

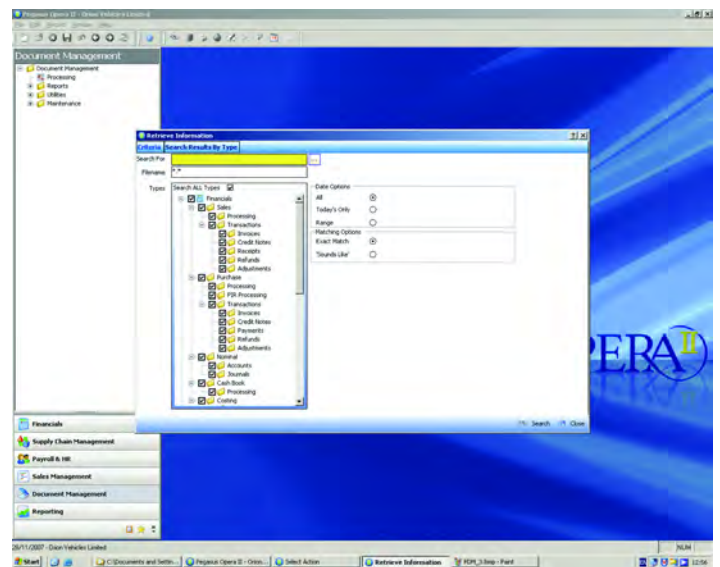
TOP REASONS TO CHOOSE PEGASUS DOCUMENT MANAGEMENT



Information is vital to any business. It's how you manage it that makes the difference. Document Management System (DMS) for Opera II captures all your essential documents and stores them electronically, for instant access. The final transition to a paperless office is now a reality. DMS integrates seamlessly with Opera II and will drive significant cost and time savings to any organisation.

A complete image-capturing and file management system, DMS allows for a full representation of key business information, from general correspondence to sales orders, supplier documentation including delivery notes, invoices and credit notes, job costing paperwork, such as timesheets and requisitions, and many other types of information. You'll never lose paperwork again.

Document Management has five primary functions: Capture, Retrieval, Archive, Free Text, and Reporting.



Flexible search and retrieval of stored documents

Benefits of choosing Document Management

- Eliminate the threat of losing files and paperwork
- Maintain a central record of relevant files
- Improve access to files and documents for efficiency and effectiveness
- Meet legislative and other data storage requirements
- Make better use of office space by reducing file storage space
- Improved customer care
- Easy to use with user configurable screens and the interface familiar with the Windows XP look and feel

Key features

Functionality and design

- Manual or barcode indexing
- Capture, indexing and archiving of e-mails and attachments and existing electronic files
- All transactions are tracked, with full audit ability from individual files to system level
- Reporting by date or user range through saving on staff travel for important meetings

Security

- Full user/department security to single image level
- Name, description & image encryption