

# ONLINE DOCUMENT CENTER

## DOCUMENT MANAGEMENT + TRANSACTION WORKFLOWS

### FEATURES SUMMARY

**Online Forms Center:** Access and fill out multi-stage forms online (T+E, requisitions, FSA claims, invoices, etc) submit to workflow, form-enable existing applications

**Online Capture Center:** Send small batches and documents directly to the ODC via fax or email

**Advanced Results:** Safely update data on multiple records with one click

**Line Item Detail:** Access and edit line item data from records, perform GL account coding, reference and auto-fill data from databases

**Assign Approvers:** Higher-level approval, replace approver(s), and/or cause multiple approvals on same document

**Auto-Fill Data Entry:** Data fills automatically based on required manual field entries

**Conditional Data Validate:**  
Compares data against existing databases

**Add Document:** Append to existing records, or add new record by browsing.

**Auto-Invoice:** AP suppliers review PO online, auto-fill data to new invoice, submit instantly for payment, or enter new invoice from scratch.

**Reporting Suite:** Status of data before and after changes; when and which activities (view, edit, delete) specific users performed

**Export to Excel:** Instantly save search results to Excel spreadsheet for ad-hoc report analysis

**User Self-Service Portal:** Access to document status; direct entry of updated/additional documentation assists with approval process

**Data Driven Email:** Automatic email notifications for transactions

**Password Management:**  
Customer-configurable criteria allow login with forced expiration-based password changes

**Image Enable:** Transparent link to enterprise applications

**Rapid Edit/Save:** Enhanced rapid data entry functionality

**Auto-Approval:** Auto-approvals for recurring documents based on specified criteria

**Scheduled Approvals:** Document approvals based on pre-defined criteria

**Saved Search:** Administrator and user-configurable search queries for instant access to work

**New User Interface:** Advanced, modern, sophisticated and more intuitive

**Advanced User Administration**

**Interactive Help Features**

Company Name	Invoice Number	PO Number
ArCorp	4615677	6674
Dave's Helicopters	4681355	1127
Dave's Pizza	4578141	2001012
Reaco Corp	54862098	9875

### ONLINE DOCUMENT CENTER

The Online Document Center (ODC) is an intuitive web interface that provides immediate access to documents and data, allowing secure review, approval, reporting, transaction workflows and archival storage with immediate savings and no capital investment.

### BENEFITS

Instant access to documents/data

Enhances existing processes

Immediate cost-savings, easy monthly pricing

Reduced administrative costs

No capital investment or internal support required

### SCAN ONE

Scan One's suite of innovative web-enabled products and solutions are focused on scanning and data capture services. We utilize advanced technologies and strict business rules and processes to capture images and data, solving high-volume document needs. The outcome is identifiable results that reduce the customer's burden of tedious paper tasks, expedites vital decisions, and accelerates business transaction processes and workflows.

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