

ImageMaker

Document Management System and Data Builder

- ImageMaker is more than a Document Management and Archival System.
- ImageMaker is database driven and can be custom integrated with your information systems.
- ImageMaker can extract customer sales order information from your CRM or accounting systems, populate ImageMaker desired fields to be used as metadata, and link documents such as customer purchase orders, packing slips, shipping documents, invoices, and signed waybills.
- Documents contributed to ImageMaker can be documents scanned from within the organization, received by email or fax, or automatically generated by your existing applications when designed to print to PDF invoices, packing slips, and all other related documents.
- Document workflow can be incorporated into the process if required. For example, as a customer purchase order is received, it can be routed to individuals for approval prior to data entry.
- ImageMaker uses a structured hierarchy consisting of a top level Document Group or WorkFolder container with a linked series of Document Types such as Invoices, Packing Slips, Waybills, Purchase Orders, or Contracts.

Data and Content Integration

A data driven combination of document management and data source viewing creates efficiencies and opportunities to enhance the viewer experience and improve productivity. Built-in workflows can simplify document review, approval, and supplying data to, or collecting data from workflow recipients.

Incoming Inbox

ImageMaker Inbox is a temporary repository of incoming documents to be reviewed, routed for approval, annotated with notes, stamps, text, or a variety of other tools, renamed according to structured naming conventions and document type categories, and publishing to their final destination. Documents can be contributed by email, drag and drop, print to PDF, or scanned using a variety of twain compliant scanner devices.

Document Scanning

Digital storage makes documents accessible quickly and easily without leaving your workstation, reduces storage space requirements, provides document security, and reduces your environmental impact.

Bring control to content

Most organizations have documents of all types stored in many locations, using a variety of uncontrolled file and folder naming schemes, and no organization control. ImageMaker provides a structured but flexible document organization system linking all related documents to the data source. Documents can be located for viewing by searching for document content, filename, or key metadata fields either provided by data entry, or by direct integration with the data source.

Accounts Payable Automation

Any business requires efficient and timely processing of Accounts Payable Invoices, however this process usually involves cumbersome, mundane, and time consuming tasks to gather all related documents, route for approvals, and process into your ERP or Accounting systems, not to mention the time spent gathering and viewing documents after processing for verification, payment analysis, or audit requirements. ImageMaker reduces the time and effort of this process by as much as 80%, improving efficiencies and productivity.

Document Scanning and Imaging

A requirement of any Document Management System, is the ability to contribute digitized electronic documents from paper source. ImageMaker comes with scanning functions that support a variety of desktop scanners, or multi-function departmental scanning devices. Turning paper into digital documents not only reduces the required storage space, but also simplifies document retrieval while at the same time provides an environmentally responsible initiative.

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- ◆ Convert virtually any document to PDF
 - ◆ Merge multiple PDF documents into one
 - ◆ Package multiple documents together and route for approval
 - ◆ Includes PDF editing and annotation tools
 - ◆ Integrate with a variety of data sources including databases, Excel, Active Directory, ERP and HR Systems, and others.
 - ◆ Document check-out and revision history
 - ◆ Control user access to documents and functions
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Data Centric Document Access

Orders, Invoices, Waybills, Shipping Documents, Payments, and any other user definable document types are all organized and linked to the relative data such as provided by your ERP, Accounting, HR, or virtually any other data source. This allows locating data and documents using any relative key identifier such as Order Number, Invoice Number, Waybill Number, Order Date, Employee ID, or any other user definable key indexes. Enter the key identifier and all related documents are presented for viewing. The sample below displays all linked data and documents related to Accounts Payable Voucher #248899 including Purchase Order, Packing Slip, Expense report, and Invoice.

Tailspin Toys
 123 Main Street
 Ocean View, MD 12345
 Phone: 123-555-0123
 Fax: 123-555-0124

Bill To: **Trey Research**
 Address: 345 Cherry Street
 Suite 123
 Albany, SD 12345
 Phone: 432-555-0178
 Fax: 432-555-0187
 Email: mike@treymresearch.net

Date	Item #	Description	Qty	Unit Price
7/02/17	789807	Wooden Blocks	4	\$10.00

10/07/2018(DD/MM/YYYY) millsb ImageDocIT (Outlook Onl
 File Edit View Data Index Sort Order Tools An

WorkFolders Workflows Details

AP Invoices
voucher

Voucher Number: 248899
 Vendor Code: T090015
 Vendor Name: TAILSPIN TOYS
 P.O. No.:
 Invoice Number: 34567
 Order Date: 28/01/2017 Dist Date: 01/08/2017
 Cheque Ref:

Approved on: 09/07/2018 5:40 PM By: Bill Mills
 Create Date: 28/01/2017 7:29 PM By: ImageMaker
 Last Modified On: 10/07/2018 5:26 PM By: Mills, Bill
 WF_Exists: Links: 4 Version: 124699
 WFX_ID: {6C671F68-497D-4467-B575-A52992E90A64}
 Location:
 Status:

248899 - 4 document(s)

- Image Documents
 - Certificates of Conformance
 - Document Links
 - Expense Reports
 - EX_FUNDRAISER_1.pdf
 - Invoice
 - IN_34567_1.pdf
 - Miscellaneous Documents
 - Packing Slips
 - PS_562345_1.pdf
 - Purchase Orders
 - PO_P123456_1.pdf
 - Requisition Documents
 - Wire Transfer

Data and documents can be easily located by the primary key index, or any of the selected index fields.

Index Sort Order

- voucher
- check_num
- dist_date
- ID
- inv_num
- name
- order_date
- po_num
- vend_num

Approved on: 09/07/2018 5:40 PM By: Bill Mills

Document approval workflow results are permanently stored with the data records.

Incoming Inbox for each Document Group

Documents can be stored in a temporary inbox while data is collected, or documents routed for approval, before processing to their final destination Document Group WorkFolder.

Documents can be delivered to the inbox by email, manually dropped from email attachments or directly from local files, or contributed from scanners.

Several related documents in the inbox can be grouped together and routed for approval as a package so Purchase Documents, Invoices, Packing Slips, Requisitions, and other documents can all be routed together. The recipient of the approval workflow can add additional supporting documents while responding to the workflow as APPROVED, and these added documents will appear as part of the package of documents in the Inbox when returned.

Once an approval is received and the package is processed to the appropriate WorkFolder data record such as Voucher Number, all documents in the package are published to that Accounts Payable Voucher record for example, in their respective Document Type.

The detailed transaction records of the Approval Workflow are permanently stored along with the documents in their WorkFolder.

**Accounts Payable Incoming and Processing Inbox:
Collect Data, Route for Approval, Process for Payment**

Img#	Filename	Vend Num	Source	Ref2	Amount	PO #	Invoice Date	GL Account	Currency	Designat
132133	Invoice Graphic Design 2 .pdf		GRAPHIC DESIGN INSTITUTE	34567	18.75		10/06/2017	1010-01	CDN	
131029	144252 IN IE5616 1.pdf	N003974	MAINSTREET DESIGNS	25478	1,025.00		09/06/2017			
131992	AP Incoming 2018212-0008.pdf	M006770	MILLS DATA SELECT		36.15		11/04/2017			
132039	Img36629 .pdf	M006770	MILLS DATA SELECT		18.75		05/07/2017			
132043	Img58369 .pdf	M006770	FEDEX		483.25		10/07/2017			
130897	123456_IN_555_1.pdf	M006770	THOMPSON INSURANCE	555	2794.26	P123458hh	06/07/2017			
132001	012345_IN_EXPENSE ESTIMATE 1.pdf	M006770	CITY WATER & UTILITY	EXPENSE ESTIM	1,501.03		10/07/2017			
132048	123456_IN_IN444555_1.pdf	M006770	TAILSPIN TOYS	IN444555	46.38		02/07/2017			

AP Invoices
 Doc Group: AP - AP Invoices
 Doc Type: [Dropdown]
 AP Reference: [Field]
 ?? Reference: 34567
 Source: GRAPHIC DESIGN INSTITUTE
 Description: Email document contribution
 Amount: 1,025.00
 Importance: Normal
 Designate: [Field]
 Action on Process: Incoming Auto Name
 Process Direct
 Scan and Deliver File
 Scan and Deliver Email
 Hold Image Options: Don't hold Images
 Files Only
 Links Only
 Links and Files
 WFX 9
 Size in MB: 0.079
 Documents to be processed: 0

Service Invoice
Graphic Design Institute
 123 Main Street Phone: 123-555-0123 CustomerService@tailspintoy.com
 Ocean View, MO 12345 Fax: 123-555-0124 www.tailspintoy.com
 Bill To: Trey Research Phone: 432-555-0178
 Address: 345 Cherry Street Suite 123 Albany, SD 12345 Fax: 432-555-0124 Email: mike@tresearch.net
 Contact: Mike Gragg
 Invoice No: 34567
 Invoice Date: 6/28/17
 Date Due: 7/28/17
 Invoice For: New branding research & development

DATE	DESCRIPTION	RATE PER HOUR	HOURS	FLAT FEE	DISCOUNT	TOTAL
21.59 x 27.94 cm						

Mills Data Select has been providing consulting and integration services in Greater Toronto Area since 1998, and is the source of ImageMaker Document Management and Business Process Automation solution.

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