



# KwikTag for Microsoft Dynamics® NAV

KwikTag® document imaging software connects people, processes and paper. This enterprise-class, business-critical solution streamlines the paper-intensive business activities associated with Microsoft Dynamics NAV. KwikTag combines unmatched simplicity with operational flexibility to meet the needs of a single department or across the entire organization.

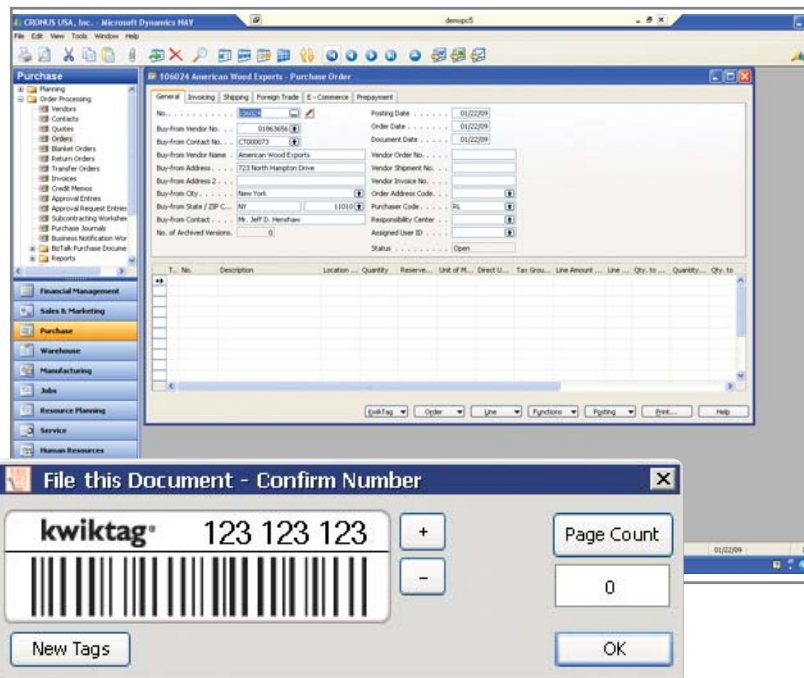
KwikTag is fully integrated to work the way you work, right inside Microsoft Dynamics NAV, without the need for new or complicated work processes or scanning operations.

## KwikTag Advantages

- Unmatched simplicity - easy to use and deploy
- Access transaction-related documents at any point in the business process with IntelliView™ technology
- Turnkey solution delivered on a pre-configured appliance
- Eliminates need for manual document separation or cover sheets
- Eliminates need for post-scan image manipulation
- Scan multiple documents at once
- Scan when and where convenient
- Platform flexibility to expand to other departments

## What KwikTag Does for You

- Increase efficiency by automatically linking paper and electronic documents to records and accounting transactions
- Streamline internal transaction processing and eliminate lost or misfiled documents by maintaining all artifacts electronically
- Enhance customer service by decreasing response time with instant-access to key information about vendors and customers
- Improve compliance requirements by quickly and easily providing supporting documentation to auditors
- Easily share documents with other users, departments and locations, or securely limit access as necessary



### BUILT-IN INTELLIVIEW TECHNOLOGY

Image-enable unique process flows and document intersection points within your organization. IntelliView is a tool-set that enables relationship creation between documents for viewing at any point in the natural flow of a business process.

## What You Can Do with KwikTag

- Quickly retrieve related document(s) directly from NAV
- Send documents electronically to expedite distribution
- Eliminate lost and/or misfiled documents
- Easily back-up and store documents
- Search on full text (i.e., retrieve based on content)
- Drag, drop and link any file type (including email)
- Print supporting documents on demand
- Retrieve documents from a single screen
- Expand document access using Microsoft SharePoint
- Implement in two to three days and train in less than an hour

## KwikTag Accommodates any Department

Whichever process or department is paper intensive, KwikTag for Microsoft Dynamics NAV makes all your business-related paper and electronic documents instantly available for viewing, sharing and forwarding. Optional integration with Microsoft Office SharePoint Server 2007 enables universal access to documents to efficiently investigate, manage and resolve accounting questions in real-time.

## How KwikTag Works:

### Simple, Three-Step Process

- 1 FILE**  
Complete normal entry in Microsoft Dynamics NAV. Since each KwikTag Label is globally unique and sequential, KwikTag automatically generates the next number in your dispenser.
- 2 TAG**  
Place the KwikTag Label on the lead page of the document. For existing electronic documents (e.g., Excel, Word) simply locate and save the document, or drag and drop it into the KwikTag Confirmation box.
- 3 SCAN**  
When it is convenient, take the tagged document(s) to any office scanning device (digital copier, scanner, fax machine) and press the 'scan' button.

## Retrieving Documents is Even Easier!

- 1** Retrieve supporting documentation directly from NAV or the KwikTag Client. KwikTag provides file formats in TIFF or PDF for paper, or electronic documents, including email with attachments.
- 2** From the appropriate view, simply click on the KwikTag button and select "View Documents."
- 3** The document(s) related to the record will open automatically. When multiple documents are associated with the record, a table with index information is provided. Simply select the document to view it.



## KwikTag Points of Integration:

- Purchases and Payables
- Sales and Receivables
- General Ledger
- Additional integration is available upon request

## Leverage Existing Company Resources

- Digital copiers and multi-function peripherals (MFP)
- Network and production scanners
- Fax and email servers
- PDF and TIFF viewers
- Network storage devices

## Client Requirements

- Windows XP, Vista or Windows 7
- Microsoft Office 2003-2007
- Internet Explorer v7.0 or above
- NAV 5.0 Client or NAV 2009 Classic Client

## Distributed Capture Appliance (DCA)

- Turnkey solution
- Plug-and-play technology
- Includes all components to run KwikTag
- Maintenance-free with automatic updates



## Integrating KwikTag

KwikTag is easily integrated with additional NAV modules or other third-party applications using ImageTag's Mapping Tool or Software Development Kit (SDK).

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