

# imaging for navision

KwikTag for Navision “paper enables” Microsoft Navision without the complexity and expense of conventional document management systems. No document preparation, batching, separators or post-scan image manipulation is required. KwikTag is ideal for a department and scalable for an enterprise.

## Fast. Simple. Foolproof.

Providing single-click access to scanned images directly from Navision, KwikTag for Navision simplifies the time consuming and arduous task of filing and retrieving paper documents. KwikTag for Navision extends the existing Navision environment by providing secure digital images of paper documents that support staff activities and business processes.

Whether it's capturing A/P invoices, providing auditors with supporting documents or gaining visibility to customer records, KwikTag for Navision boosts customer responsiveness and business efficiency.

KwikTag for Navision is flexible and designed to grow with your needs. Documents can be filed and accessed outside Navision or via the web to meet additional business requirements. Unlike other solutions, KwikTag can be used stand-alone (non-integrated) or embedded in almost any line-of-business application. For example, KwikTag can “paper-enable” (integrate) Microsoft CRM and SharePoint. The result is the only true company-wide imaging “platform” on the market today.

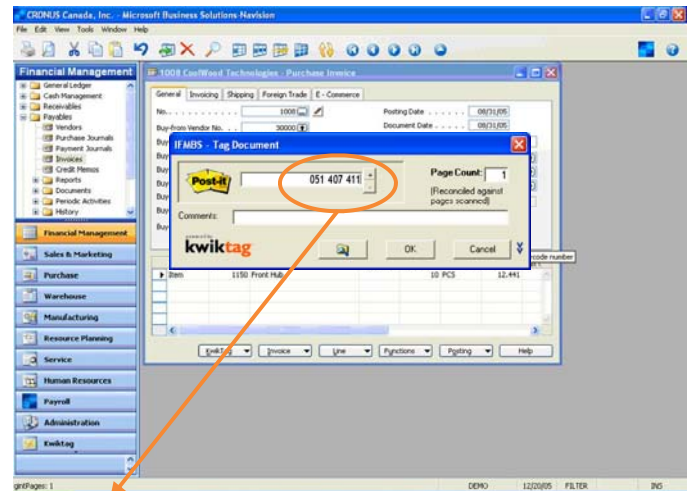
## Paper Impacts The Bottom Line

Paper documents constitute a large portion of our business information and are crucial source documents required to respond to internal and external inquiries.

Suppliers, clients, and internal customers expect fast responses, but responding can be difficult and delayed if important information is down the hall, on another floor, or in another building in a filing cabinet or banker's box. This is where an efficient imaging and document management system can significantly improve productivity, service levels and profitability.

Documents related to accounting typically include A/P invoices, purchase orders, checks, proof-of-delivery documentation and credit applications. Let's explore how KwikTag handles an A/P vendor invoice.

## Accounts Payable & KwikTag



Enter regular A/P invoice data, click the “KwikTag” button and select “Tag Document” to trigger window displaying the next sequential barcode (Post-it® eFlag).

## How it Works: Simple, Three-Step Process

**1. ENTER:** Complete normal entry in Navision. Since each Post-it® eFlag is globally unique and sequential, KwikTag automatically generates the next number. Verify the number in the window and the number on the Post-it® eFlag in the dispenser are the same.

**2. TAG the document:** Place the Post-it® eFlag on the lead page of the document. For existing electronic documents (e.g., Excel, Word), simply locate and save the document using the Windows Explorer button.



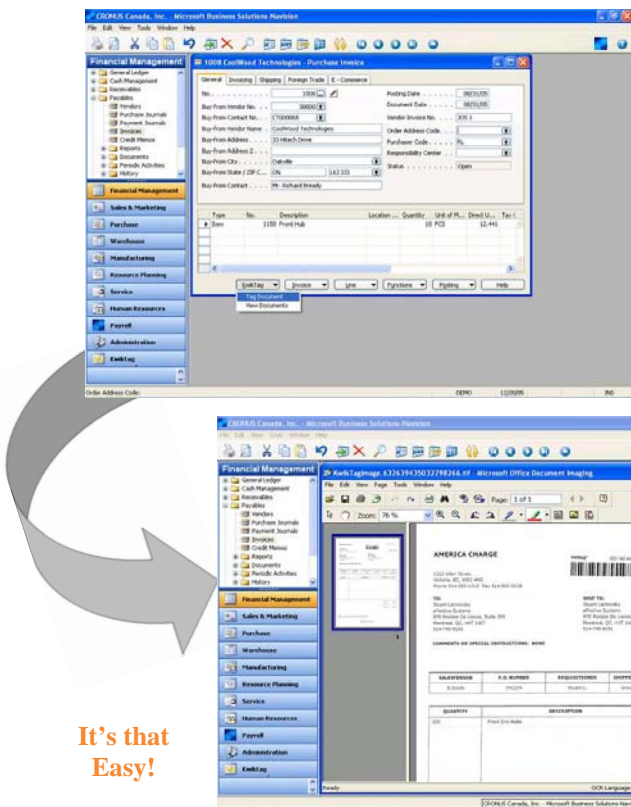
**3. SCAN:** When it is convenient for you, take the tagged document(s) to any office scanning device (digital copier, scanner, fax machine) and press the ‘scan’ button.

Once the document is scanned, the KwikTag software reads the Post-it® eFlag and automatically associates each image with the appropriate posting or record within Navision.

It's that easy!

**“We just completed an audit and we were so proud to have KwikTag.”**  
*Nancy Fannin, Walsh Timber Company*

**1.888.KWIKTAG**



It's that Easy!

## Retrieving Documents is Even Easier!

1. Start by locating the transaction for which you would like to retrieve supporting documentation. This may be a scanned document (TIFF or PDF) or an existing electronic document (Word, Excel, etc.) You can retrieve documents at any point in the accounting process.
2. From the appropriate view, simply click on the "KwikTag" button and select "View Documents".
3. The document related to the transaction will open automatically. When there are multiple documents associated with the transaction, a table with index information is provided. Double click on the document of choice.



### KwikTag Benefits

- Provides fast drill-down access to document(s)
- Eliminate lost and/or misfiled documents
- Send documents electronically to expedite distribution
- Documents are easy to back-up and store offsite (DVD)
- Recover precious office space and increase efficiency

### Key Features

- Patented "index-before-scan" tagging methodology
- Pre-printed barcode (Post-it® eFlags) dispensers
- Automatic link to Navision record or transaction
- Automatic page reconciliation (pre-and post-scan)
- Automatic page orientation (Auto Upright)
- Automatic image clean-up and quality control
- Flexible storage formats (TIFF, PDF, Word, Excel, etc.)
- Full text search (i.e., retrieve based on content)
- Drag, drop and link any file type (including email)
- Quickly email documents from within Navision
- Only authorized personnel can view or delete
- Supports multiple companies

### Platform and Database

- Windows 2003
- MS SQL
- Active Directory Authentication

### Development Tools

- SDK
- API
- KwikConnect

### KwikTag Accommodates Any Department

Whichever process or department is paper intensive, KwikTag for Navision can make all your business related paper and electronic documents instantly available for viewing, sharing and forwarding - all from within a single application! ISV applications can be "paper-enabled," as well.

### KwikTag Points of Integration:

KwikTag for Dynamics NAV provides packaged integration for quick and simple deployment. Based on your business needs, select one or more of the following ready-to-use connectors.

- Purchases and Payables
- Sales and Receivables
- General Ledger
- Jobs

For unique environments, ImageTag can also develop a custom solution to suit specific requirements. To activate KwikTag for Dynamics NAV customers must purchase Imaging for Navision, granule number 23.020.020, from an authorized Navision Solution Center (NSC).

### KwikTag Advantages

- Unmatched simplicity - easy to use and deploy
- No need for batching or cover sheets
- No post-scan image manipulation
- Scan multiple documents at once
- Scan when and where convenient
- Platform flexibility - stand-alone or embedded
- Packaged solution - no need for costly development



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