equisys

ZETADOCS ®

Capture. Deliver. Share.

Document management and delivery software

Zetadocs for Microsoft Dynamics NAV

"Each day we are saving at least 2 working hours with Zetadocs. This equates to 1 week in every month. I know have more time to chase the debts, sort out any finance issues, and support the rest of the finance team."

Debbie Tabrett, Credit Control Manager, Man and Machine Ltd.

The costs of handling documents:

- Ineffective filing and retrieval— it costs $22.50 just to file a piece of paper and $750 a year rental space for a single filing cabinet (Gartner)
- Cost of postage and packaging— 5% of company revenue is spent on document production (IDC)
- Poor access to information—up to 30% for the working day is spent just looking for data (Microsoft)
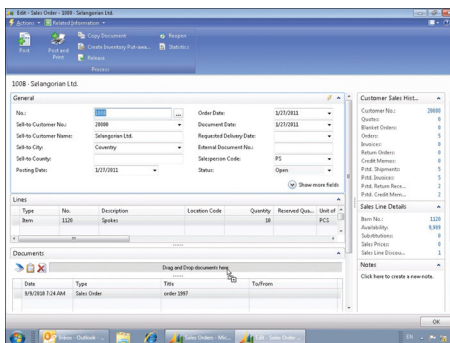
Zetadocs for Microsoft Dynamics NAV is a software solution that automates the production and delivery of business documents to reduce costs, and allows electronic filing in NAV of emails and paper documents.

By automating delivery via email, Zetadocs for NAV significantly reduces the cost of paper, consumables and postage, as well as saving time printing, collating and packaging documents to send.
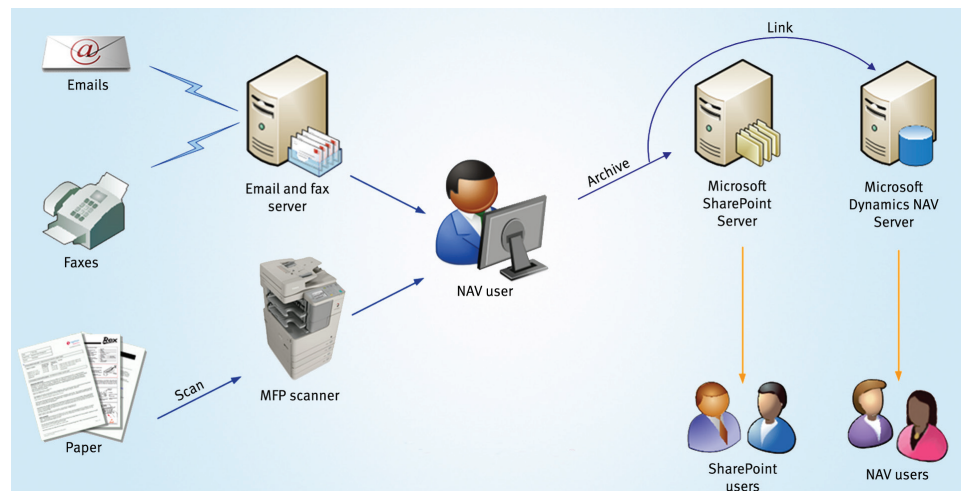
Zetadocs for NAV also allows incoming emails, faxes or scanned documents to be captured and filed electronically alongside documents sent from NAV. This ensures that all information is available from a secure, central location for instant retrieval.

Capture

- Quickly and easily capture incoming documents, emails and faxes, allowing instant access from a secure, central location
- Reduce the cost of filing, indexing, storing and retrieving information
- Avoid misfiled or lost documents, emails and faxes by securely filing electronically, also providing disaster recovery
- Improve the efficiency of sales, purchasing, and other document approval processes
- Ease compliance to coporate or regulatory guidelines by filing documents electronically
- Reduce your carbon footprint by recycling more paper, and reducing unnecessary printing of emails, etc.

Capture incoming emails, faxes and scanned documents for secure, central storage and quick retrieval.

Zetadocs for NAV Capture allows incoming emails, faxes or scanned documents to be electronically filed against a record in NAV, increasing customer service.

"Zetadocs is saving us a lot of time, will save us money, and has made communications for our users a lot easier. Overall, we're also providing a better service to our customers"

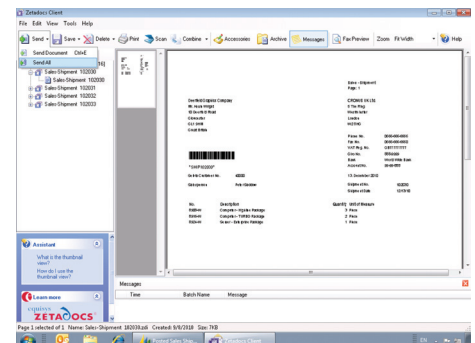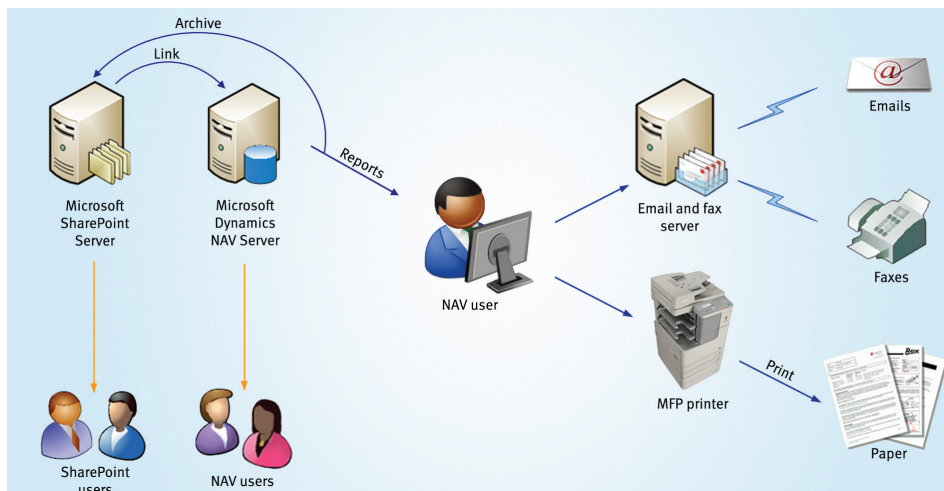**Muniza Brazier, IT & Systems Manager, OSL Group Ltd.**

Deliver

- Eliminate the costs associated with printing and posting financial documents
- Encourage your customers to pay earlier by sending statements instantly, on a more timely basis
- Archive every document accurately and securely, cutting the administration time wasted searching for paper copies
- Deliver documents in the format your customers desire, by email, fax or paper
- Personalize documents to ensure maximum impact on delivery
- Deliver professional looking documents with correct attachments automatically included
- Reduce your carbon footprint by removing your organization's dependence on paper

Share

- Empower colleagues who don't have NAV by giving them direct access to information
- Improve customer service by allowing more staff to deal with customer queries or disputes, speeding resolution
- Ensure that staff can get access to documents when they need them with multiple people able to access the same files
- Reduce audit times by ensuring that all information is immediately available

The advantages of using Zetadocs:

- Capture and electronic filing of documents for on screen retrieval— savings of $15,000 based on replacing 20 filing cabinets (Gartner)
- Personalized PDF delivery by email and fax—savings of $36,000 per year based on sending 2,000 documents a month (at $1.50 per invoice)
- Less time spent searching for relevant documents as these can be accessed company wide—productivity gain of up to 30%

Create document templates to automatically add stationary and attachments to your documents before converting to PDF.

Zetadocs for NAV Delivery allows electronic documents to be sent quickly and efficiently from within NAV, reducing costs of printing, packaging and posting documents.

Zetadocs: Document Management and Delivery Software

"We considered a number of possible solutions but only Zetadocs provided the combined fax and email functionality that we were looking for. The seamless integration with NAV was also a key influencing factor."

Ian Holmes, Service Manager and Engineering Director, Becker UK Ltd.

Zetadocs for NAV Editions

Zetadocs for Microsoft Dynamics NAV is available in four editions based on your individual requirements. Our 'Essentials' editions provide off-the-shelf, essential functionality for electronic document delivery and electronic filing.

Our 'Plus' editions then provide the opportunity to customize or fully automate capture and delivery to meet your specific organization or industry requirements. For more information on the capabilities of each edition,
please see our related datasheets.

Technical Specifications

For details of supported platforms a
nd other system requirements, please
visit: www.equisys.com/zdnavtechinfo

Essential functionality

| **Capture Essentials** | **Delivery Essentials** |

Customization and automation

| **Capture Plus** | **Delivery Plus** |

Further Information

To find out more about Zetadocs products for specific applications refer to our product datasheets or visit www.equisys.com.

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