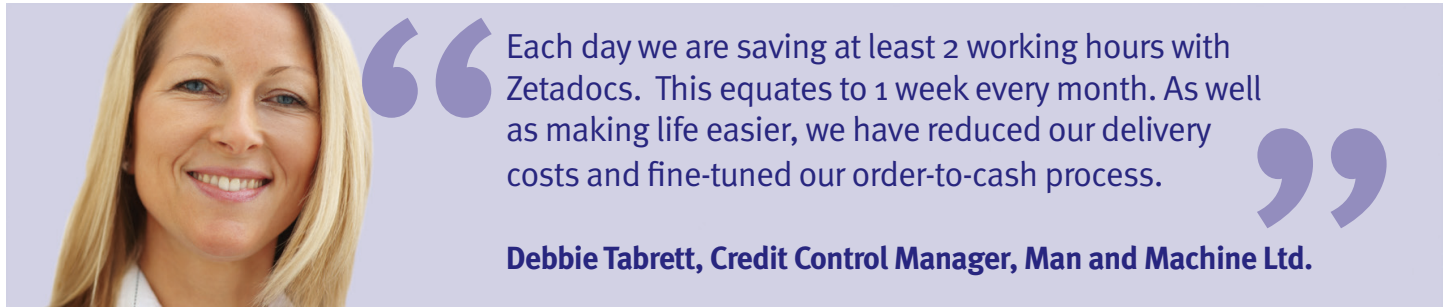


# Zetadocs for Microsoft Dynamics NAV



Zetadocs for NAV is a suite of business process add-ons for Microsoft Dynamics NAV that helps your business eliminate time-consuming and cumbersome paper-based processes, enabling you to achieve cost savings, faster response times to your customers and a reduction in your company's carbon footprint.

- **Save time and costs** by producing, sending, filing, and retrieving documents automatically and electronically, rather than manually using paper
- **Improve customer service** by helping your finance, sales and customer services teams respond more quickly to enquiries by having everything on-screen
- **Think green** by using less paper and assisting in achieving your sustainability targets.

Zetadocs also improves compliance, strengthens security, provides disaster recovery, speeds auditing and is fully customizable.

## Capture

- Quickly and easily capture incoming documents, emails and faxes, allowing instant access from a secure, central location
- Reduce the cost of filing and retrieving data from a choice of electronic data stores
- 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 with everything on-screen
- Ease compliance to corporate or regulatory guidelines by filing documents electronically
- Reduce your carbon footprint by recycling more paper, and reducing unnecessary printing of emails

## Deliver

- Eliminate the costs associated with printing, preparing and posting financial documents
- Encourage your customers to pay earlier by sending statements and reminders of account instantly, on a more timely basis
- Archive every document sent accurately and securely, cutting the administration time wasted searching for paper copies
- Deliver documents in batches 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 supporting attachments automatically included
- Reduce your carbon footprint by removing your organization's dependence on paper

## The costs of handling documents:

- Ineffective filing and retrieval - it costs \$20 (€15) just to file a piece of paper and about \$120 (€90) to retrieve anything that's been misfiled (Gartner)
- Cost of postage and packaging - 5% of company revenue is spent on document production (IDC)
- Poor access to information - up to 30% of the working day is spent just looking for data (Microsoft)

## The benefits of Zetadocs:

- Capture and electronic filing of documents for on screen retrieval in place of the \$25,000 (€19,000) it costs to fill each traditional filing cabinet and \$2000 (€1500) each year to maintain it (Delphi Group)
- Document delivery by email and fax - savings of \$30,000 (€22,500) per year based on sending 2,000 documents a month at \$1.50 (€1.20) per document
- Less time spent searching for relevant documents as these can be accessed company wide - a productivity gain of up to 30%

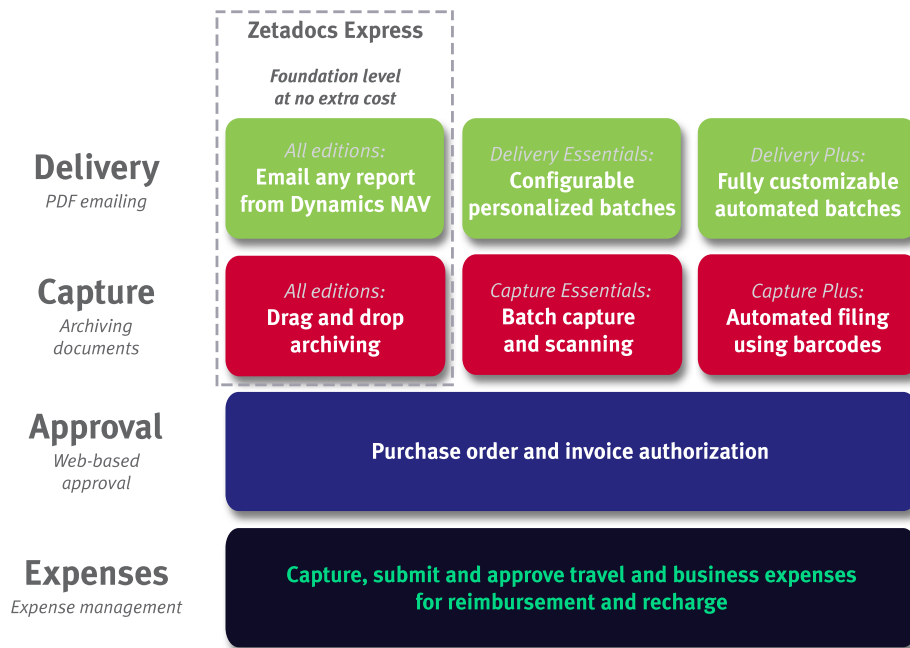


## Share

- 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
- Manage the payment of supplier invoices with on screen visibility and control over each invoice in the approval process
- Run authorization processes more efficiently by informing approving managers via email when documents require their sign-off online
- Approve anywhere with support for purchase invoice approval on phones, tablets and PCs
- 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

## Editions of Zetadocs for NAV

The Equisys suite of NAV business process add-ons for processing and approving supplier invoices, emailing sales invoices and notifications, capturing proof of delivery, and managing travel and business expenses.



## Further information

To find out more about Zetadocs for Microsoft Dynamics NAV visit [www.equisys.com](http://www.equisys.com), or refer to our product datasheets.

## Technical Specifications

For details of supported platforms and other system requirements, please visit:

[www.equisys.com/zdnavtechinfo](http://www.equisys.com/zdnavtechinfo)

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