



DocuClass

Storage and Management Solution

Document and information management that improves critical business processes

SECURE > SCALABLE > INTEGRATED > MODULAR > EFFICIENT >

Document ID	Revision	Document Type
1001	1	AP - Invoices
1002	1	AP - Packing Slips
1003	1	AP - Purchase Orders
1004	1	AP - Checks
1005	1	AP - Misc
1006	1	Product Data Sheet
1007	1	PURCHASE REQUEST
1008	1	A.P. (ERM enabled)
1009	1	PO
1010	1	Checks
1011	1	Invoices
1012	1	EMPLOYEE FILES

RiSVP
INDEPENDENT SOLUTIONS
VENDOR PROGRAM

Document and Content Management — Process Automation

DocuClass is a modular and scalable enterprise content management solution that allows organizations to streamline their internal operations and achieve their organizational goals by significantly improving the way they manage their business information. Using the DocuClass MFP Link, Savin customers can reap the benefits of a cost-effective, complete document management solution that captures, manages, accesses and distributes information.



Achieve your strategic goals with DocuClass: gain market share and competitive advantages, increase profitability, and sustain growth.

Reduce Operational Costs

Processing incoming and outgoing information is one of the most resource-intensive activities organizations need to face on a daily basis. With DocuClass, companies can generate significant savings by simplifying the capture and distribution of information. Produced items such as emails, paper documents, electronic files, faxes, images and reports are all able to be captured and stored directly into the system easily, effectively and cost efficiently. Distributed documents such as delivery sheets, statements and reports can now be easily and securely generated, printed, faxed, emailed, and delivered to customers, partners, vendors, and associates.

Manage Risk and Improve Business Processes

Become Compliant and Guarantee Business Continuity:

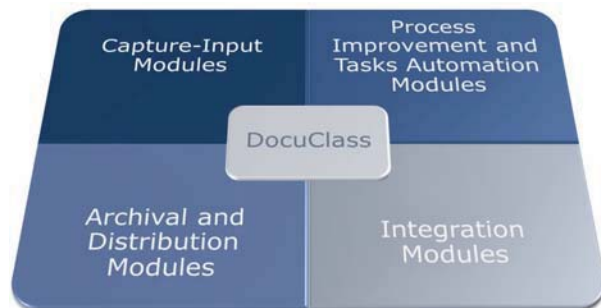
Management always has to be mindful of the many regulatory bodies that may be governing the organization to ensure meeting and exceeding all compliance procedures. DocuClass allows your organization to meet government regulations, secure your information and implement compliance procedures.

Improve Business Processes:

DocuClass streamlines critical business processes by automating and simplifying vital tasks:

- Monitor business deadlines
- Generate employee accountability
- Handle process exceptions
- Generate automatic alerts and notifications
- Route information throughout the organization
- Track process status

DocuClass is composed of a suite of integrated modules. These modules can be added or removed without affecting the existing system configuration or architecture.



The DocuClass modules fall under six functional categories:

- Import and Capture
- Access and Distribution
- Trace and Audit
- Process Automation
- Configuration
- Integration

For more information, contact your Savin sales representative.

