

You've made the smartest ERP choice for your business, now extend its reach to your entire document lifecycle.

Empower your organization to capture, store, instantly retrieve and share all of your documents and information directly from Sage ERP X3 and beyond



## EZContentManager for Sage ERP X3™

Extend The Reach of Sage ERP X3 Globally with Employees, Partners and Vendors

### **EZContentManager is a Powerful Sage-Integrated Document Management and Process Automation Solution**

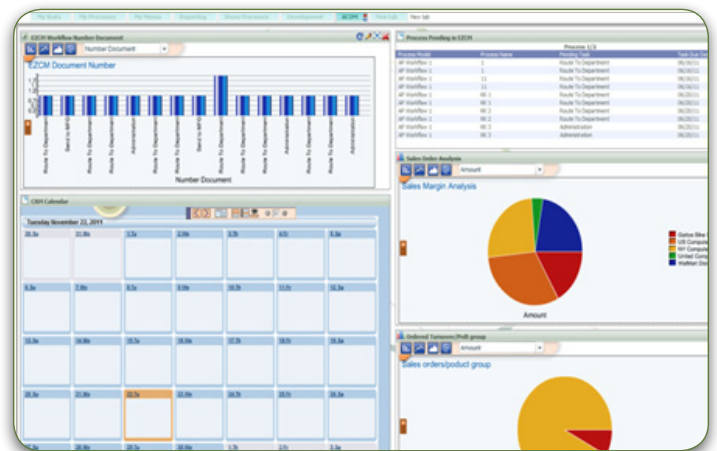
- Control the Document Lifecycle.
- Capture information in any form.
- Store, instantly retrieve and share all of your information electronically, directly from Sage ERP X3.
- Set-up one or multiple unified electronic repositories for managing all of your organization's documents, files and business records.
- Immediate access to your vital business information from your Sage ERP X3 screens, or from anywhere via secure web browser.

### **Complete Control of All of Your Business Processes, Documents and Information: Fully Scalable, Easily Deployed, Cost Effective**

Eliminate expensive and time-consuming processes and bottlenecks. Easily capture, automatically route and track documents electronically for review and approval within the organization. Avoid costly application changes with simplified tasks that can be implemented without additional third-party consulting services.

Process, deliver and securely archive your ERP output and all paper-intensive output, in any format, throughout the enterprise or from any location.

EZContentManager's Web-Browser Delivery and Integrated Button-Based Access



### **Seamless Operation with Sage's Enterprise Webtop Design**

Ease-of-use right from your Sage ERP X3 screen to instantly search for needed information and collaborate with employees, partners and vendors.

**Powerful Tools for Managing Your Business Information...  
from Sage ERP X3 and Enterprise Wide!**

## Easy for Users, Powerful for Administrators

### Capture, Store, Retrieve and Process All of Your Business Information with EZContentManager

- Operate Right From Sage ERP X3, Easy-To-Use**  
No need to open another application when you can easily access the functionality of EZContentManager directly from your Sage screens.
- Powerful Workflow Tools**  
Eliminate paper-intensive processes and bottlenecks by capturing paper and electronic documents, route them for review and internal/external approval, then securely archive for instant retrieval or audits.
- Easy Index-based or Full-Text “Google like” Search**  
Instantly search & retrieve business documents and related information whether in Sage ERP X3 or throughout the enterprise and beyond, via secure web browser access.
- Intelligent Document Linking**  
Search for specific information and you're automatically linked to all related documents. Increase employee productivity and cut customer response times in half.
- Communicate and Collaborate**  
Share documents & information with employees, partners, vendors and customers... always in the latest version and without requiring ERP access.
- Capture All of Your Business Information**  
Electronic, paper, video, audio or any file type from anywhere across the enterprise. Scan and import documents and images directly into the repository from anywhere on your network or beyond.
- Role-based Secure Access**  
Manage who has access to what information and what they can do with it... individually and right down to the folder, document class & metadata level. Intuitive and easy-to-learn; completely configurable with no dependence on IT for system changes.
- Compliance Ready**  
Control and audit trail functionality to support legal, regulatory and industry requirements. All documents are stored in their native file formats. Know where and who downloaded or changed a document. Manage where and how long you retain information to comply with government and legal mandates.
- Easy Start-up**  
EZContentManager comes complete with implementation and training. In a matter of days you're operational with a configuration that meets your organization's size and requirements, and includes all of the features/functionality you need, tightly integrated into your Sage ERP X3 system.

Professionals spend 50% of their time searching for information and 18 minutes to locate each document, on average.

Why spend the time and associated costs manually filing and retrieving paper documents, when your organization can boost efficiency and reduce costs through electronic document storage and retrieval? Employees can locate the right information the first time to increase productivity, and cut customer response times in half.



## Manage Your Entire Document Lifecycle

### Serious Features and Functionality, Integrated with Sage ERP X3.

Features	EZContentManager
Concurrent Users, Completely Configurable	✓
Integrated with Sage Sage Screen Operational	✓
Secure Electronic Storage & Retrieval	✓
Workflow Process Automation Tools	✓
Electronic and Paper Capture, Store in Original Format	✓
Intelligent Linking of Documents, Files and Information	✓
Check-in/Check-out, Version Control	✓
Document Mark-up, Annotation and Preview	✓
Secure Web Browser Access	✓
Expandable to include Enterprise-wide Users	✓
Administration Control, Audit and Reporting	✓
MS Outlook Email Client Add-in	✓
Compliance Ready Feature/Functionality	✓

Start Controlling Your Business Information Today with EZContentManager for Sage ERP X3

For More Information, Contact ACOM Today:

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