

ScanDirect™ Plus

There are Document Management Systems...
and then there's SIMPLICITY,
ScanDirect™ Plus



Are you tired of having to keep track of your paper files, such as, purchase orders, quotes, notes, etc? If so, ScanDirect Plus will simplify your work life! We have created a simple to use, document scanning module that integrates seamlessly with Microsoft NAV.

The product dramatically assists you in pursuit of the Holy Grail of the "Paperless Office". Its easy to use and easy to implement, with a minimal learning curve. If you are feeling the pain of keeping track of your paper trail, ScanDirect Plus will save you considerable time and \$\$\$.

Now users can consolidate varied resources into one location.





What the “ScanDirect™ Plus” Module Offers Your Client

- Links external files, documents and URL's to **NAV** forms
- Automated creation of buttons and objects on **NAV** forms (saving time & \$\$\$)
- Delete, rename or open linked external files while remaining within **NAV**
- Scans external documents directly into **NAV** form and auto-links them
- Works with prior **NAV** versions 3.xx and 4.xx and 5.xx
- Visual at-a-glance indications of attached files or links (push-pin, paper clips)
- Auto-prints documents associated with **NAV** forms, e.g. Spec Sheets, User Manuals, Terms and Conditions, MSPS requirements, Purchase Orders



What about the “Plus”?

The document linking feature was developed previous to NAV 5.0, which includes rudimentary document-linking capabilities. But ScanDirect Plus is much more robust:

- Visual indication of linked files or red-flagged indication of “broken links”
- No need to go out and search for files, which NAV 5.0 requires
- A “Scan” button which retrieves and attaches scanned documents
- The ability to create library classifications for document types
- Many additional process automation enhancements which NAV 5.0 lacks

Who Needs “ScanDirect Plus”?

- Organizations who have periodic audits can retrieve info from a single NAV form
- Organizations with large volumes of paper-handling: invoices, receipts, Faxes, etc.
- Organizations billing clients for time and expenses can aggregate within NAV
- Organizations with repetitive requirements for linked document printing
- Organizations desiring to store everything in one place: NAV forms
- Organizations moving toward process automation and “paperless” data
- Organizations with remote offices or partners who need easy access to their data



InfiniTek, as a company, is environmentally conscious by design. As the planet's resources are being constantly strained, we decided to do our small part by developing solutions that help reduce our paper consumption. ScanDirect Plus is such a solution!

You can expect more "Green Solutions" from us, because our planet is too important to take for granted!

InfiniTek is a talented and forward-thinking group of developers and implementers based in Southern California. InfiniTek became one of the first Navision "pioneers", when Navision AS first began to pursue partnership arrangements in 1995. InfiniTek offices are located at 659 Woodbury Rd., Altadena, CA 9100



Orange Coast Title is among the nation's largest underwritten title companies with over 1,000 employees in 88 offices. The HQ staff is responsible for archiving data from 27 companies in seven states. This is how *Valsa Jacob, VP/Controller*, describes the process before ScanDirect Plus:

"The process was very manpower-intensive, taking up a lot of time and \$\$\$\$. There was a tremendous amount of filing of check stubs, invoices, etc. In fact, there was one person on the payroll who did nothing else but filing. And, of course, all of this paper had to be boxed and labeled, bar-coded and hauled off to a special facility filled with filing cabinets where Federal and State policies required that they be kept for seven years. The information was definitely not at your fingertips at all. This was for all 27 companies!"

And there were mistakes in filing. Someone had to drive over to the storage facility and start digging through boxes. It was like a blind man looking for a black cat in a dark room, which isn't even there!"

And now... ?

"Well, that person dedicated to filing is no longer on the payroll. We have realized substantial savings by not investing in paper, toner, printers, binders, cabinets, labels, storage, trucks... And the information we need is now instantly available at our fingertips - no more than three clicks away! All processors now have scanners next to their computers and the paper is now shredded! Needless to say, we are all very happy with this solution!"

And from *Mary Ann Stenske, OCT Corporate Accounts Payable*:

"In the long run, this new system has just been wonderful! Looking things up is now right at your fingertips. The system was very easy to learn, so there was no learning curve. No more trips to storage to pull a file - if you can find it! Another great feature of the new system is that remote offices also have the capacity to access our Navision software directly for their data retrieval, so the HQ staff no longer needs to get involved. We don't have to FAX things to them anymore. It is hard to imagine ever going back to the old way of doing things!"

For further information or to set up a live demo on the product please contact InfiniTek at 626-696-1958 or info@infinitek.biz