



# UNFORM: A TO Z, END-TO-END DOCUMENT MANAGEMENT

# SEAMLESS.EFFICIENT. POWERFUL.

## LET UNFORM HELP YOU MANAGE THE ENTIRE LIFE CYCLE OF YOUR DOCUMENTS

### Transform

UnForm print management captures all of your ERP output, allowing you to transform your documents into powerful works of art. Add color, fonts, shading, lines, barcodes and even reorganize and repaginate as the circumstances (and you) dictate. With UnForm, not only are your documents enhanced, but so is your company image.

### Deliver

UnForm e-Deliver seamlessly delivers your UnForm documents electronically via email or fax and publishes documents to file systems, web servers, cloud services, and more, saving both time and money.

### Store

UnForm stores all of your ERP documents as PDFs in a secure document repository, creating indexes and keywords for later retrieval. With UnForm, documents can be easily accessed and instantly retrieved using information you already know, even if it's just a word or phrase.

### Capture

Whether it's a scan, fax, email, attachment, audio clip, video file or picture, it's all treated the same: with intelligent, rapid efficiency. While capturing files, UnForm makes associations using archive index values, creating a seamless paper trail. Documents can then be connected to one another—for instance, a vendor invoice to a purchase order, vendor statement, packing slip and check.

### Automate

Unleash your team from monotonous and repetitive tasks by harnessing the power of UnForm document workflow. Automate one simple process or a stream of more complex procedures that you define. Improve internal accounting controls, reduce paper handling and allow your staff to flourish—and produce—spending their time where their skills really pay off.

### Fine Tune

You will be amazed by UnForm's ability to organize documents into a highly efficient system, automated to reduce error, boost production and enhance your company image and bottom line. And UnForm's power isn't just in its application. It's also in its re-application. UnForm is nimble, easy to use, scalable and flexible. So when things change in your operation, UnForm can change too, ever improving the way your enterprise works.





**UNFORM. It's not just document management. It's behind-the-scenes empowerment.** No matter its source. No matter where it's going. No matter what you need or want it to do. UnForm will find, enhance and deliver your information with speed and precision.

### Imagine . . .

#### **You're a distributor.**

UnForm Document Management tracks your customers' activity from purchase order, to picking ticket, to signed proof of delivery, to invoice, to statement, to payment. It can all be reviewed, emailed and faxed, in part or in its entirety, from the field, the office, out of town—anywhere you and your staff can access UnForm's intuitive, browser-based interface.

#### **You're a manufacturer.**

UnForm Document Management gives you complete control of all your sales and order documents. From the time you receive an order, UnForm links supporting documents to build an order packet: the purchase order,

work order, inventory requests, production schedule, packing slips, proof of delivery, customer's check. It's all there, tied together, searchable and actionable.

#### **You're short on time.**

When a customer calls wondering who signed for the order delivery on such-and-such a date, what do you do? Dig in file cabinets. Pull paper documents. Spend valuable time. But with UnForm, you can simply look up the customer in the UnForm archive, using the customer name, date or both to find the proof of delivery. UnForm retrieves the document you need, instantly. Then, just as quickly, email or fax the document to your customer and move on to your next project or task.





# UNFORM: INTELLIGENT TOOLS FOR UNBELIEVABLE RESULTS

## Print Management and e-Delivery

Enhance and transform all of your ERP generated documents to suit and reflect your organization's unique needs, abilities and personality. Deliver your business documents for print by email or fax, from and to virtually anywhere.

## Document Management and Archiving

Store all of your documents from your ERP. Share documents with vendors and customers in a secure document repository. Retrieve your documents with UnForm's intuitive web-browser interface from your desk, the field, the shop floor, a meeting—anywhere you can connect to your network.

## Document Workflow

Accounts payable, accounts receivable, manufacturing, healthcare, utilities, shipping. There's hardly a department or industry that won't benefit immediately and astonishingly from UnForm Workflow management and customization of the document workflow process.

## Image Management

Capture, identify and upload images and other documents to UnForm archive libraries, automatically naming, indexing and linking documents to eliminate manual processes. Improve staff productivity and save not only money but time.



Synergetic Data Systems Inc.  
3976 Durock Road, Ste 102A  
Shingle Springs, CA 95682  
[www.unform.com](http://www.unform.com)