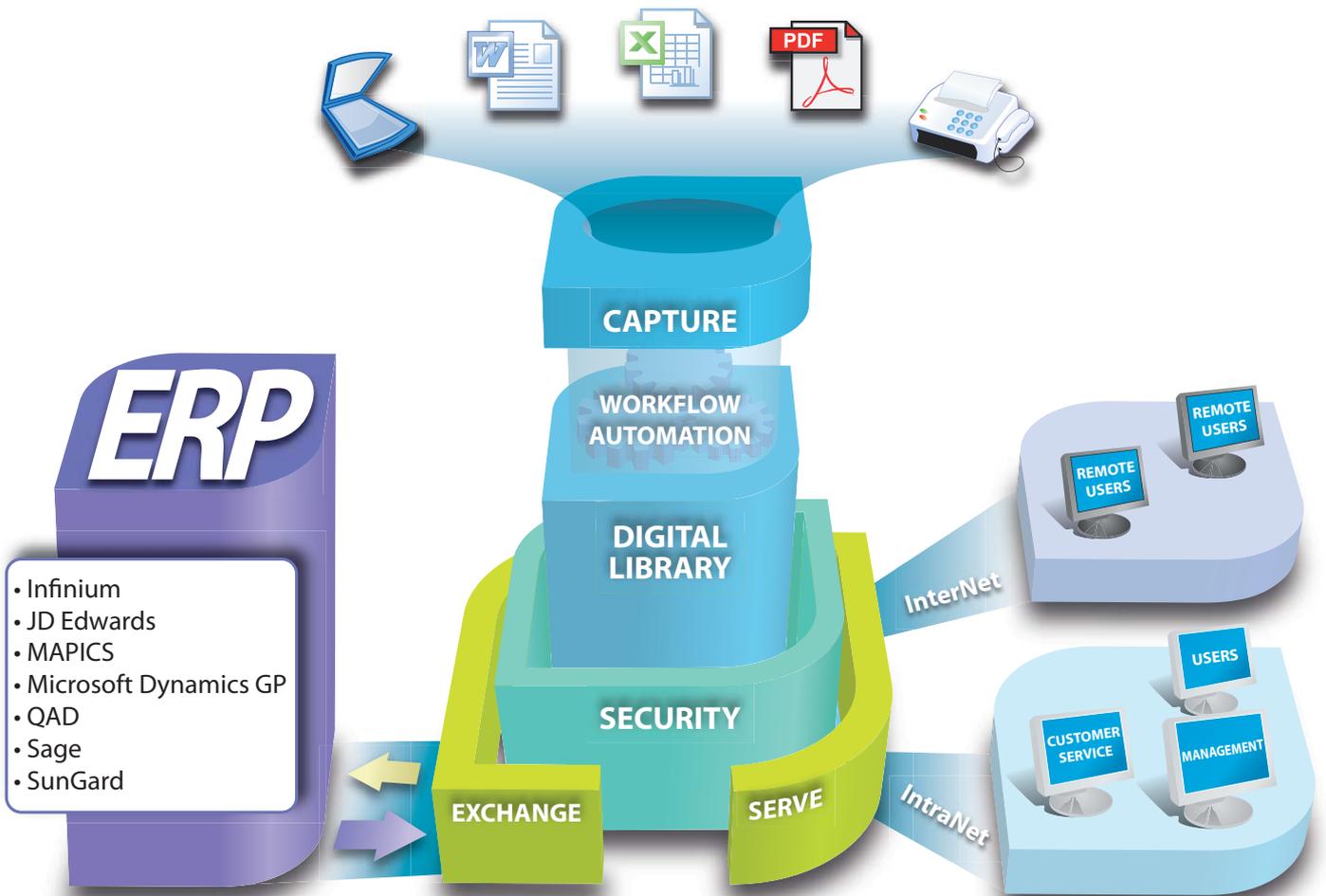


## Imaging, workflow, management, and distribution of all your organization's Documents

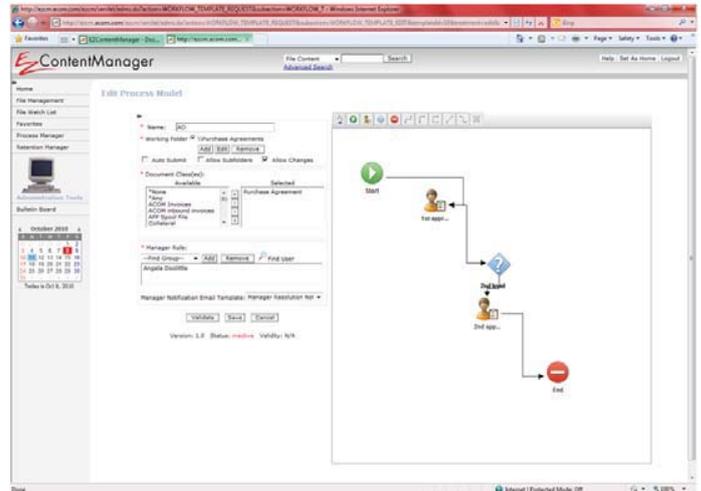




## BOOST EFFICIENCY

### Real Benefits

- **Secure Digital Library**  
One central repository for all file types. Access controlled by user profile. Audit reports to track all activity.
- **Streamline Workflow**  
Route documents within the organization for better control and faster processing.
- **Minimize Manual Data Entry and Errors**  
Automate your processes to reduce errors.
- **Boost Service Levels**  
Answer questions and resolve issues quickly with fast access to documents right from your desktop.
- **Environmentally Friendly**  
Replacing paper documents with electronic versions saves time, money, and natural resources.
- **Remote Access**  
Store and electronically access all of your documents remotely via web browser.
- **Facilitate Disaster Recovery**  
Unified electronic storage of business documents and files enables easy off-site backup.



A very basic workflow/routing and approval process.

### Benefits Across The Organization

- **Time and Expense Management**  
Securely store receipts emailed or faxed by employees. Easily route documents for review and approval.
- **Contracts and Administration**  
Store customer and job-related contracts, change orders, credit applications, for quick access when they are needed.
- **Payroll and HR**  
Securely hold employee information such as passport copies, I-9 forms, employee reviews, and more.
- **Customer Service**  
Place the documents your customer service team needs within reach. When price lists, purchase orders, and correspondence are at hand, your staff can resolve issues quickly. Plus, your staff can fax, print or email documents without leaving their desks.
- **Accounting and Finance**  
Electronically store and route invoices, statements, vendor contracts, etc. for faster review and approval.

## Additional Features included in EZContentManager

- **Subscription and Notification Lists**  
Subscribe to files and folders of interest and receive automatic notification of specified events (e.g., access, modification, etc.)
- **Document Conversion**  
Automatically convert image-based documents into searchable PDF for storage and Office documents into PDF for distribution.
- **System Audit Reports**  
Trace every system event or operation to its exact origin to ensure strict compliance with regulatory standards.
- **Single sign-on**  
Optionally authenticate against your existing Windows domain using NTLM or Kerberos.
- **LDAP Synchronization**  
Optionally manage EZCM users and group membership by synchronizing with an LDAP source like Windows Active Directory
- **Web-based scanning**  
Connect to a scanner connected to your local PC directly from your web browser.

## Optional Add-On Components

- **Domain-Centered Document Repositories**  
Create independent domains for different departments or divisions, to organize documents according to business function.
- **Automatic Linking**  
Automatically link documents upon import, based on key index fields.
- **Process Manager**  
Set up routing and approval workflows to ease manual and labor-intensive processes, while maintaining the integrity of documents involved in the processes. Call custom programs to further automate your processes.
- **WebServices**  
Available upon request, these services allow integration of EZContentManager with existing web portals and/or intranet portals, maintaining industry-standard storage of documents and files.
- **Collaboration Tools**  
Utilization of components such as message boards, forums, a calendar, and URL links makes the solution modular and furthers productivity.
- **Annotation Component**  
Overlay notes, stamps, images and more to documents to facilitate collaboration.
- **Imaging Component**  
Utilize ACOM's scan utilities to capture key fields from scanned documents, while converting TIF documents into text-searchable PDF's.
- **Integration Component**  
Utilize ACOM's EZRetrieve module to map buttons on Windows line of business applications to EZCM document types in order to view a document, add a document, view a workflow, or launch a search within EZCM. Adhoc searches can be launched from any Windows or iSeries/System i application via selecting any text term and hitting a hotkey.
- **AP GL Distribution module**  
Removes the manual GL coding by moving the functionality from MAS 90/200/500 over to EZCM in a virtually seamless operation.
- **MS Outlook Add-in**  
Automatically indexes and stores email messages and attachments in their native formats into EZCM, just by clicking on a button directly from within MS Outlook.

## WHY NOW, WHY ACOM

### THE COST OF PAPER

Companies as a whole lose \$12 Billion per year to inefficiencies caused by the lack of a structure for managing their documents and digital assets.

The average employee spends \$4,800 worth of their time annually just searching for documents.

The annual loss to a company with 75 employees, each wasting \$4,800 worth of time searching for documents, would be \$360,000.

### About ACOM

For almost three decades, ACOM's solutions have automated the manual document and payment processes of more than 4,000 organizations across a wide spectrum of industries.

Deployment of EZContentManager is fast and simple and requires little ongoing administration, allowing IT departments to focus on their primary duties.

# **American Top Tools**

## **Información del Distribuidor**

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