

TimberScan AIM

Advanced Image and
Content Management



Let TimberScan AIM Manage ALL Your Content

It costs \$20 in labor to find a document, \$120 in labor to find one that's been misfiled, and \$220 in labor to reproduce a document that's been lost. (Source: Coopers Lybrand.) Working professionals spend 50 percent of their time searching for information, and take 18 minutes to locate each document on average. (Source: Gartner.)

TimberScan AIM is a full content management solution that greatly extends the capabilities of TimberScan to allow you to acquire, categorize, and search for documents of any type and in any format, not just those related to Accounts Payable. With TimberScan AIM you can route any document or image and easily retrieve it using AIM's powerful search engine.

TimberScan AIM has been written specifically to integrate with Sage 300 CRE (formerly Sage Timberline Office.) TimberScan provides extensive drop-down lists with data pulled from Sage 300 CRE for easy and accurate classification, routing, and retrieval of documents. In addition, TimberScan AIM lets you create user-defined custom fields for further classification.

Latest Features Include:

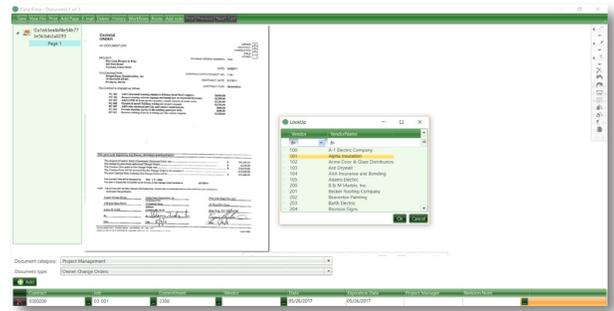
- ✓ Notification & Reminder System- schedule email reminders
- ✓ Mark documents and vendors as confidential then designate access
- ✓ Document Checkout and Versioning

Plus more!

Benefits

- Collaborate, access, and share data online quickly and easily
- Reduce costs for paper, toner/ink, storage, printer and copier maintenance
- Simplify audits with easy access to organized and searchable electronic records
- Integrate seamlessly with Sage CRE
- Save time from administrative burdens and process redundancies

Documents can be viewed directly in Sage 300 CRE records by accessing the “Paperclip.” For example, if you scan a driver’s license for an employee and attach it to the employee’s record you will be able to see the document in Sage by accessing the Paperclip on the employee record. In addition, documents can be found easily using AIM Search.



Clients using the Sage 300 CRE Purchase Order or Inventory modules will be able to acquire documents relating to those programs even though Sage doesn’t offer the ability to attach or view documents within those modules. AIM also provides the ability to create document categories and types that are independent of Sage, thereby providing exceptional flexibility and security.

Features

It’s Included!

TimberScan AIM is now part of TimberScan.

Flexible Design

Users can design and control the document structure that best suits their business requirements.

Powerful Inquiry Capability

TimberScan AIM has a powerful search engine complete with extensive filtering and saved searches for convenient reuse.

Document Level Security

All files are stored in a folder where sensitive documents can be made available only to designated personnel.

Checkout Functionality

Improve version control with check in/out.

Built-in Email

Fully integrated email capability allows users to email images right from within the TimberScan AIM search window.

Limitless Formats

Documents can be viewed in TimberViewer or in their native format such as .doc, .xls, .pdf, and .jpg.

Notations

Notes, comments, sticky notes, and highlighting are available on .tiff images stored with TimberScan AIM.

Notifications and Reminders

Users can schedule email reminders and modify some of the email text messaging, plus a whole lot more.

Confidential Documents

Permissions allow only certain users to view confidential vendors or documents.



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