



Document Management

Organize all important documents and files for fast, easy storage, routing and retrieval. Document Management helps you eliminate the challenges of managing excess files and paperwork.

Document Management is an electronic document classification, storage, retrieval and routing system developed to run directly from within Timberline® Office Desktop. With Document Management, you'll quickly experience increased efficiencies through improved storage and document access capabilities. As a result, you will be able to effectively manage the document approval and routing process that will make your business run smoothly.

Utilizing a secure DocuVault® database, you can capture, classify, and archive any document created by computer or scanner. Your ability to store these document images in a highly compressed, secure format allows you to begin freeing up needed space in your office by eliminating filing cabinets and boxes you currently use to store your project-related documentation. In addition, its powerful search engine allows you to retrieve files by document classifications, user-defined keywords, or multiple keywords with lightening fast results.

Scan and classify documents using a number of options such as document type, job number or property, and you're ready to distribute or route to the appropriate department and/or reviewer, or you can save for future distribution. Once it has been distributed, an automated email notification is sent to the reviewers email inbox alerting them of the pending document. Do you have documents that need to be routed for approval or require further instruction? No problem. With Document Management you can apply an electronic approval stamp prior to routing the document. Easily apply sticky notes, allowing you to highlight specific areas within the scanned document and add questions and/or instructions to help streamline your document routing and approval process.

A key feature of Document Management application is its ability to integrate with other Timberline Office applications. One of the benefits of this seamless integration is a convenient drop-down menu that will allow you to organize your document with previously used Timberline Office data fields as you are classifying, routing and approving current documents. Document Management allows you to view document images at the same time you're entering data into Timberline Office so you can have the information you need when you need it. With a split-screen capability

between Document Management and another Timberline Office application, data-entry has never been so easy and efficient.

Document Management Capabilities

- Classify your documents by a number of fields such as job number, cost code, property, document type, user defined custom field, or pre-defined classification, to expedite search and retrieval.
- Gain real time access to Timberline Office data while classifying documents.
- Retrieve documents instantly with powerful, high-speed search capabilities.
- Compress documents easily, to save even more space, with a highly sophisticated compression routine.
- Use electronic notes and stamps, similar to ink stamping on documents, improving document history and facilitating the routing/approval process.
- Classify a collection of related documents for quick access to large groups of documents.

- Categorize groups of documents for quick CD burning or for internal and external distribution.
- Get up and running quickly with the help of a simple, self-contained setup wizard.
- Integrates with email applications to alert users of documents awaiting approval or review.

Document Management is a part of Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.