

# Sedona<sup>OFFICE</sup>

#1 Accounting & Business Management  
Software for Security Companies

## Document Management Interface

### *Stop Filing and Start Imaging*

Are you ready to go paperless? With the Document Management Interface for Sedona Office you can now electronically capture and store all documents for quick and easy access. Customer data is immediately accessible through the Customer Explorer. Never will you have to search for a lost or missing file again. Move into the 21st Century; Stop Filing and Start Imaging.

Accessing the stored images is fast and easy. Stored documents display on your screen and can be viewed, printed, faxed or emailed.

The screenshot displays the Sedona Office interface. At the top, customer information for Julia Gulia is shown, including address (800 E. Main St., Brunswick, OH 44212) and phone number ((330) 227-9000). Below this, a search bar and a list of documents are visible. The document list includes files like 'Contract', 'Diagram', 'Invoice for System', and 'Sedona Office Web Site'. An invoice preview is also shown, detailing items such as 'Board', 'Expensive Part', 'Misc. S4 test', and 'Plastic thing' with their respective quantities and amounts.

#### With the Document Management Interface for Sedona Office you can...

- Eliminate all your file cabinets and free up all the wasted space.
- Have immediate access to your customers saved documents; such as contracts, work orders, field service reports, diagrams, schematics, letters and correspondence.
- Ability to email, fax and print any saved document.
- Never have to search for a misplaced or lost file again.
- Save any type of file such as Word documents, Scanned files (tiffs, gifs, pdf's), Excel worksheets and links to other web pages.
- Ability to view any document from any location; especially important for remote offsite users.
- Complete archival of all the documents in case of a disaster.

The Document Management Interface includes a scanning interface module which will work with any TWAIN compliant scanning device. You can use the Document Management Interface to store all your customer information, vendor documents, parts specifications, operating manuals and any other information you desire.

For an online demonstration or to learn more about the Document Management Interface for Sedona Office visit our web site at [www.sedonaoffice.com](http://www.sedonaoffice.com) or call (888) 686-6106.