



2011 User Meeting
Webinar Series

Day 3 - Session 1

Getting the Most Out of DMS



Getting the Most Out of DMS

Managing Documents with DMS

Accessing Documents

Distributing Documents via E-mail

Streamlining the AP Approval Process

Managing Documents with DMS

Features and Capabilities

- DMS provides management of PDF documents by categorizing and storing the documents in a database for easy and efficient retrieval
- PDF files can be created from INTERAC at the time of report generation
- Documents from outside INTERAC can be scanned directly into the DMS database as PDF files
- Existing PDF files can be added into the DMS database
- Complete integration of documents with INTERAC data files associating documents to a specific master or detail record within the INTERAC record database
- Documents can be scanned or added and associated with a record at the time of data entry
- Documents can also be scanned or added at anytime and then associated to a specific record at a later date
- The association of the document incorporates all of the distribution coding for a transaction record and the record link to a master file record

Managing Documents with DMS

DMS Benefits

- All documents are “filed” automatically
- No manual filing of paper documents or printouts
- Retrieval is fast and efficient
- Documents can be easily printed or e-mailed at any time
- Security is better on the electronic documents than on paper documents
- A lot of documents can be stored in a very small space

Managing Documents with DMS

Documents to consider

From INTERAC – all printouts

Reports, Edit, Update, CAR, ATB, Financials, etc.

Forms - Checks, W2, 1099, 941, PO, Invoices, etc.

External to INTERAC

Forms - AP invoices, packing slips, timesheets, checks, tax returns, bank statements, etc.

Correspondence – letters, faxes, notices, etc.

Contracts, engagement letters, work papers, bid sheets, etc.

Hand-written notes

Managing Documents with DMS

Ideas for Storing Documents

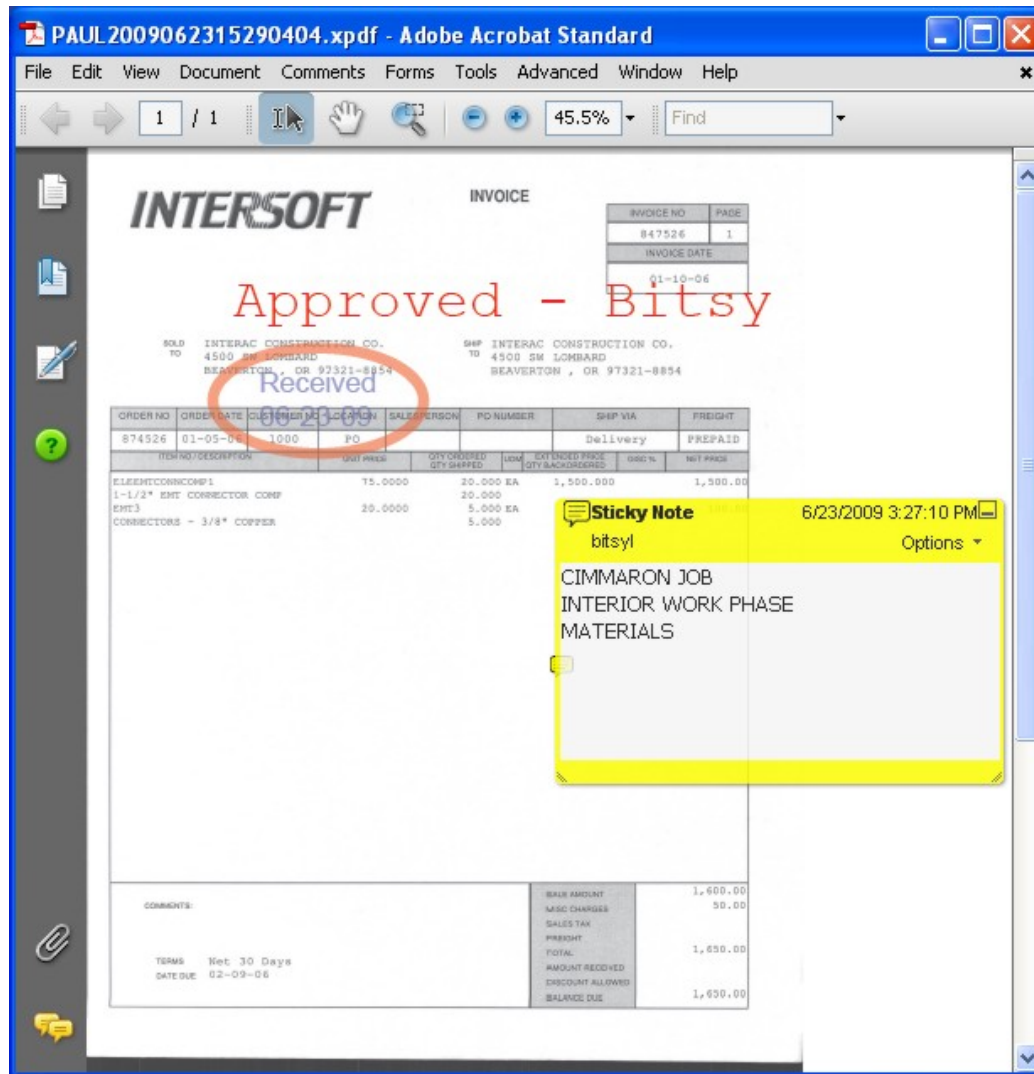
- Have the system automatically attached copies of checks, W2s, 1099s, Billing Invoices, AR Statements and Lien Waivers to master file records
- Attach Bank Statements, notices, etc. to the appropriate GL account record
- Attach Union Reports, Sales Tax Reports, correspondence, etc. to the appropriate Vendor record
- Attach all AP, AR, EQ, JC, PR, SC, TC documents into the appropriate master record

Managing Documents with DMS

Use Adobe Acrobat

- Use Adobe Standard or Pro (Foxit, etc.), not a pdf reader for added flexibility
- Notes, comments and stamping can be used on documents
- These options can be helpful in “coding” invoices, relaying information to other employees, or simply making notes for future reference
- Notes can be altered and removed, stamps are permanent

Managing Documents with DMS



Stamps can be entered with DMS or with Adobe and are permanent

Date received can be automatically stamped when scanned with DMS and is permanent

Sticky Notes can be added, edited and deleted using Adobe

Accessing Documents in DMS

- Master File Maintenance – documents attached to master file records
- Manager Applications - documents attached to master file and transaction file records
- Transaction File Inquiry – documents attached to transaction file records
- Excel/Access, etc. – using Visual Link ODBC connection - documents attached to master file and transaction file records
- DMS Docs Screen – all documents

Accessing Documents-MASTER FILES

- Documents can be scanned directly in the Master File Maintenance programs
- Checks, AR Statements, W2's, 1099's and Lien Waivers are automatically attached in the master file
- The document fields can be assigned titles in the user file
- Documents can be scanned and stored in these fields individually or can be grouped together into a single document forming an electronic "folder" of documents

Accessing Documents

Master File Maintenance

Employee No: 20, GREG JAMES LEOPOLD

Help

General Tax & Misc Pays & Deps Deductions Federal State Local Notes 1 Notes 2 Documents

Documents

Field	Field Name	Document Title	File Name
<input checked="" type="radio"/> (251)	Application	Application #20	NRAC000000088
<input type="radio"/> (252)	I-9 Form	I-9 #20	NRAC000000089
<input type="radio"/> (253)	w4	w4 - #20	NRAC000000090
<input type="radio"/> (254)	Check or DD Statement	Direct Deposit Emp #20	NRAC000000166
<input type="radio"/> (255)	Employee Packet	Employee Packet #20	NRAC000000092
<input type="radio"/> (256)	w2	w2 Emp #20	NRAC000000167
<input type="radio"/> (257)	-		
<input type="radio"/> (258)	-		
<input type="radio"/> (259)	-		
<input type="radio"/> (260)	-		
<input type="radio"/> (261)	-		
<input type="radio"/> (262)	-		

View Attach Scan Unattach Email

OK Cancel

- From the Documents screen, documents can be viewed, printed and e-mailed

Accessing Documents

Master File Maintenance

The image displays two screenshots of the NRACAPU1 software interface, specifically the Master File Field Names configuration screen. The left screenshot shows fields 61-73 and document storage options for checks, 1099s, and waivers. The right screenshot shows fields 90-260 and document storage options for application, W4, and W2/1099 forms.

Left Screenshot (NRACAPU1):

Field No.	Field Name	Field No.	Field Name	Field No.	Field Name
61	Contact Information	65	Supplier Agreement	69	
62	1099	66	Checks	70	
63	Sub Contract Agreement	67		71	
64	Lien Waiver	68		72	
				73	

Document (61-72) in which to store copies of:

(81) Checks	66	<input type="checkbox"/>	Auto Unattach at Year End Close
(82) 1099s	62	<input type="checkbox"/>	Auto Unattach at Year End Close
(83) Waivers	64	<input type="checkbox"/>	Auto Unattach at Year End Close

Right Screenshot (NRACPRU1):

Field No.	Field Name	Field No.	Field Name	Field No.	Field Name
90	Direct Deposit Code 1	261	Document 11	5265	Employee Amount 5
91	Bank Number 1	262	Document 12	5266	Employee Note 6
92	Bank Account Number 1	5251	Employee Note 1	5267	Employee Date 6
93	Direct Deposit Code 2	5252	Employee Date 1	5268	Employee Amount 6
94	Bank Number 2	5253	Employee Amount 1	5269	Employee Note 7
95	Bank Account Number 2	5254	Employee Note 2	5270	Employee Date 7
96	Direct Deposit Code 3	5255	Employee Date 2	5271	Employee Amount 7
97	Bank Number 3	5256	Employee Amount 2	5272	Employee Note 8
98	Bank Account Number 3	5257	Employee Note 3	5273	Employee Date 8
100	Draw Account	5258	Employee Date 3	5274	Employee Amount 8
251	Application	5259	Employee Amount 3	5275	Employee Note 9
252	W4	5260	Employee Note 4	5276	Employee Date 9
253	I-9	5261	Employee Date 4	5277	Employee Amount 9
254	Checks/DD Statements	5262	Employee Amount 4	5278	Employee Note 10
255	Correspondance	5263	Employee Note 5	5279	Employee Date 10
256	W2 & 1099	5264	Employee Date 5	5280	Employee Amount 10
257	Document 7				
258	Document 8				
259	Document 9				
260	Document 10				

Document (251-262) in which to store copies of:

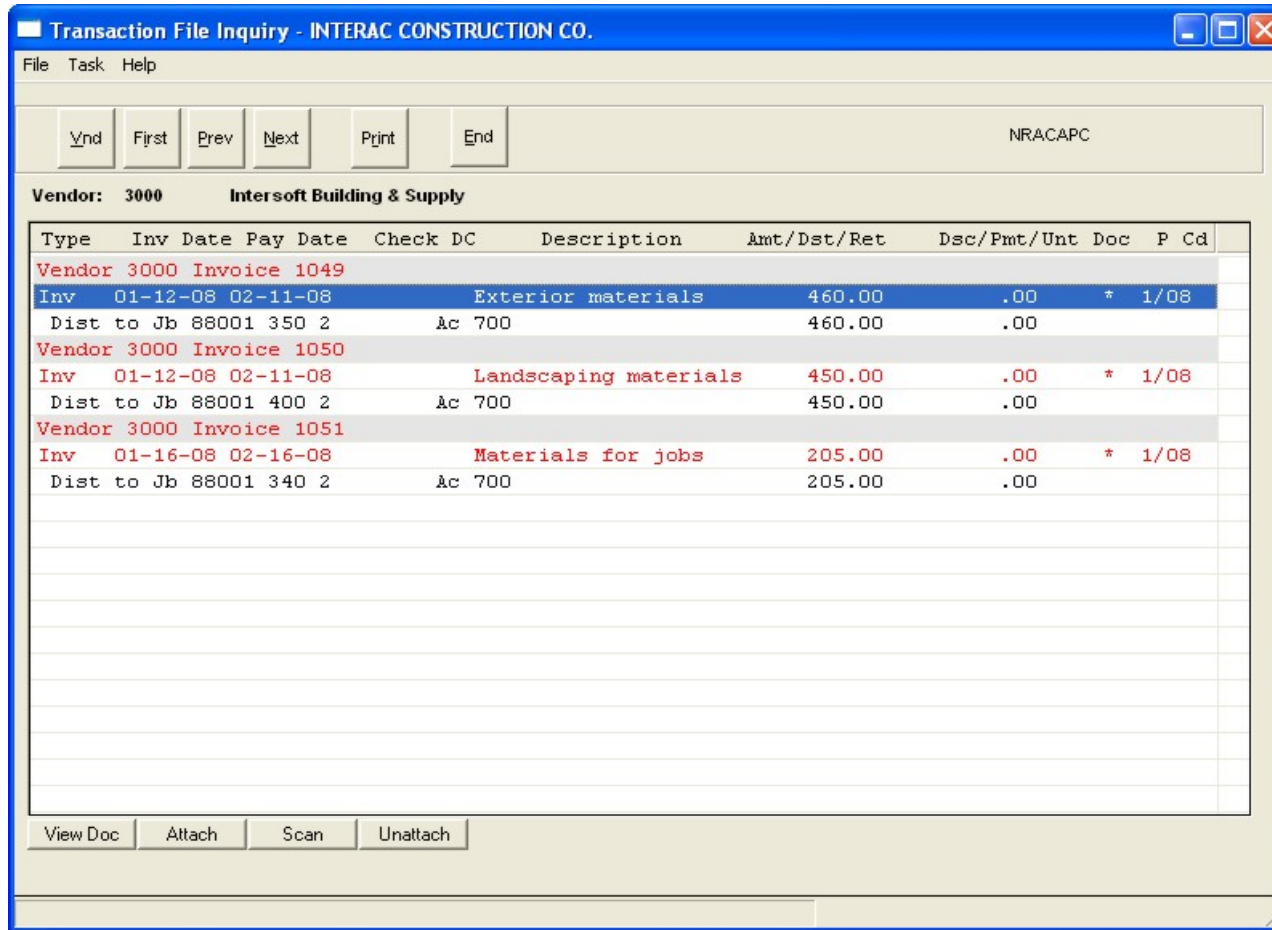
263	Checks	254	<input checked="" type="checkbox"/>	Auto Unattach at Year End Close
264	W2/1099	256	<input checked="" type="checkbox"/>	Auto Unattach at Year End Close

- The field names for the document fields can be user-defined in the "U1" Titles user files
- Payroll and Accounts Payable have additional fields that designate which document field will contain checks/dd statements, W2's and 1099's & lien waivers and can be auto-unattached during year end closing

Accessing Documents-DETAIL RECORDS

- Documents can be scanned, added or attached to "A" file records during journalizing and the "A" file will be processed as normal
- The interfacing "A" files will contain the same link to the document
- The documents will flow through to the "C-E, I" history files in the originating application files (AP, AR, etc.) and any interfacing application files (GL, JC, EQ, etc.)
- FMR and FSP will merge and split the document links
- Documents can be scanned and attached to history file in the Transaction File Inquiry programs

Accessing Documents- Transaction File Inquiry



- Access documents in Transaction File Inquiry by highlighting the document and selecting the View button
- Documents can also be attached in Transaction File Inquiry

Accessing Documents- Transaction File Inquiry

The screenshot shows a window titled "Transaction File Inquiry - INTERSOFT". The window has a menu bar with "File", "Task", and "Help". Below the menu bar is a toolbar with buttons for "Acct", "First", "Prev", "Next", "Print", and "End". The window displays the following information:

Account: 700 Materials Type: (PL) 46,415.00 DR

Date	Jrn #	Ref 1	Ref 2	Description	B Per	Debits	Credits	Units	Doc	Per Cd
01/27/08	1	0	88001	Materials for jobs		205.00			*	1/08
01/27/08	1	0	88001	Electrical Supplies		1,600.00			*	1/08
01/27/08	1	0	88001	Landscaping materials		450.00			*	1/08
01/27/08	1	0	88001	Exterior materials		460.00			*	1/08

At the bottom of the window, there is a toolbar with buttons for "View Doc", "Attach", "Scan", and "Unattach".

- Documents are accessible in all interfacing application history files with only one copy of the document being in DMS

Accessing Documents- Manager Programs

Job Manager - INTERSOFT CONSTRUCTION

Help

Job No. 88001 Phase All Image Print Forecast End NRACJCE NRACJCM NRACARM

CIMMARRON DEVELOPMENT
10566 Allen Blvd
Tigard, OR 97033

Phone: (503) 644-3769 Fax: (503) 625-8793
Project Manager: GENE HOLMES
Estimator: PAUL STEPHENS

Cust No. 200 CIMMARRON MANAGEMENT GROUP More

Contract Date 03/01/2005 Scheduled Completion 03/31/2006
Started 04/01/2005 Actual Completion

Original Contract Price 250,000.00 Total Cost 79,671.56
Change Orders 0.00 Billings 47,700.00

Revised Contract
Total Estimated Co
Percent Complete

View Attached Documents

All Phases

Category	Estimated		Units	Ac
	Units	Amount		
LABOR	2,625.00	52,500.00	1,340.00	
MATERIALS	0.00	67,500.00	0.00	
SUBS	0.00	26,250.00	8.00	
EQUIPMENT	585.00	18,750.00	731.00	
RENTALS	0.00	7,500.00	0.00	
BURDEN	0.00	3,750.00	0.00	
SML TOOLS	0.00	7,500.00	0.00	
OTHER	0.00	3,750.00	0.00	
Total	3,210.00	187,500.00	2,079.00	

Attached Documents

Select Document to View

Contract Subcontract Agreement

Construction Bid Change Order

Schedule of Values AIA Billing

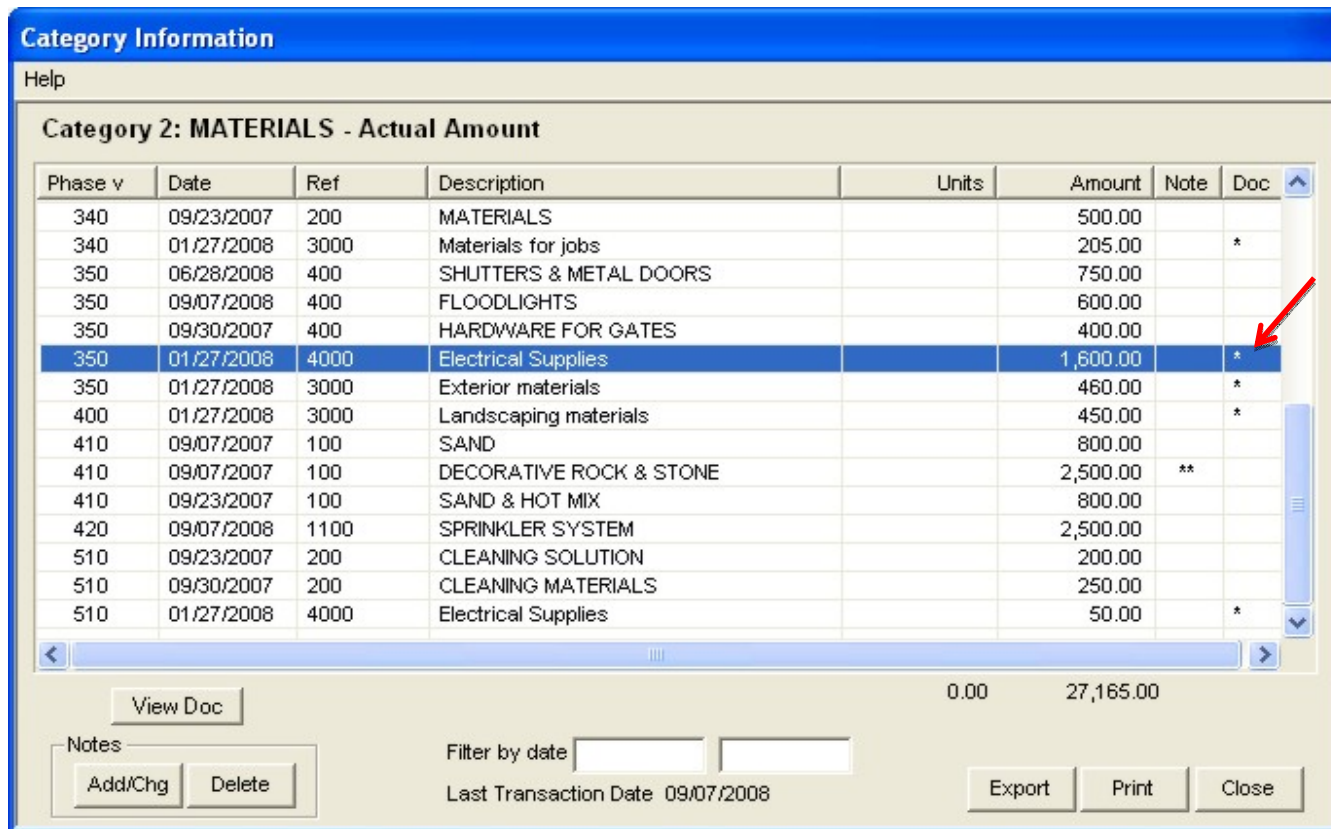
WEEKLY JOB STATUS Contractor Evaluation

Final Materials Certification Example

Cancel

- The Job, Equipment and HR Manager programs will show master file documents
- The field titles of the documents from the User file will be displayed in a menu
- Select the menu option to display the document

Accessing Documents- Manager Programs



The screenshot shows a software window titled "Category Information" with a "Help" button. The main content is a table titled "Category 2: MATERIALS - Actual Amount". The table has columns for Phase v, Date, Ref, Description, Units, Amount, Note, and Doc. A red arrow points to the asterisk in the "Doc" column of the row for "Electrical Supplies".

Phase v	Date	Ref	Description	Units	Amount	Note	Doc
340	09/23/2007	200	MATERIALS		500.00		
340	01/27/2008	3000	Materials for jobs		205.00		*
350	06/28/2008	400	SHUTTERS & METAL DOORS		750.00		
350	09/07/2008	400	FLOODLIGHTS		600.00		
350	09/30/2007	400	HARDWARE FOR GATES		400.00		
350	01/27/2008	4000	Electrical Supplies		1,600.00		*
350	01/27/2008	3000	Exterior materials		460.00		*
400	01/27/2008	3000	Landscaping materials		450.00		*
410	09/07/2007	100	SAND		800.00		
410	09/07/2007	100	DECORATIVE ROCK & STONE		2,500.00	**	
410	09/23/2007	100	SAND & HOT MIX		800.00		
420	09/07/2008	1100	SPRINKLER SYSTEM		2,500.00		
510	09/23/2007	200	CLEANING SOLUTION		200.00		
510	09/30/2007	200	CLEANING MATERIALS		250.00		
510	01/27/2008	4000	Electrical Supplies		50.00		*

At the bottom of the window, there is a "View Doc" button, a "Notes" section with "Add/Chg" and "Delete" buttons, a "Filter by date" field, and a "Last Transaction Date" field showing "09/07/2008". There are also "Export", "Print", and "Close" buttons. A status bar at the bottom shows "0.00" and "27,165.00".

- Documents attached to transactions can be viewed in Job and Equipment Manager
- An asterisk in the Doc column denotes an attached document

Accessing Documents-Visual Link ODBC

- The Visual Link ODBC connection will recognize a record with a document link
- When a query is done the link is available to view the document
- The query has to be setup to contain DMS fields from the VL ODBC dictionary

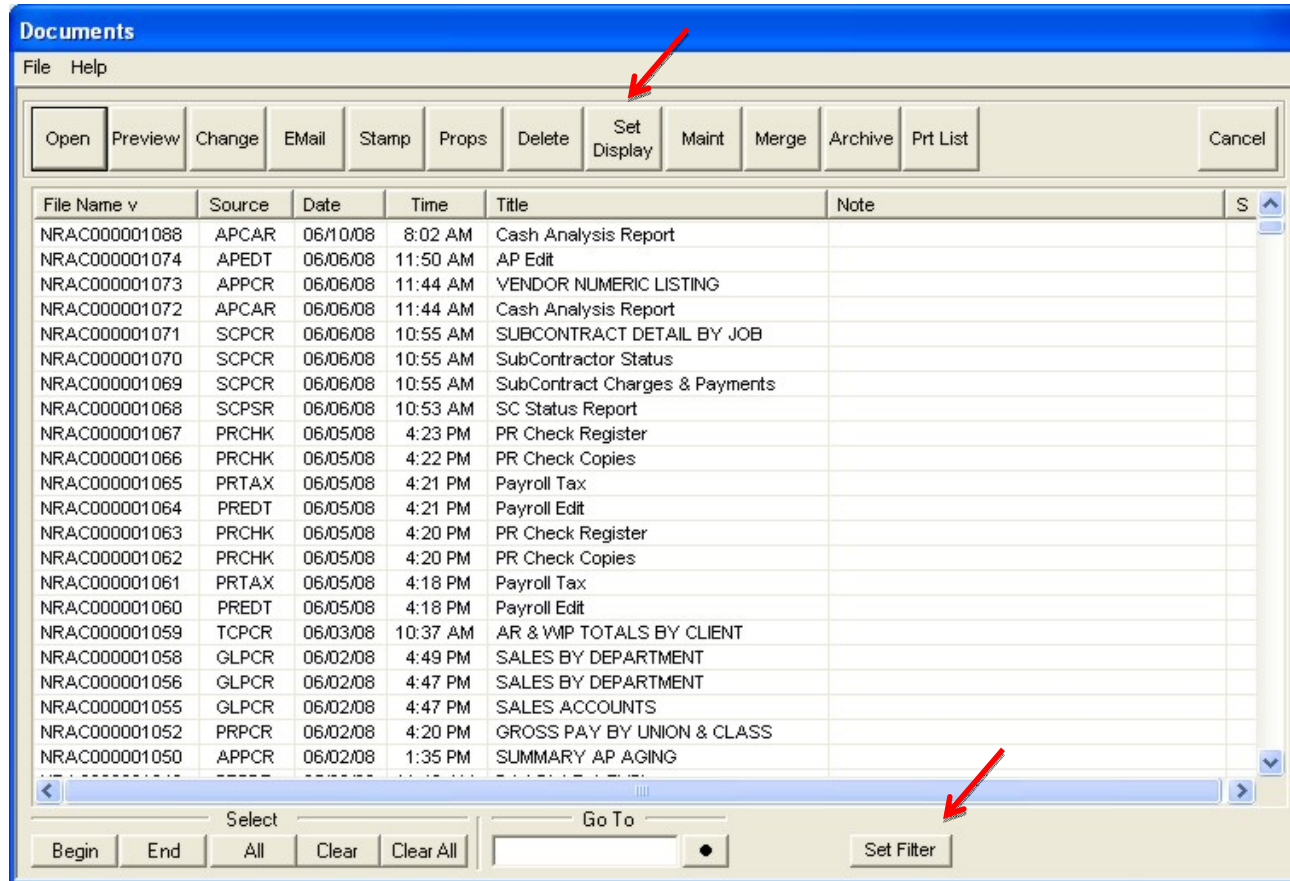
Accessing Documents-Visual Link ODBC

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	JOB	PHASE	CATEGOR	VENDOR	JCDATE	INVOICE	DESCRIPTION	AMOUNT	DMS_KEY	DMU_DOC_PATH	DMU_DOC_PATHDMS_KEY.pdf	
2	88001	340	2	3000	1/27/2006	1051	Materials for jobs	205	NRAC000000013	C:\DATA\NRAC\AP	C:\DATA\NRAC\AP\NRAC000000013.pdf	
3	88001	350	2	4000	1/27/2006	847526	Electrical Supplies	1600	NRAC000000011	C:\DATA\NRAC\AP	C:\DATA\NRAC\AP\NRAC000000011.pdf	
4	88001	350	2	3000	1/27/2006	1049	Exterior materials	460	NRAC000000002	C:\DATA\NRAC\AP	C:\DATA\NRAC\AP\NRAC000000002.pdf	
5	88001	350	3	6000	1/27/2006	1050	Painting materials	450	NRAC000000054	C:\DATA\NRAC\SC	C:\DATA\NRAC\SC\NRAC000000054.pdf	
6	88001	400	2	3000	1/27/2006	1050	Landscaping materials	450	NRAC000000005	C:\DATA\NRAC\AP	C:\DATA\NRAC\AP\NRAC000000005.pdf	
7	88001	510	2	4000	1/27/2006	847526	Electrical Supplies	50	NRAC000000011	C:\DATA\NRAC\AP	C:\DATA\NRAC\AP\NRAC000000011.pdf	
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												

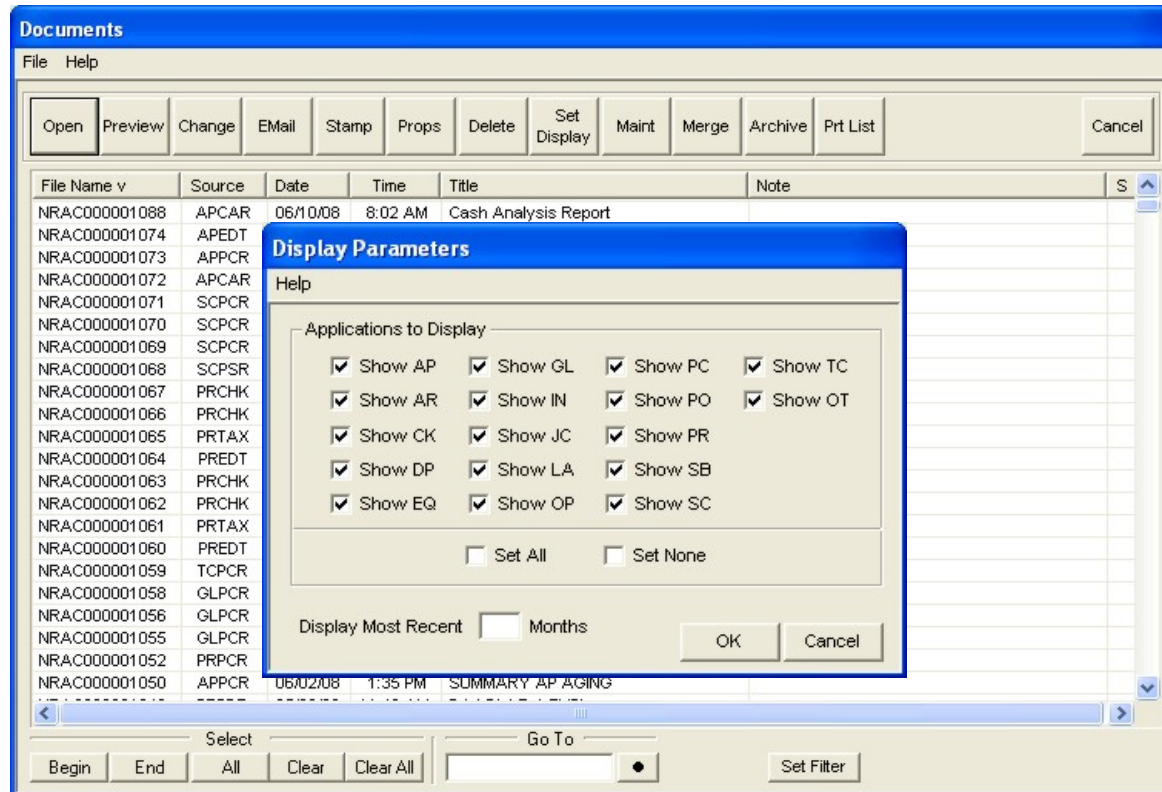
- When the records are viewed in Excel, the hyperlink to each document will be displayed in each cell
- Click on the link to view the document

Accessing Documents- DMS Docs Screen



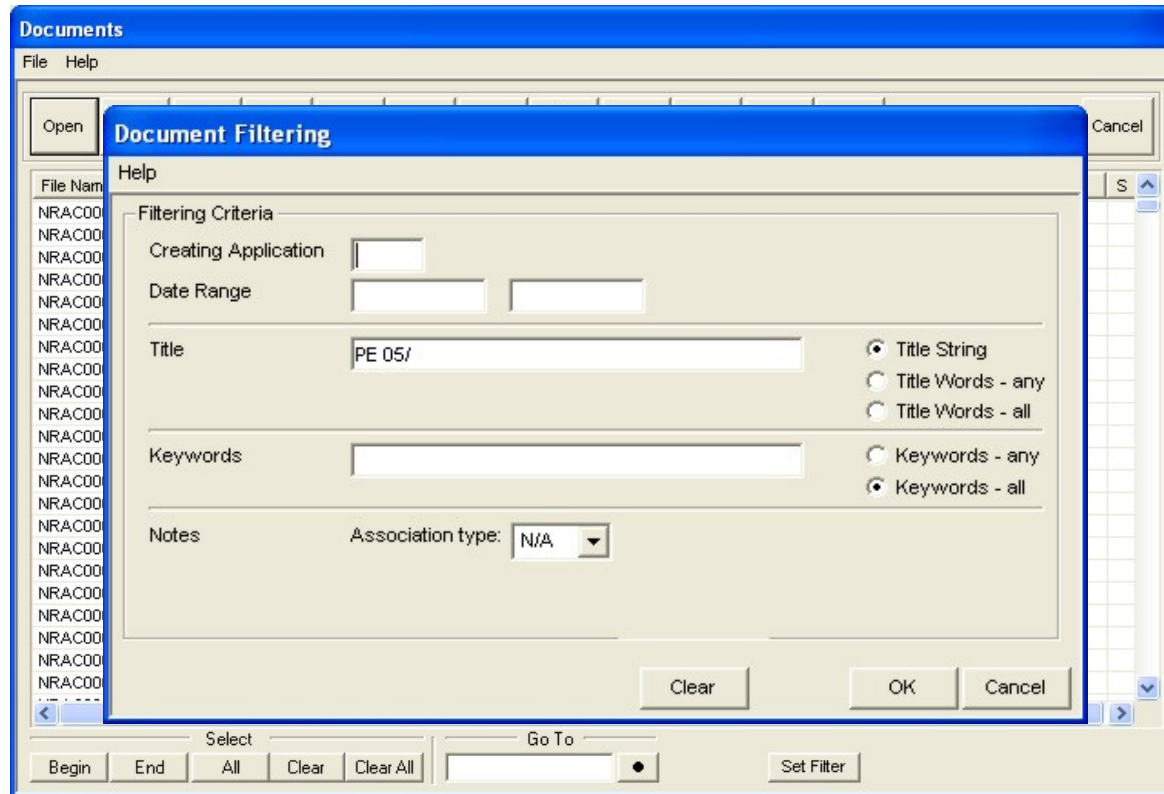
- All documents can be viewed in the DMS Docs screen
- Set Display and Set Filter options are available to assist in locating documents

Accessing Documents- DMS Docs Screen



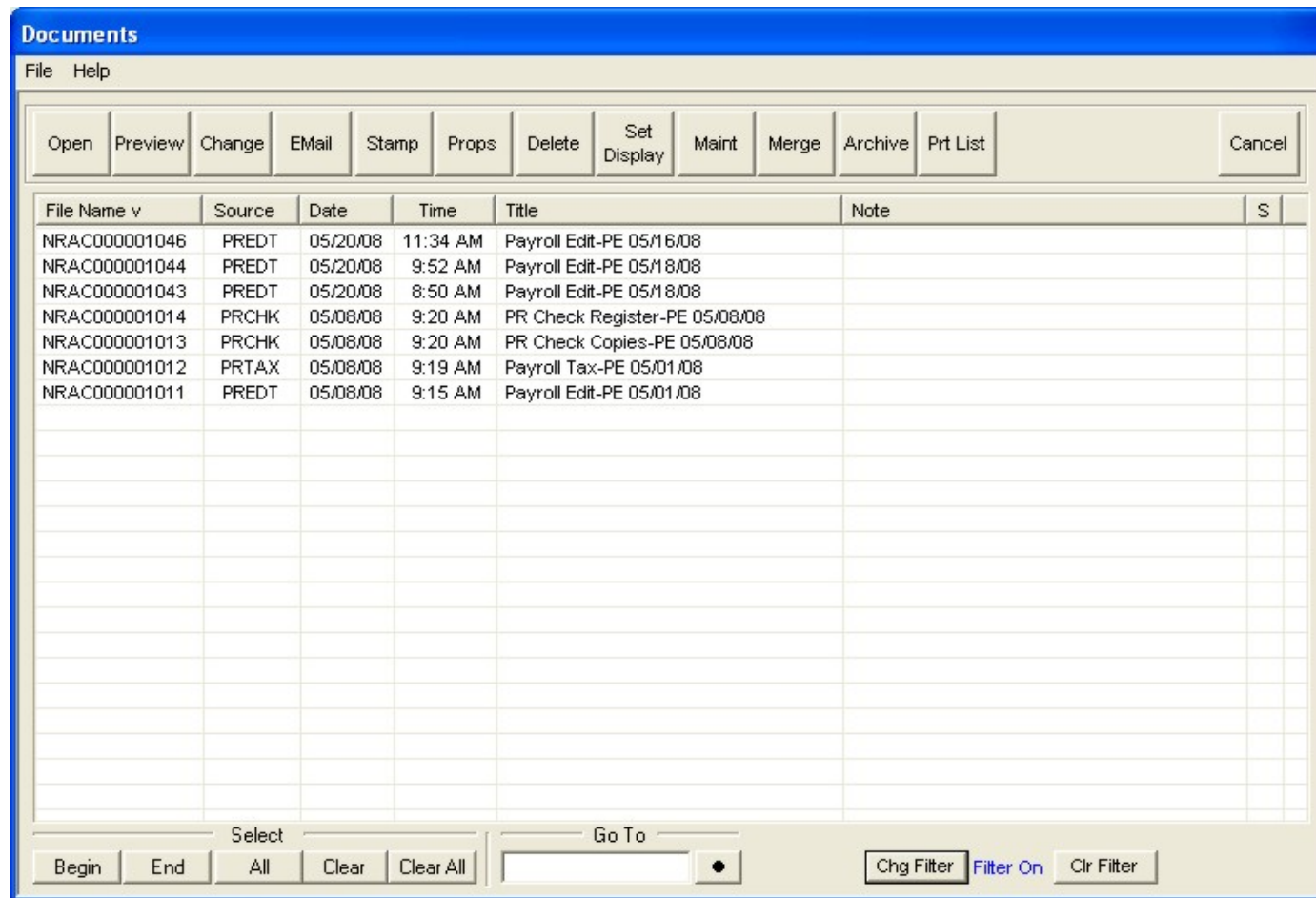
- The Set Display option can be pre-set in the company setup to display specific applications and overridden when searching for documents
- Access to documents will be based on INTERAC Security settings
- Inquiry Only access in INTERAC Security will allow view only of documents

Accessing Documents- DMS Docs Screen



- Set Filter will prompt for specific selection criteria by application, date, title, keywords, notes or any combination

Accessing Documents- DMS Docs Screen



- The search will then display only the documents based on the filter options

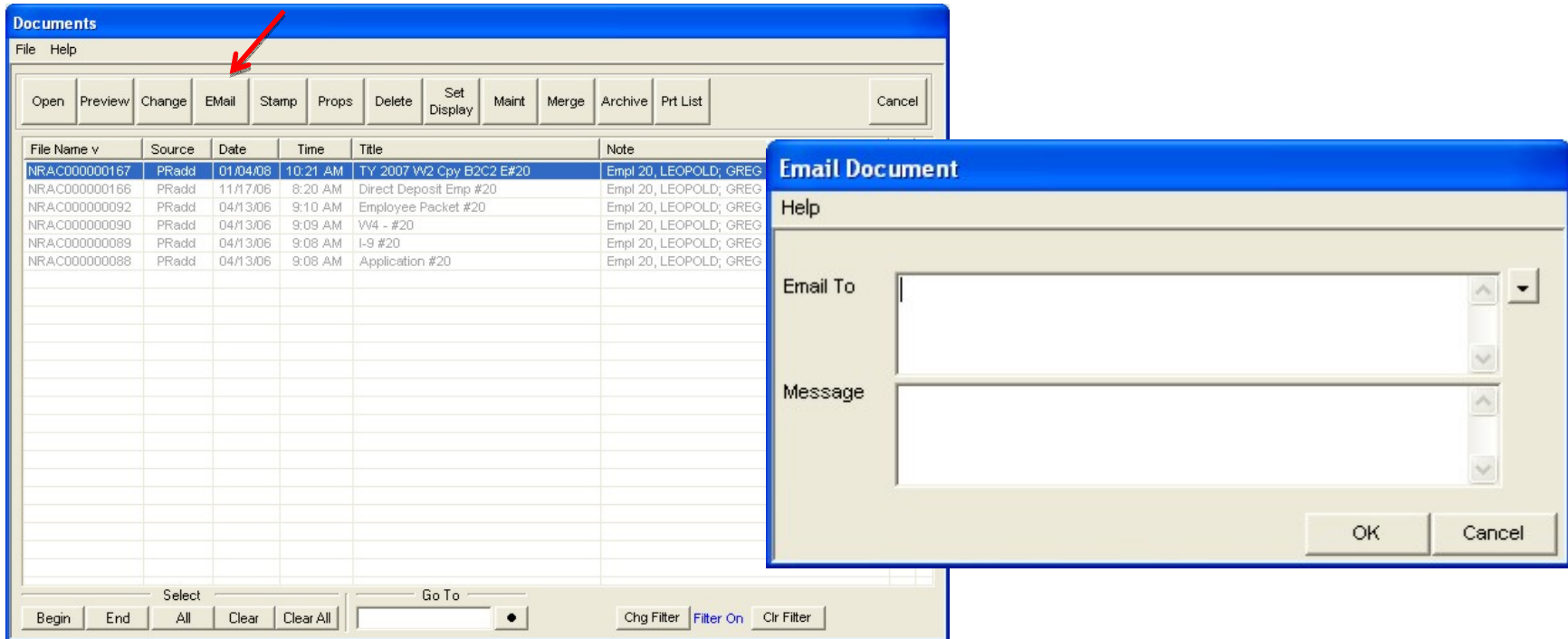
Distributing Documents via E-mail

- Documents can be e-mailed as attachments from Master File Maintenance, the DMS Docs screen or when created
- DMS documents are e-mailed directly from the mail server, bypassing the e-mail client
- E-mailing can be done from Terminal Services or a PC without an e-mail client installed
- Only users set up in the DMS e-mail server can e-mail
- The sender of the e-mail will be based on the user's login
- The mail server information and sender addresses are set-up under DMS
- The Outlook address book can be linked to DMS in the set-up for recipient's addresses

Distributing Documents via E-mail

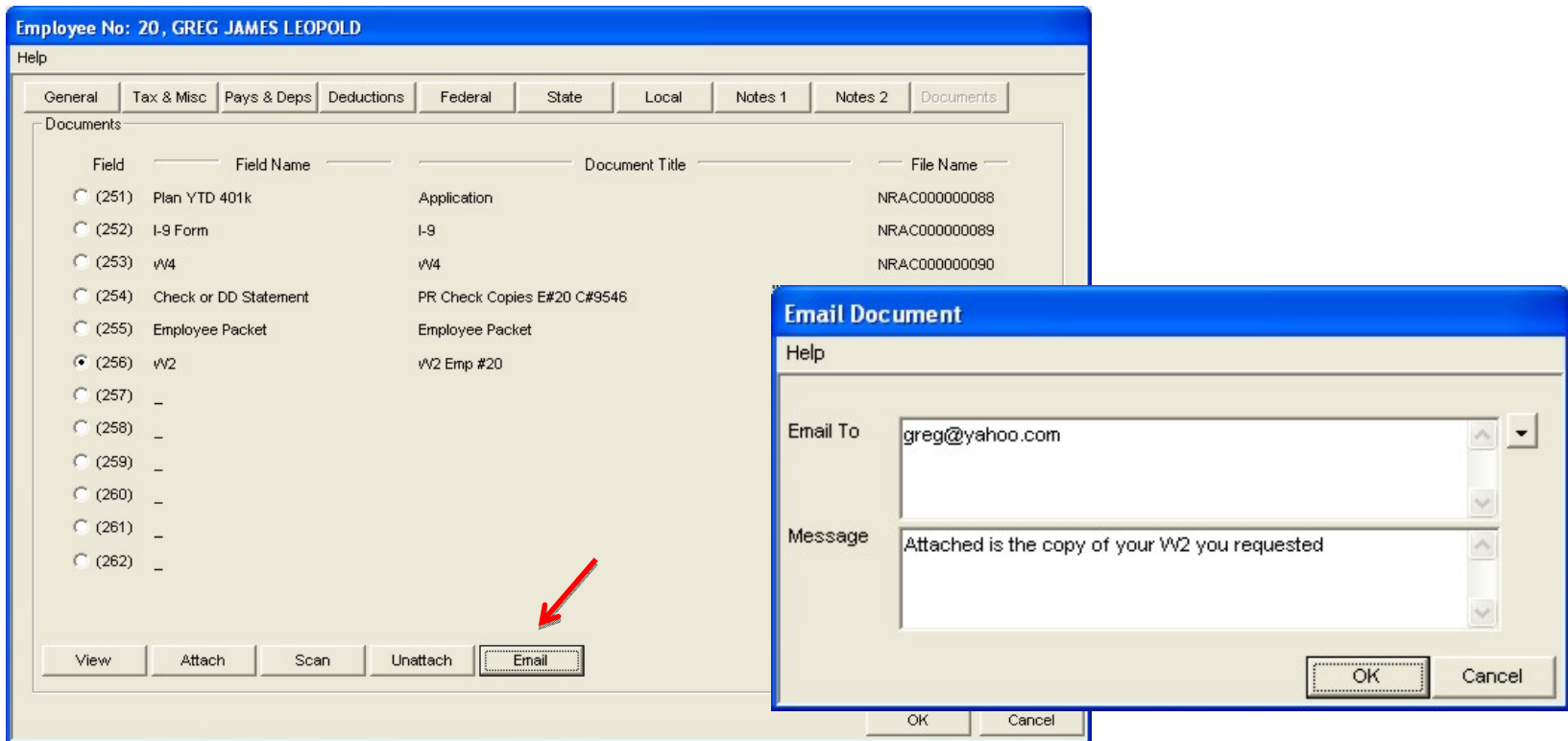
- All documents can be e-mailed
- E-mail reports at the time of creation
- Job Stream can be used to automate e-mailing of reports
- Automatically e-mail AP and PR Direct Deposit Statements by setting options in the User & Master files
- Automatically e-mail AR Statements

Distributing Documents via E-mail



- To e-mail from DMS Docs screen, select the document and then click on the e-mail button
- A selection box allows entry or selection of the recipient's address and a message
- A lookup of the Outlook or Outlook Express address book is available
- The document title will be the e-mail subject line and a message can be entered

Distributing Documents via E-mail



- From Master File Maintenance, select the document and click on the e-mail button
- The recipient's address will pre-fill in AP, AR and PR if it has been entered in the master file record

Distributing Documents via E-mail

Output Selection

Print To

Printer

Doc Manager

Both

Landscape

Legal

Retention

Indefinitely

Change

Printer

Document Manager

Title: Payroll Edit-PE 06/15/09

Keywords: 2Q 2009

Password: **** Confirm: ****

EMail To: danc@intersoftsystems.com

Message: Please check this week's PR before I proceed.

OK Cancel

- All print routines within INTERAC can e-mail as well as print documents
- The title of the report defaults as the e-mail subject line
- The addresses can be entered or selected from the address book
- A message can be entered for the e-mail

Distributing Documents via E-mail

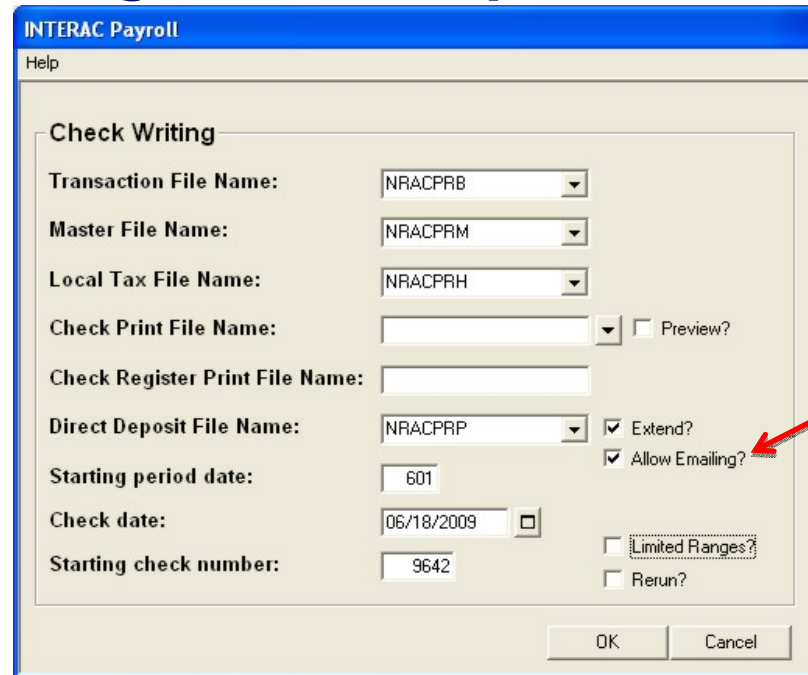
E-mailing Direct Deposit Statements

The image shows two overlapping windows from an HR software application. The top window is titled 'NRACPRUJ' and has a 'Help' menu. It contains various settings for printing and distribution. A red box highlights the '(71) Print Stubs Only' field, where the 'Special Direct Dep' radio button is selected, and the 'Special Direct Dep - DMS Only' option is chosen. The bottom window is titled 'Employee No: 20, LEOPOLD; GREG JAMES' and shows employee details. In the 'Documents' tab, the '(24) E-mail Direct Deposit' dropdown menu is open, with 'E-mail' selected. A red arrow points to this selection.

- In PR, select the Special Direct Dep – DMS Only option
- Enter an e-mail address in the employee master file
- Select E-mail or Both for print option in PRM

Distributing Documents via E-mail

E-mailing Direct Deposit Statements



The screenshot shows the 'INTERAC Payroll' dialog box with the 'Check Writing' tab selected. The 'Direct Deposit File Name' is set to 'NRACPRP'. The 'Starting period date' is '601' and the 'Check date' is '06/18/2009'. The 'Starting check number' is '9642'. The 'Allow E-mailing?' checkbox is checked and highlighted with a red arrow. Other options include 'Extend?', 'Limited Ranges?', and 'Rerun?'. The 'OK' and 'Cancel' buttons are at the bottom.

- Select the Allow E-mailing option on the check screen
- All the setup is done in the Employee or Vendor record
- No additional e-mailing information has to be entered on the Output selection screen

Distributing Documents via E-mail

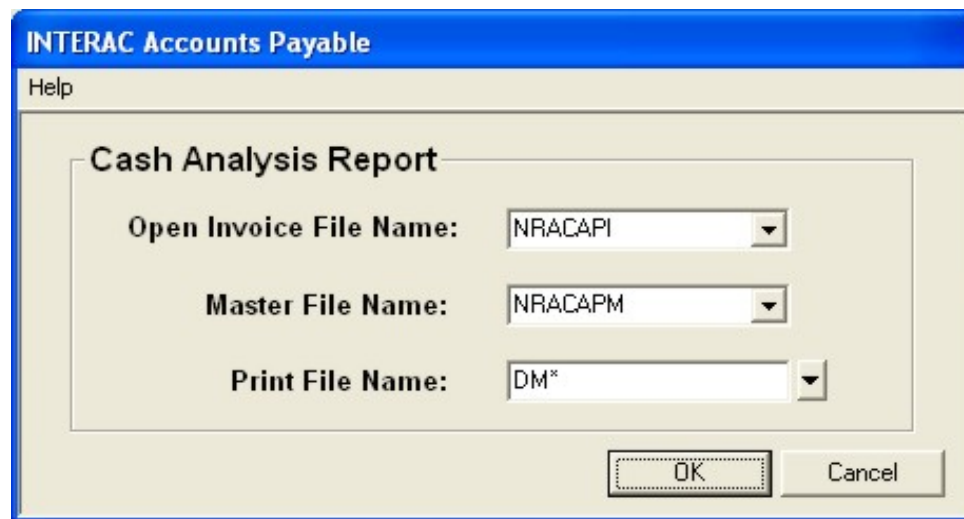
E-mailing Direct Deposit Statements

The image shows two overlapping software windows. The background window is the 'Vendor No: 100, OREGON ASHPALT' master file. It has tabs for 'General', 'Accums', 'Documents', and 'Notes'. The 'General' tab is active, showing fields for Vendor Name, Address (1), Address (2), City, State, Zip Code, Phone Number, Contact Name, E-mail, and E-mail Direct Deposit. A red arrow points to the 'E-mail' dropdown menu, which is open and shows 'Email' selected. The foreground window is 'INTERAC Accounts Payable' with a 'Check Writing' sub-window. It contains fields for 'Invoice File Name', 'Master File Name', 'Check Print File Name', 'Check Register Print File Name', and 'Direct Deposit File Name'. There are also checkboxes for 'Preview?', 'Extend?', and 'Allow E-mailing?'. A red arrow points to the 'Allow E-mailing?' checkbox, which is checked. Both windows have 'OK' and 'Cancel' buttons at the bottom.

- In AP, enter an e-mail address in the vendor master file
- Select E-mail or Both for print option in APM
- Select the Allow E-mailing option on the check screen

Distributing Documents via E-mail

Creating a print task in Job Stream



The screenshot shows a dialog box titled "INTERAC Accounts Payable" with a "Help" link. The main content is a "Cash Analysis Report" section containing three dropdown menus: "Open Invoice File Name" (set to NRACAPI), "Master File Name" (set to NRACAPM), and "Print File Name" (set to DM*). At the bottom right are "OK" and "Cancel" buttons.

- To print a report to DMS in JS, enter DM* in the Print File Name
- The Output Selections box will be displayed

Distributing Documents via E-mail

Creating a print task in Job Stream

Output Selection

Print To

Printer

Doc Manager

Both

Landscape

Legal

Retention

Indefinitely

Change

Printer

Document Manager

Title AP CASH ANALYSIS

Keywords

Password **** Confirm ****

E-Mail To bettym@intersoftsystems.com danc@intersoftsystems.com paulc@intersoftsystems.com timl@intersoftsystems.com

Message Latest AP

OK Cancel

- The Output Selection box will automatically be activated in the Job Stream design
- Enter all desired information including e-mailing information

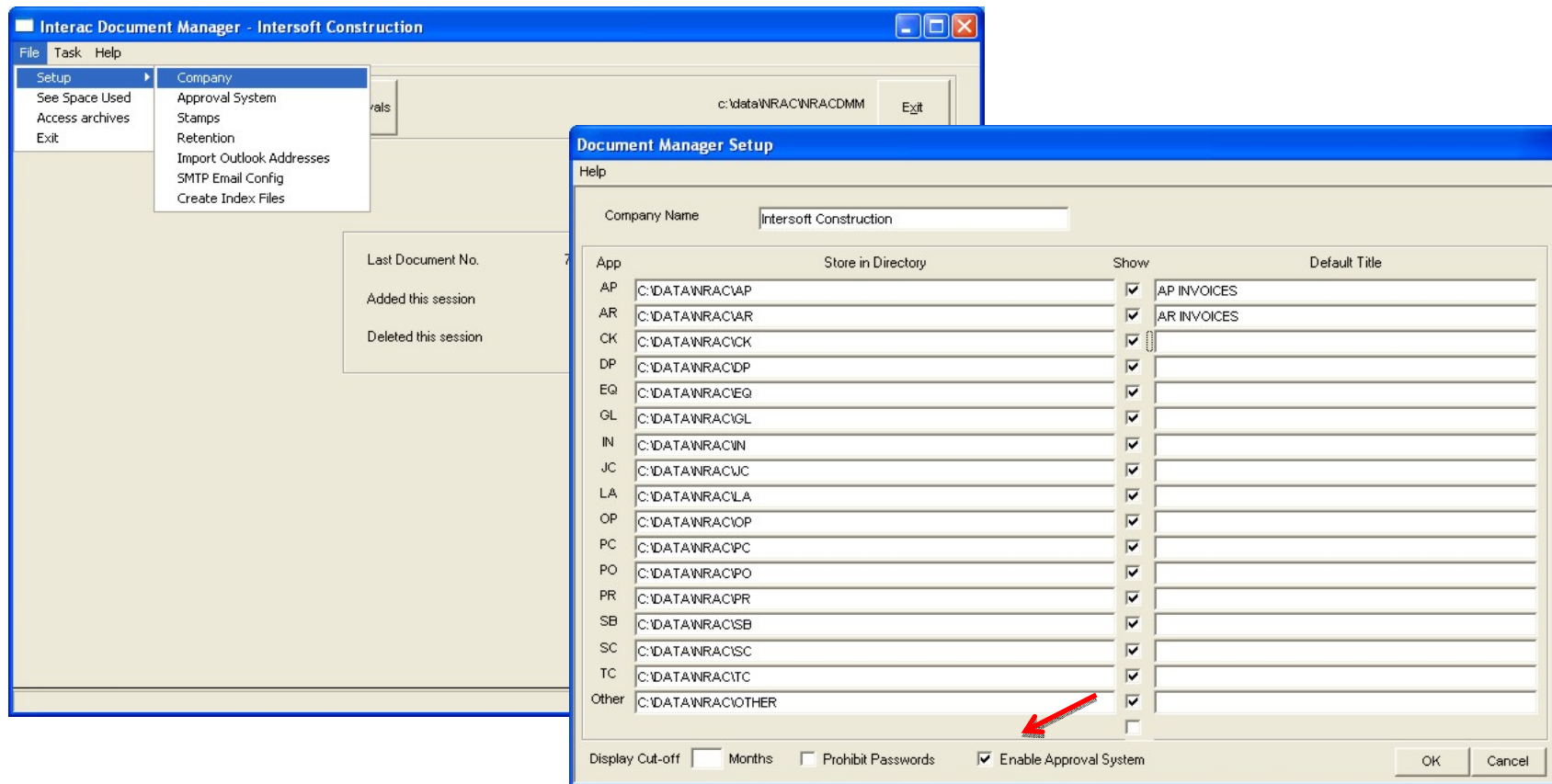
DMS Approval System

- The DMS Approval System is an optional component of the Document Management System, designed to give users more control over how and when AP invoices are added to the DMS database
- This option provides the ability to setup “approval” users who want to review, code and/or approve invoices before the documents are entered into DMS for processing
- User logins are setup to provide different levels of access for users
 - Full DMS, Scan, Approval, Transfer, View and Admin
- Working directory folders are established for each approval user to contain only their scanned documents
- Once logged in, the approval user can view, stamp and distribute the document and release it to DMS.
- Once the document is released, it will reside in the DMS database and be available for further processing

DMS Approval System

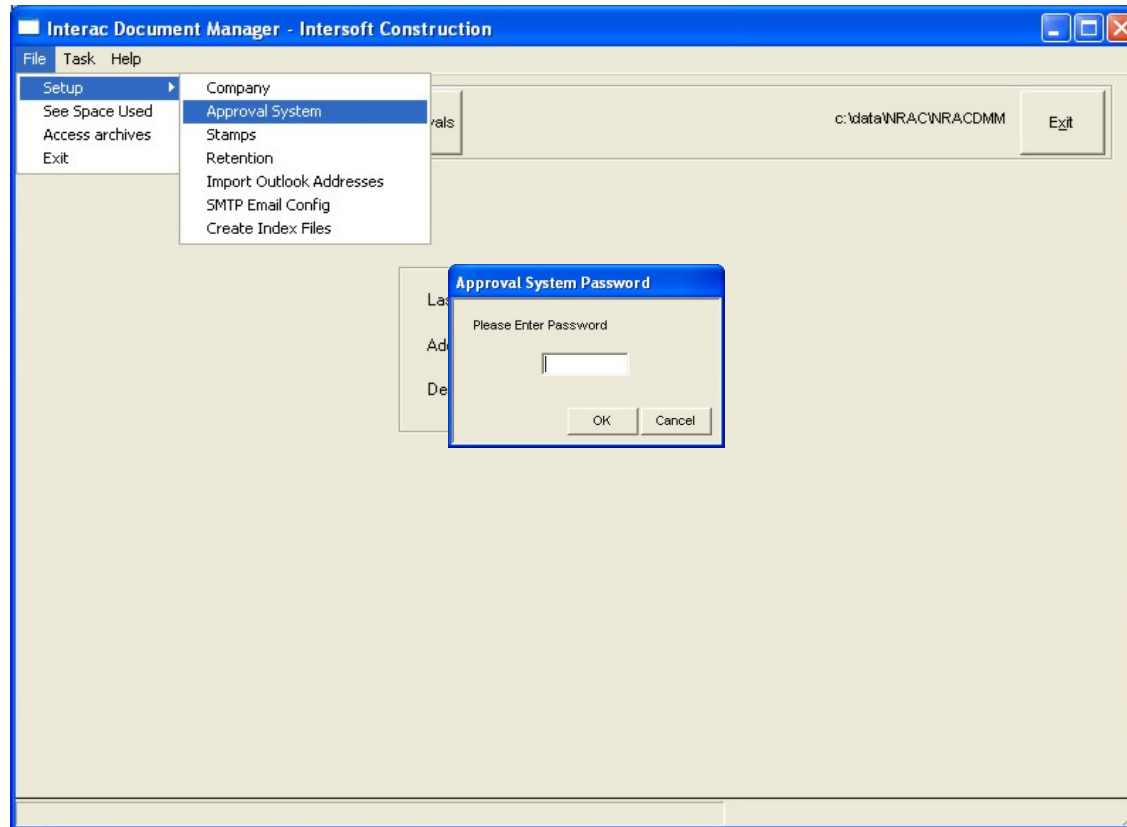
- The DM Notify option in the DMS Approval System provides an easy method of notifying Approval System users when new documents have been added to their approval folder
- DM Notify will automatically send an e-mail to each user at a specified time each day when there are new documents pending for approval
- The DM Notify option must first be configured and then it must be actively running on the server at all times
- The SMTP E-mail option in DMS must be configured before the DM Notify e-mailing will function

DMS Approval System



- The Approval system is enabled on the Company Setup screen

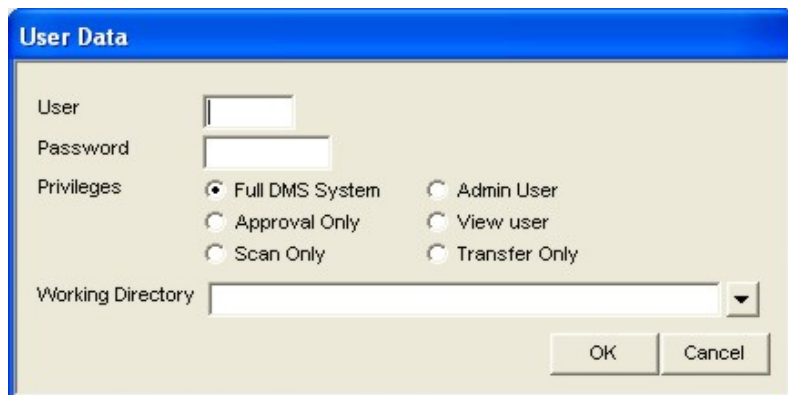
DMS Approval System



- Enter the pre-set password
- The User Data screen will be displayed

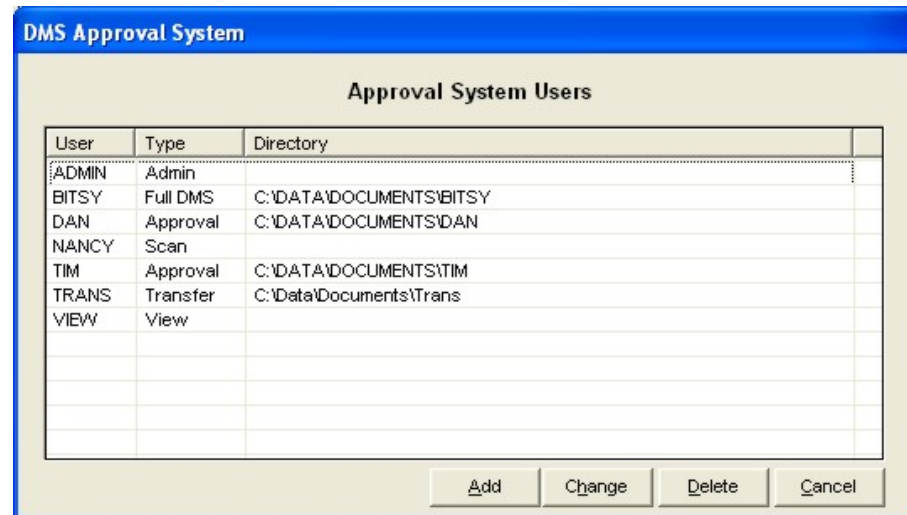
DMS Approval System

User Setup



The 'User Data' dialog box contains the following fields and options:

- User: [Text Input]
- Password: [Text Input]
- Privileges:
 - Full DMS System
 - Approval Only
 - Scan Only
 - Admin User
 - View user
 - Transfer Only
- Working Directory: [Text Input]
- Buttons: OK, Cancel



The 'DMS Approval System - Approval System Users' dialog box displays a table of users with the following data:

User	Type	Directory
ADMIN	Admin	
BITSY	Full DMS	C:\DATA\DOCUMENTS\BITSY
DAN	Approval	C:\DATA\DOCUMENTS\DAN
NANCY	Scan	
TIM	Approval	C:\DATA\DOCUMENTS\TIM
TRANS	Transfer	C:\Data\Documents\Trans
VIEW	View	

Buttons: Add, Change, Delete, Cancel

Full Full DMS access including approval

Approval Only approval functions

Scan Only scanning into approval

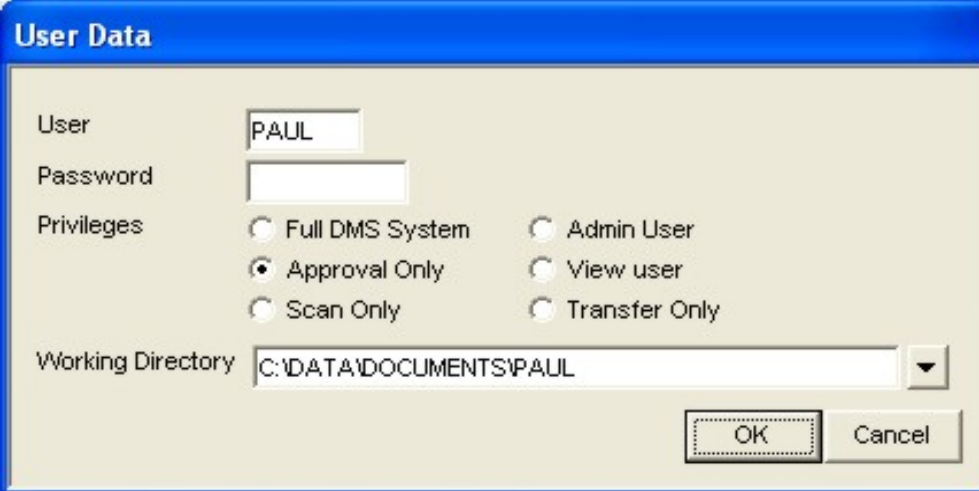
Admin View all docs in approval, transfer & release

View View only for all approval docs

Transfer Transfer documents to other approval users, no release

DMS Approval System

User Setup



The image shows a 'User Data' dialog box with the following fields and options:

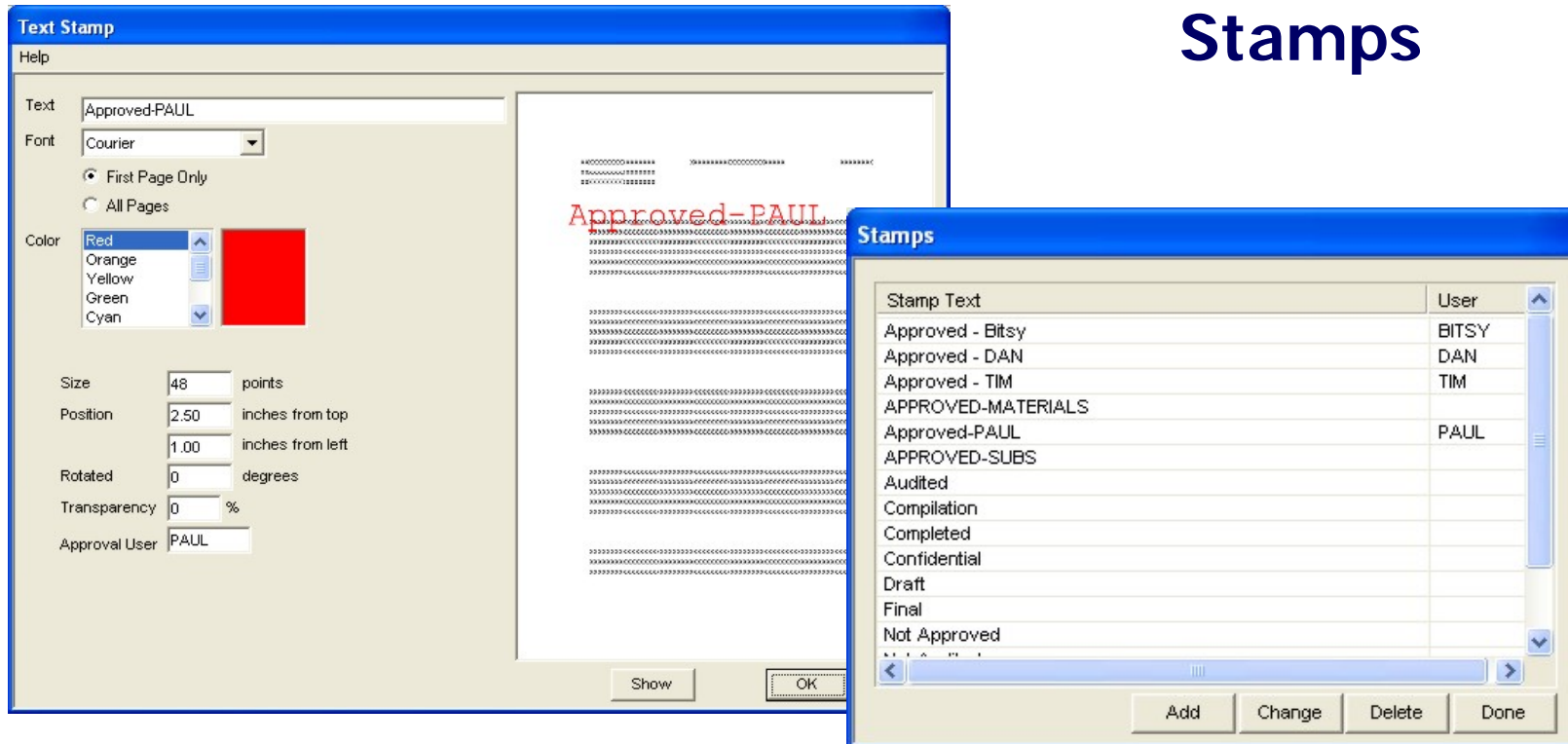
- User: PAUL
- Password: (empty)
- Privileges:
 - Full DMS System
 - Approval Only
 - Scan Only
 - Admin User
 - View user
 - Transfer Only
- Working Directory: C:\DATA\DOCUMENTS\PAUL

Buttons: OK, Cancel

- Full, Approval and Transfer users must have a Working Directory for the Approval system to temporarily store the documents until they are released into DMS
- Admin, View & Scan user will not have a Working Directory

DMS Approval System

Stamps



- Stamps may be designated for specific Approval system users and are only accessible for that user

DMS Approval System

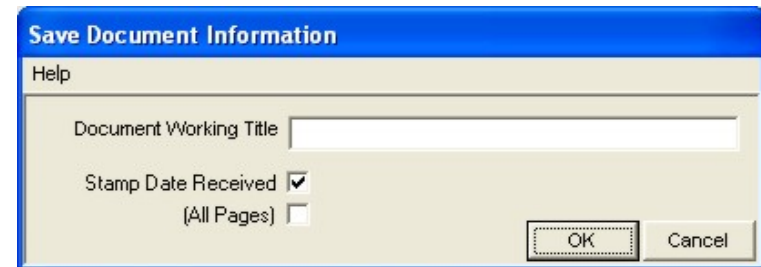
Scan User



The 'DMS User' dialog box has a blue title bar and a light beige background. It contains a 'Please Log In' label, a 'User' field with 'SCAN' entered, and an empty 'Password' field. At the bottom are 'OK' and 'Cancel' buttons.



The 'Scan To' dialog box has a blue title bar and a light beige background. It features a 'Help' link, a 'Scan To' label, and a 'User' dropdown menu. The dropdown is open, showing a list of names: 'BITSY', 'DAN', 'PAUL', and 'TIM'. 'BITSY' is selected. 'OK' and 'Cancel' buttons are at the bottom.

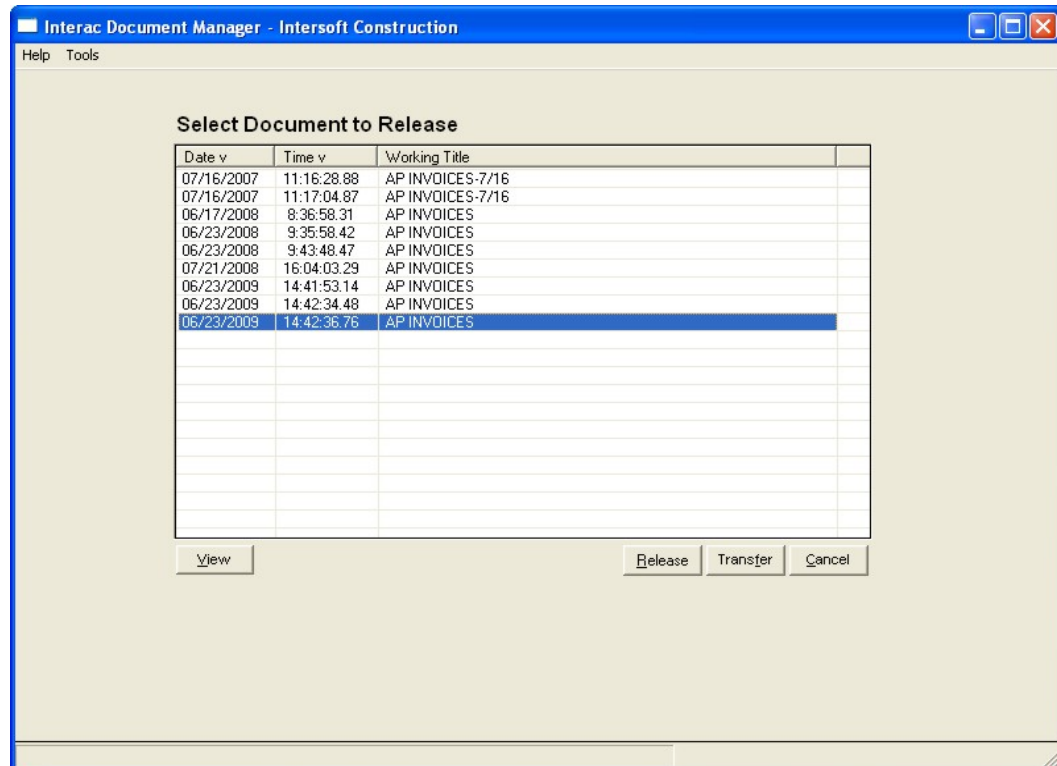


The 'Save Document Information' dialog box has a blue title bar and a light beige background. It includes a 'Help' link, a 'Document Working Title' text box, a 'Stamp Date Received' checkbox which is checked, and an '(All Pages)' checkbox which is unchecked. 'OK' and 'Cancel' buttons are at the bottom right.

- Login as a scan user and a list of Approval users will be displayed
- Select the user and a screen will prompt for document information
- A working title can be entered, or if left blank, the default title will be used
- The system's date can be automatically stamped on the document
- Scanned document are stored in the user's working directory
- Pdf files can be added by the scan user
- Documents won't be moved to DMS until they are released by an approval user

DMS Approval System

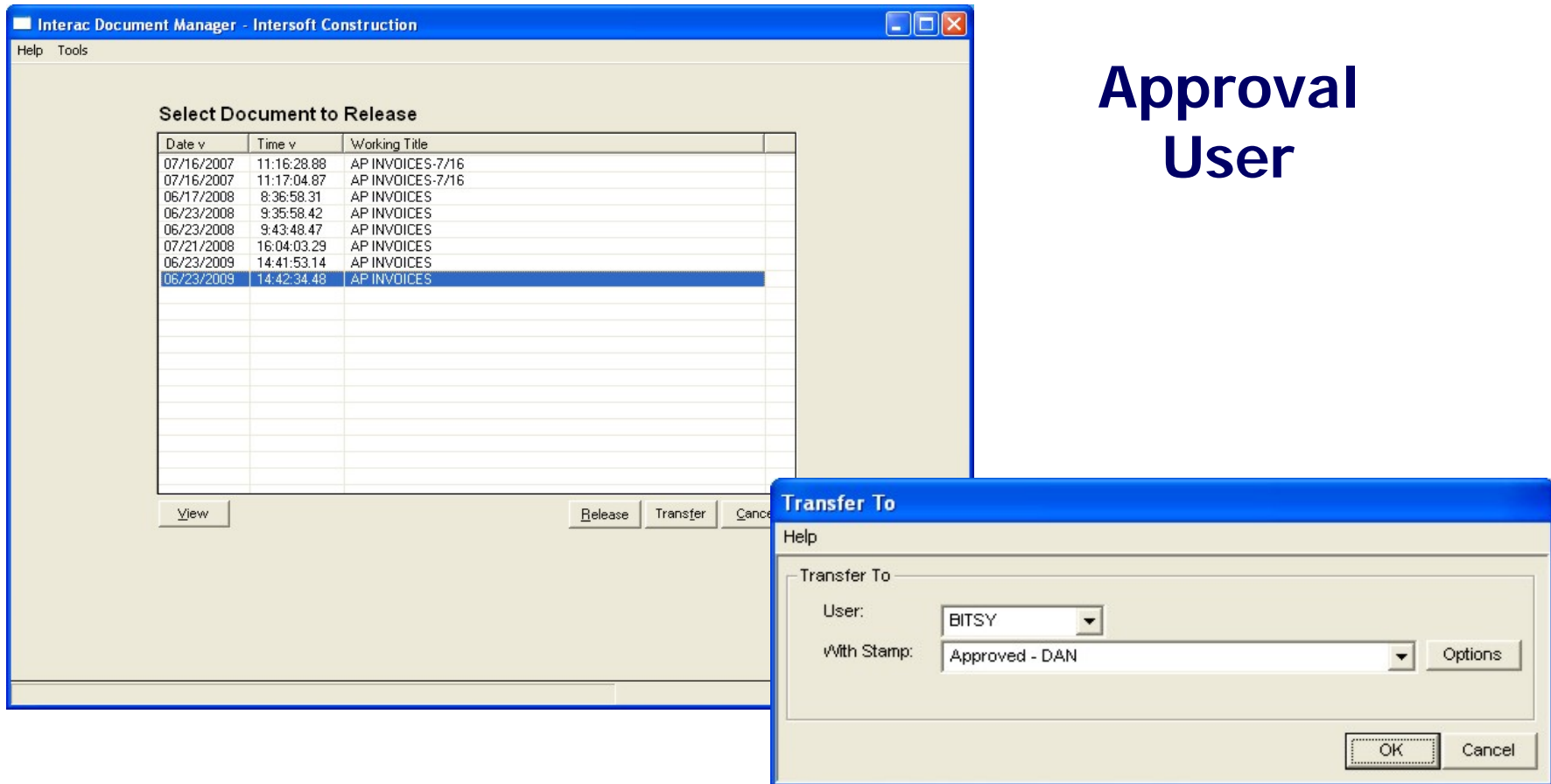
Approval User



- When an Approval user logs in, a screen displaying all of their unreleased documents is displayed
- Documents can be viewed, transferred to another approval user or released into DMS

DMS Approval System

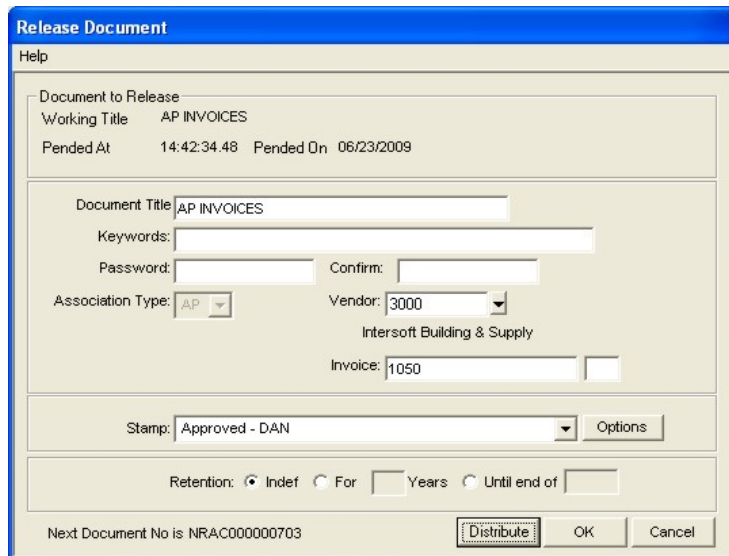
**Approval
User**



**Transfer will prompt to select which approval user to transfer the document
A stamp can be selected from the list or added**

DMS Approval System

Approval User



Release Document

Help

Document to Release
Working Title AP INVOICES
Pended At 14:42:34.48 Pended On 06/23/2009

Document Title AP INVOICES
Keywords:
Password: Confirm:
Association Type: AP Vendor: 3000
Intersoft Building & Supply
Invoice: 1050

Stamp: Approved - DAN Options

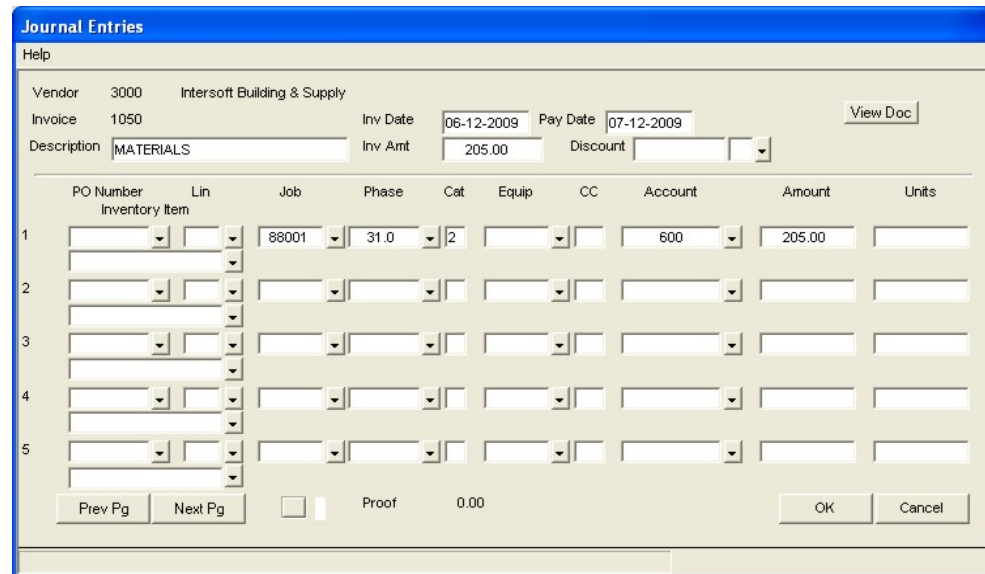
Retention: Indef For Years Until end of

Next Document No is NRAC000000703

Release will send the document into the active DMS system

It's suggested, but not required to code at least the Vendor & Invoice #'s

Distribute allows complete coding of the invoice



Journal Entries

Help

Vendor 3000 Intersoft Building & Supply
Invoice 1050 Inv Date 06-12-2009 Pay Date 07-12-2009 View Doc
Description MATERIALS Inv Amt 205.00 Discount

PO Number	Lin	Job	Phase	Cat	Equip	CC	Account	Amount	Units
1		88001	31.0	2			600	205.00	
2									
3									
4									
5									

Prev Pg Next Pg Proof 0.00

Any data coded at this point will be electronically written into the document and will be retrieved when attaching during JRN

DMS Approval System

Interac Document Manager - Intersoft Construction

File Help

Open Preview Change EMail Stamp Props Delete Set Display Maint Merge Archive Prt List Refresh Cancel

File Name v	Source	Date	Time	Title	Note	S
NRAC00000703	APapv	06/23/09	2:47 PM	AP INVOICES	Vnd 3000, Inv 1050, Intersoft Building &	
NRAC00000700	APapv	06/10/09	10:23 AM	AP INVOICES	Vnd 4000, Inv 8954122, Intersoft Electri	x
NRAC00000699	APapv	06/10/09	10:21 AM	AP INVOICES	Vnd 4000, Inv 6321, Intersoft Electrical	
NRAC00000698	APapv	06/10/09	10:21 AM	AP INVOICES	Vnd 3000, Inv 45120, Intersoft Building	
NRAC00000697	APUPD	06/09/09	4:48 PM	AP Update		
NRAC00000696	APEDT	06/09/09	4:45 PM	AP Edit		
NRAC00000617	APCAR	12/16/08	10:26 AM	Cash Analysis Report		
NRAC00000616	APCAR	12/16/08	10:17 AM	Cash Analysis Report		
NRAC00000615	APCAR	12/16/08	10:17 AM	Cash Analysis Report		
NRAC00000614	APCAR	12/16/08	10:16 AM	Cash Analysis Report		
NRAC00000611	APCAR	10/31/08	1:32 PM	Cash Analysis Report		
NRAC00000574	APapv	08/13/08	9:34 AM	AP INVOICES	Vnd 5000, Inv 1053, Interac Equipment Su	x
NRAC00000572	APadd	08/13/08	9:27 AM	INVOICES	Vnd 3000, Inv 1053, Intersoft Building &	
NRAC00000564	HMRUN	07/31/08	11:14 AM	HR Manager Summary - 20		
NRAC00000563	APPCR	07/25/08	9:22 AM	VENDOR NUMERIC LISTING		
NRAC00000555	APUPD	04/23/08	9:06 AM	AP Update		
NRAC00000549	APapv	03/05/08	1:09 PM	AP INVOICES-7/16		x
NRAC00000548	APCAR	03/04/08	3:01 PM	Cash Analysis Report-02/29/08		x
NRAC00000546	APapv	02/28/08	1:22 PM	AP INVOICES	Vnd 3000, Inv 1051, Intersoft Building &	
NRAC00000545	APscn	02/28/08	1:18 PM	AP INVOICES	Vnd 3000, Inv 1051, Intersoft Building &	
NRAC00000544	APscn	02/28/08	1:14 PM	AP INVOICES	Vnd 4000, Inv 1050, Intersoft Electrical	
NRAC00000543	APscn	02/28/08	1:13 PM	AP INVOICES	Vnd 3000, Inv 1049, Intersoft Building &	x
NRAC00000521	APadd	11/02/07	2:05 PM	INVOICES-874526	Vnd 3000, Inv 847526, Intersoft Building	

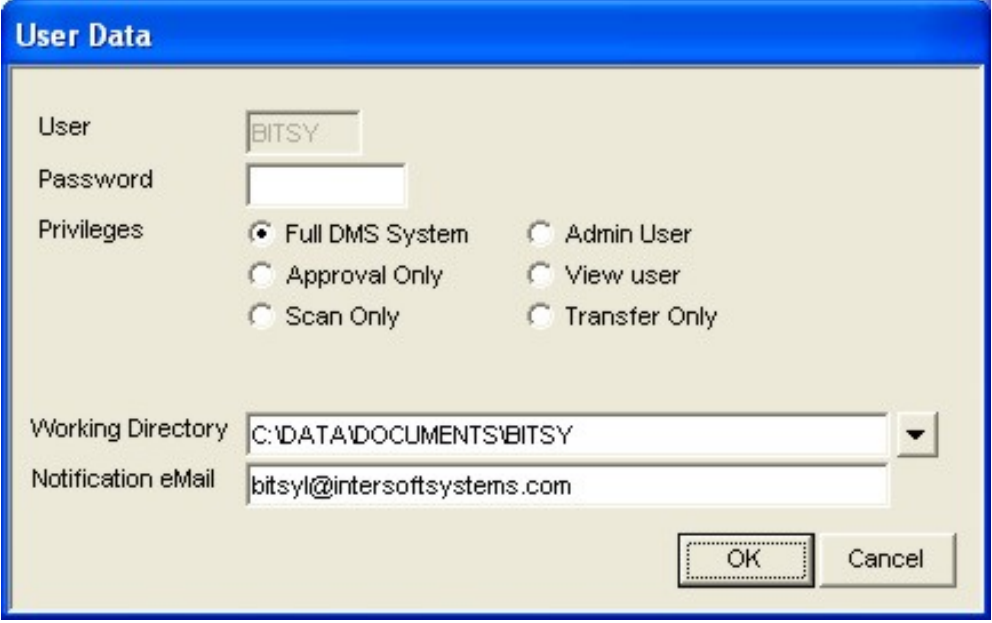
Select: Begin End All Clear Clear All Go To: [] Set Filter

- Documents released into DMS from the Approval system are displayed in purple
- Documents that are coded will display in blue

DMS Approval System

DM Notify

The DM Notify will automatically send an e-mail notification each day when new documents are added

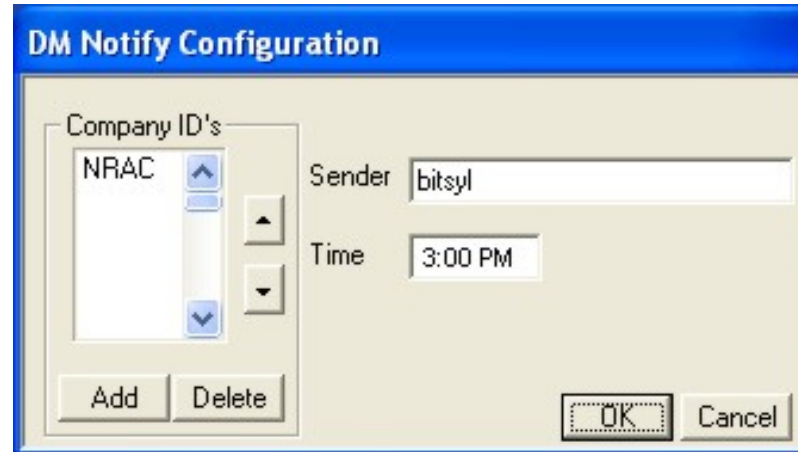
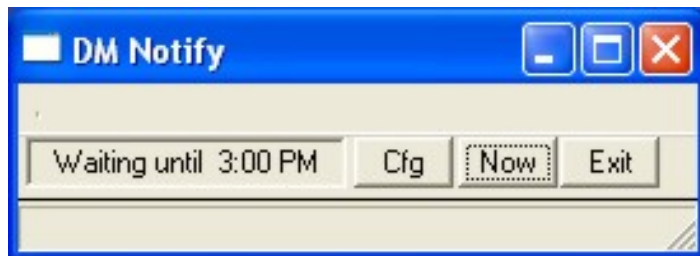


The image shows a 'User Data' dialog box with the following fields and options:

- User: BITSY
- Password: [Empty]
- Privileges: Full DMS System, Admin User, Approval Only, View user, Scan Only, Transfer Only
- Working Directory: C:\DATA\DOCUMENTS\BITSY
- Notification eMail: bitsyl@intersoftsystems.com
- Buttons: OK, Cancel

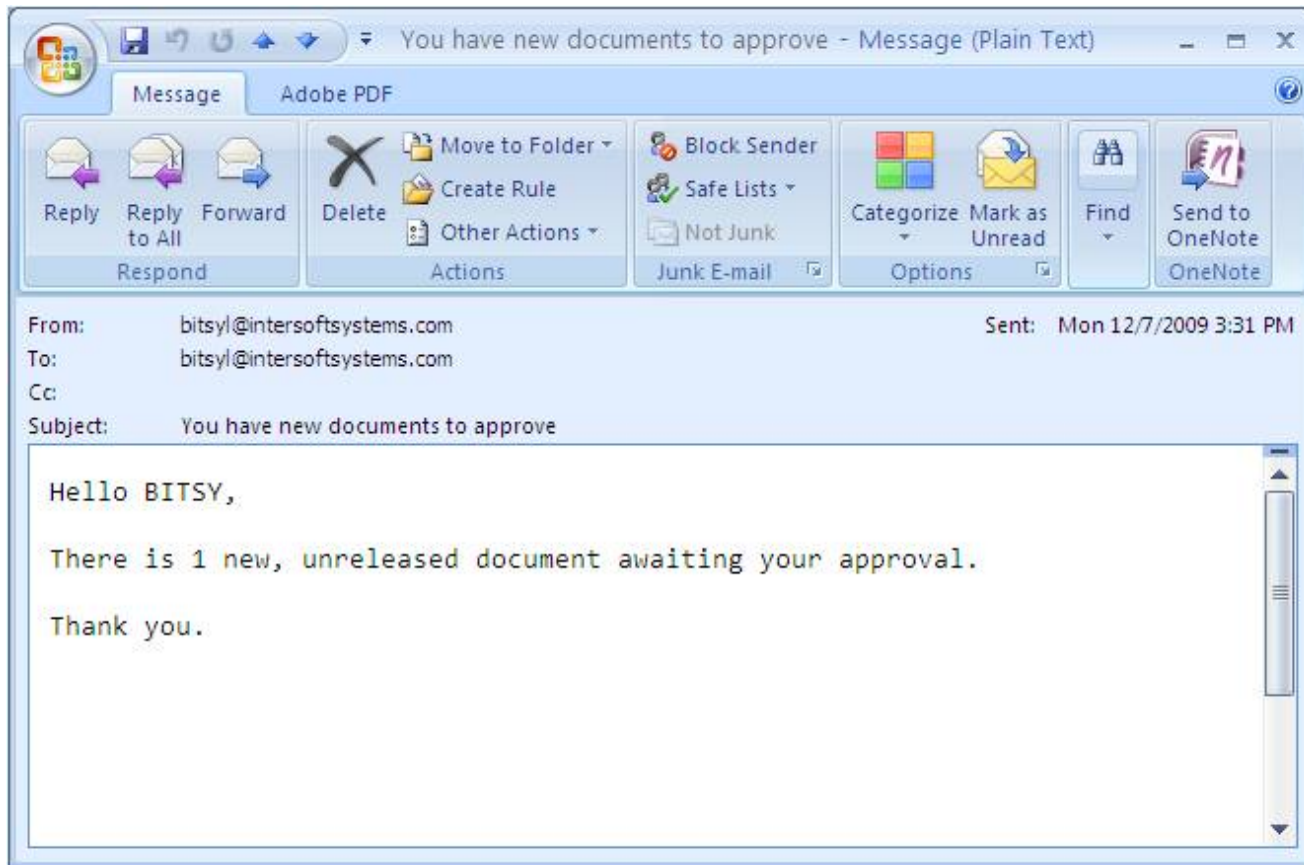
- In the DMS Approval user setup screen, enter the approval user's e-mail address

DMS Approval System



- Initiate the DM Notify program and select the Now button to configure
- For each Company ID, enter the e-mail sender's ID from the SMTP setup and the time each day to send the notification e-mail
- The DM Notify program must remain running on the server in order for the e-mails to be sent

DMS Approval System



- An e-mail will be sent once a day if new documents have been put into the approval user's inbox

The background of the slide is a light-colored collage. It features a large, semi-transparent clock face with numbers 1 through 12. Overlaid on the clock are several US dollar bills, including a \$100 bill and a \$10 bill, which are also semi-transparent. The overall aesthetic is professional and financial.

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