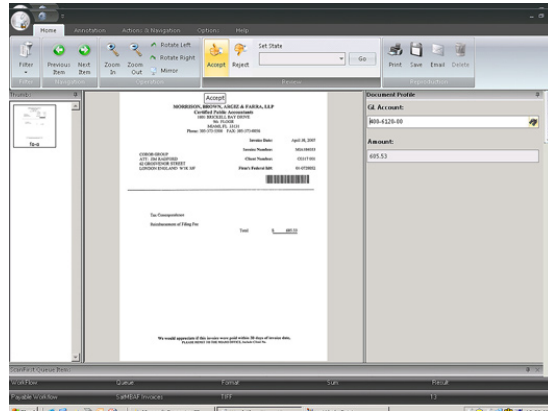
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**Approve**

Chasing down paper is time-consuming and no fun. You can approve invoices from inside or outside of your office. PaperSavePro™ now offers browser-based approvals from any location right from your email! Simply click “Approve” or “Deny”, and PaperSavePro™ will send the document to the next step, eliminating the guess work of where it should go next while maintaining tight internal controls.



**Harness the power of a seamless, integrated solution**

When technology solutions are integrated, so is the process. Therefore, the user can add documents without having to add steps to their process. With PaperSavePro™, it is as easy as 1, 2, 3 to add or view a document.

1. Open or create a record.
2. Select acquisition method.
3. Save or view.

A non-integrated system would require you to launch a separate application and process documents after transactions are processed—leaving you with redundant data entry, additional steps and additional time.



Visit our website for more detailed information.

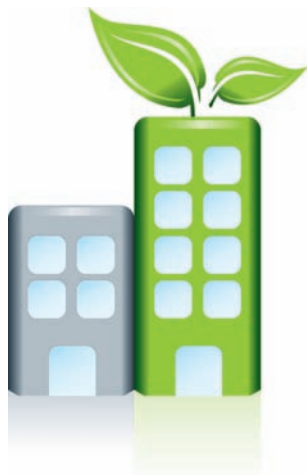
[www.papersavepro.com](http://www.papersavepro.com)

# Paperless.

## Go green and paperless to save time, save money, and protect your business.

Going paperless offers many benefits. In addition to being environmentally friendly, it drives organizations towards efficiency. PaperSavePro™ delivers a complete, secure electronic storage and workflow system without the inherent inefficiencies and risk of loss associated with traditional paper processes and filing systems.

### Minimize your impact on the environment



If you're looking to minimize your corporate carbon footprint, moving to a paperless environment is the way to go.

According to The Nature Conservancy, 36 million acres full of trees are cut down each year. Deforestation accounts for 20-25% of the greenhouse gases emitted into the

atmosphere each year. These statistics are not hard to believe you consider when a document gets copied 19 times in its lifetime.

Start digitizing your documents today, protect our global resources but most importantly save your company time and money while enhancing your disaster recovery plan. Everybody wins.

### Manage your documents electronically

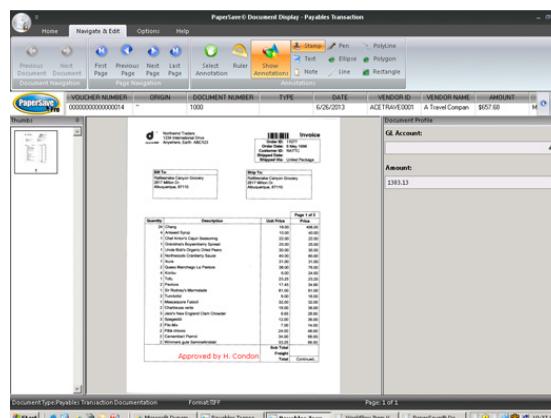
instead of making copies of documents to circulate around the office or send to customers, manage your documents electronically from receipt or creation. Your new paperless environment will create streamlined processes.

With PaperSavePro™ you can

- Increase staff productivity
- Reduce paper and toner costs
- Increase life on printers and copiers due to less use
- Eliminate expenses to ship documents
- Reduce fuel and emission rate used by transporting documents
- Improve customer service
- Reduce bill processing time

### Annotate and share records effortlessly

Update your records and share information organization-wide—annotation options include stamping, drawing and typing notes on a document. Quickly and easily zoom in/out, rotate, print, save and email the documents you want. Plus, PaperSavePro™ is fully integrated with Microsoft Office®, so that you can save Office® documents directly from Office® to records by clicking a button in Outlook®, Word®, Excel® and PowerPoint®.



- Slash paper and file storage costs
- Protect your documents from disaster
- Improve organizational efficiency
- Enjoy a high return on investment
- Secure your documents without using file cabinets



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## Comprehensive Capture and Document Management

Whether you are capturing documents from a scanner, a network copier/scanner, fax machine, email or Microsoft Office®, PaperSavePro™ allows you to capture documents into your process regardless of how they are received or created.

### Scanned images

Whether you are using a desktop scanner, network scanner or multiple scanners, PaperSavePro™ offers 3 methods for capturing scanned images:

- 1. ScanNow™**  
Scan documents directly to records right from the desktop. One click—simple.
- 2. ScanLater™**  
Scan documents in stacks, and let PaperSavePro™ do the work. PaperSavePro™ will read the ScanLater barcode and automatically match the physical document to the corresponding record or transaction.
- 3. ScanFirst™ and Electronic Document-Workflow**  
Enter transactions directly from an image in workflow queues. PaperSavePro™ automatically attaches the original image to the transaction and eliminates all of the time needed to file paper.

### Email

Capture email and attachments and seamlessly enter them into a workflow—or associate with an existing record in the system. All from a click of your tool bar within Outlook®.

### Microsoft Office® Files

Whether it is a PowerPoint®, Word® or Excel® document you've received or created, seamlessly add it to a record or enter it into the workflow from your tool bar.

### Faxes

Electronic faxes can be sent directly to PaperSavePro™'s workflow queues for processing. Imagine receiving your sales orders seamlessly delivered to sales order processors without having to manage paper or emails.

### PDF and Other Computer Files

Adding other Windows-based files to PaperSavePro™ is simple. Just right-click on any file or document and to send it into the Workflow or associate with any existing record.

### Business Forms

PaperSavePro™ automatically indexes AP Checks, Purchase Orders, Payroll Checks, AR Invoices, Bills of Lading, Delivery Tickets, etc. so that supporting documents can be accessed by opening up the SOP and POP records. PaperSavePro™ places a small barcode on the form as it is being generated so the forms can be captured and associated automatically.



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