document integration

WHAT YOU NEED

- Compatible Multi-Function Device (eg. Xerox)
- **axis® diplomat 2012**
- Optional Proof of Delivery Scanning module
- Compatible Scanning Software

DEVICE SUPPORT

- Gestetner
- Hewlett Packard
- Lanier
- Ricoh
- Sharp
- Xerox

DATA CAPTURE

- Barcode Recognition
- Optical Character Recognition
- Metadata

OTHER USES

- Purchase Invoices against Supplier Accounts
- Service Reports against Maintenance/Service Contracts
- Signed Contracts of Employment against Employee Records
- Purchase Orders against Customer Accounts, Quotations or Sales Orders

Visit our website for more information

Compatible devices from axisfirst:
www.axisfirst.co.uk/technology/xerox
Proof of Delivery Scanning Module:
www.axisfirst.co.uk/software/diplomat2012/modules/

xerox

POWERED BY NUANCE

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axisfirst IT Solutions

Our team of engineers, technicians, consultants and architects look to develop a long-term relationship with your organisation to understand how you function, what challenges your business faces and how you interact with your customers and suppliers. By gaining this level of knowledge and understanding, we are able to find appropriate technical solutions that maximise return on investment and deliver real business benefit.

axisfirst Telecoms

Our team of communication specialists can help reduce the cost of your fixed or mobile communications, integrate voicemail or call recording solutions or supply and install replacement telephone systems or business mobile phones.

axisfirst Web Services

Our team of website specialists comprise of designers, developers and consultants who can help promote your brand on the internet either via your website or via social networking sites. Working with a cross-section of industry we have experience of large and small website development projects.

axisfirst Business Software

Accounting, stock control, customer relationship management, manufacturing or supply chain solutions our modular back-office software can grow with your business. With over 200 implementations nationwide our team are small enough to care but large enough to cope.

Call **axisfirst** on **0800 668 1168** for more information.

axisfirst IT Solutions

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document scanning into axis® diplomat

Making paper work smarter

scanning integration

The need for businesses to create, use and manage documents in a more productive and efficient way has been driven by raised customer and supplier expectations of the companies that they do business with. To remain competitive today, companies are looking at ways to simplify how they do business. This simplification is essential to reducing costs, increasing responsiveness and improving decision making.

On top of this, legislation, compliance and regulatory standards are pushing more and more towards sharing and management of knowledge within an organisation, driving the need for effective electronic document retrieval and storage.

Scanning paper documents into your **axis® diplomat** software has never been easier. With the press of two or three buttons, your documents can be scanned, converted into text-searchable PDF files and attached directly into Sales Orders, Purchase Orders, Quotations, Service Contracts, CRM Calls, Employee Records, Customer Records or Supplier Records.

"Now we have all our information centrally in one place, the integration with **axis® diplomat** makes finding documents so much easier."

BENEFITS

- **Eliminate the need to copy scanned images from your PC into axis® diplomat**

- **On screen prompts makes scanning easy to use**

- **Automated workflow speeds up labour intensive processes**

- **OCR technology allows scanning of multiple paper documents rather than 1 page at a time**

INTEGRATION IN ACTION

A multi-million pound UK based wholesale company running a fleet of delivery vehicles ship office products, office furniture and paper to their customers throughout the East Midlands. Every day a mountain of proof of delivery paperwork comes back to the office needing to be recorded in their axis® diplomat software.

Working closely with **axisfirst** to integrate document scanning within **axis® diplomat**, this wholesaler has streamlined a 3 hour business process down to a 10 minute business process. Using Optical Character Recognition (OCR) technology, it is possible to intelligently read the Proof of Delivery (POD) documentation, identify the Sales Order Number and Delivery Note Number and cross-reference this information with **axis® diplomat** to validate the accuracy of the information. Any unrecognised POD documents are flagged up on screen with a preview of the scanned image allowing an operator to manually rectify the misread characters and automatically import and attach to the Sales Order in **axis® diplomat**.

> " INTEGRATING DOCUMENT SCANNING WITH AXIS DIPLOMAT HAS BEEN A REAL SUCCESS FOR US – SAVING NEARLY 6o HOURS OF TEDIOUS FILING EVERY MONTH HAS LEFT US FREE TO ALLOCATE TIME TO MORE PROFITABLE JOBS. IT IS ALSO AN ADVANTAGE WHEN TRYING TO RESOLVE CUSTOMER QUERIES – ALL THE INFORMATION IS AVAILABLE AT THE CLICK OF A BUTTON! "
>
> *Gary Bedford*

intelligent document scanning
working smarter not harder

Quick & easy...

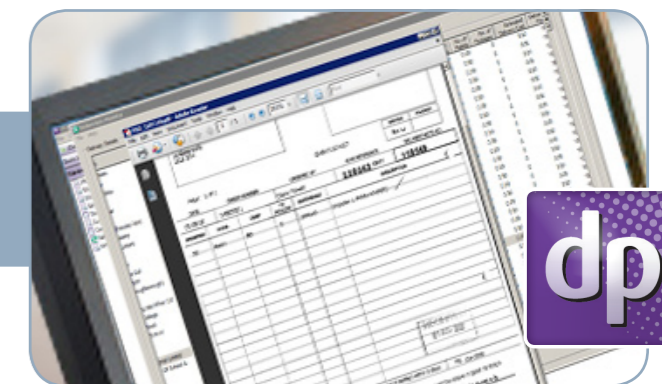*Converting your paper into electronic documents in 3 easy steps...*

Step 1 — **Choose on-screen by document type or scanning location**

Scan to Call, Scan to Quotation, Scan to Sales Order, Scan to Service Contracts, Scan to Employee, Scan to Customer, Scan to Supplier, Proof of Delivery.

Step 2 — **Scanning converts your paper into Text-Searchable PDF documents**

Document contents are indexed in Adobe Acrobat for faster searching and retrieval. Lookup documents contain specific words, phrases, or text.

Step 3 — **View your document directly within axis® diplomat**

Documents are attached automatically to calls, suppliers, customers, orders, employees, contracts and be used almost instantly or shortly after you return to your desk.