

# ZETADOCS

## The Solution for Automating Document Management and Delivery

### ZETADOCS SOLUTION HIGHLIGHTS

- REDUCED COSTS OF DOCUMENT DELIVERY AND CONSUMABLES
- REDUCTION IN TIME TO PREPARE DOCUMENTS
- IMPROVED EFFICIENCY AND PRODUCTIVITY
- IMPROVED DOCUMENT RETRIEVAL AND SHARING
- REDUCTION IN MISPLACED OR LOST DOCUMENTS
- FASTER INVOICE PAYMENT AND BETTER CREDIT CONTROL
- INCREASED CUSTOMER SATISFACTION
- REDUCED CARBON FOOTPRINT THROUGH REDUCED PAPER USE



### SIMPLE DOCUMENT MANAGEMENT

Developed by Equisys, Zetadocs® for Microsoft Dynamics® NAV helps accounts departments streamline business processes, reduce the costs of handling paper documents and enhance customer service. It enables Microsoft Dynamics NAV users to capture, create and deliver statements, invoices, remittances and other financial documents instantly from their PC by email, fax or as a paper copy. Copies of all sent documents are stored automatically in Microsoft® SharePoint® and can be retrieved quickly on screen by any authorised network user, helping users to access documents instantly.

Tectura implements Zetadocs as part of a fully integrated Microsoft Dynamics NAV solution. Tectura's consultants and technical team members have experience of the Zetadocs product and its use within Tectura's clients' businesses.

### ABOUT EQUISYS

Equisys are a Microsoft Gold Partner, producing software packages for document production and delivery including the award winning Zetafax® network fax server.

The software products are designed for small and mid-market businesses, and for departmental use at multinational companies. They stand out from the competition by being simple to install and manage, reliable and great value.

Equisys have over 60,000 customers, in more than 100 countries, who are served through an international partner network of distributors, VARs, resellers and ISVs.

### ABOUT TECTURA

Tectura is a worldwide provider of business consulting services delivering exceptional services and sustainable value through consulting, software and IT implementation. We apply our industry knowledge and best practices philosophy to provide Microsoft Dynamics® ERP, Microsoft Dynamics® CRM and technology solutions. A Microsoft Gold Certified Partner, we maximise our vast technology resources and deep Microsoft expertise to deliver increased efficiency, project acceleration and a competitive edge.

Tectura's consultants and technical team members are experienced at delivering the outstanding functionality Zetadocs provides as an integrated part of a Microsoft Dynamics NAV implementation.

TECTURA®

**ZETADOCS**

## The Solution for Automating Document Management and Delivery

**ZETADOCS SOLUTION HIGHLIGHTS**

<b>Electronic Data Capture</b>	<ul style="list-style-type: none"> <li>• Manage the capture and storage of paper and electronic documents entering or being distributed from Microsoft Dynamics NAV</li> <li>• Multiple users can store copies of inbound documents such as sales orders electronically, whether they are received on paper, by fax or by email</li> <li>• Automatically archive outbound documents such as invoices and statements</li> <li>• Drill-down directly from within Microsoft Dynamics NAV entries to instantly retrieve sales order documents on screen</li> </ul>
<b>Electronic Delivery</b>	<ul style="list-style-type: none"> <li>• Flexible delivery options are available, including email, fax and print, to meet your customers' requirements</li> <li>• Create, send and automatically archive a batch of documents, such as statements, with a single mouse click</li> <li>• Preview a batch of documents and make changes to individual documents before they are sent- for example, add a personalised message or supply an alternate email address</li> <li>• Merge financial documents to company stationery to ensure consistency</li> <li>• Automatically add attachments such as conditions of sale, or terms and conditions, to ensure best practice</li> <li>• Send duplicate copies as a back up by a secondary means to ensure safe delivery</li> </ul>
<b>Document Sharing</b>	<ul style="list-style-type: none"> <li>• Integration with SharePoint gives any network user fast on-screen access to Microsoft Dynamics NAV documents</li> <li>• Retrieve documents on screen by simply performing a SharePoint search, such as "sales order Cronus Corp"</li> <li>• Archiving to Microsoft SharePoint is an automated process, there are no additional tasks or extra steps for users of Microsoft Dynamics NAV</li> <li>• Multi-site organisations, home workers or field sales reps are supplied with a cost-effective and scalable search and retrieval service</li> </ul>
<b>Improved Storage</b>	<ul style="list-style-type: none"> <li>• Limit trips to the filing cabinet by allowing Zetadocs for Microsoft Dynamics NAV to manage the capture and storage of paper and electronic documents</li> <li>• Information is available with a single mouse click so relevant documents can be accessed directly from the Microsoft Dynamics NAV screen</li> <li>• All inbound and outbound documents are captured within the system automatically to help with compliance</li> <li>• When documents are sent a copy is archived automatically, without the need for user intervention, so you can be sure that documents won't get misfiled</li> <li>• Prevent against accidental loss or deletion of important information</li> </ul>
<b>Cost Effective and Personalised Document Delivery</b>	<ul style="list-style-type: none"> <li>• Deliver documents the way your customers want to receive them whether it's email, fax, or print</li> <li>• Reduce the time and cost it would take to print, manually package, post and then file a copy of a customer document by 80%</li> <li>• Deliver professional looking documents that always have the correct attachments</li> <li>• Personalise documents and emails to ensure maximum impact</li> <li>• Reduce the time wasted on mundane tasks so accounts teams can focus on more business critical work such as analysing sales or purchase reports</li> </ul>
<b>Improved Productivity</b>	<ul style="list-style-type: none"> <li>• Through Microsoft SharePoint, provide access to Microsoft Dynamics NAV information easily company-wide and without troubling your finance team</li> <li>• Microsoft Dynamics NAV documents are archived centrally and then made available on-screen so that field-based colleagues or colleagues in branch-offices have access</li> <li>• Several users can run simultaneous searches on the same document; no more time wasted searching in filing cabinets for documents that are already on a colleague's desk, or filed away off-site</li> <li>• No need to train non-finance staff to use Microsoft Dynamics NAV, or invest in associated training costs, as information will be available from Microsoft SharePoint throughout the company</li> </ul>

**FOR MORE INFORMATION:**

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