



Content Management

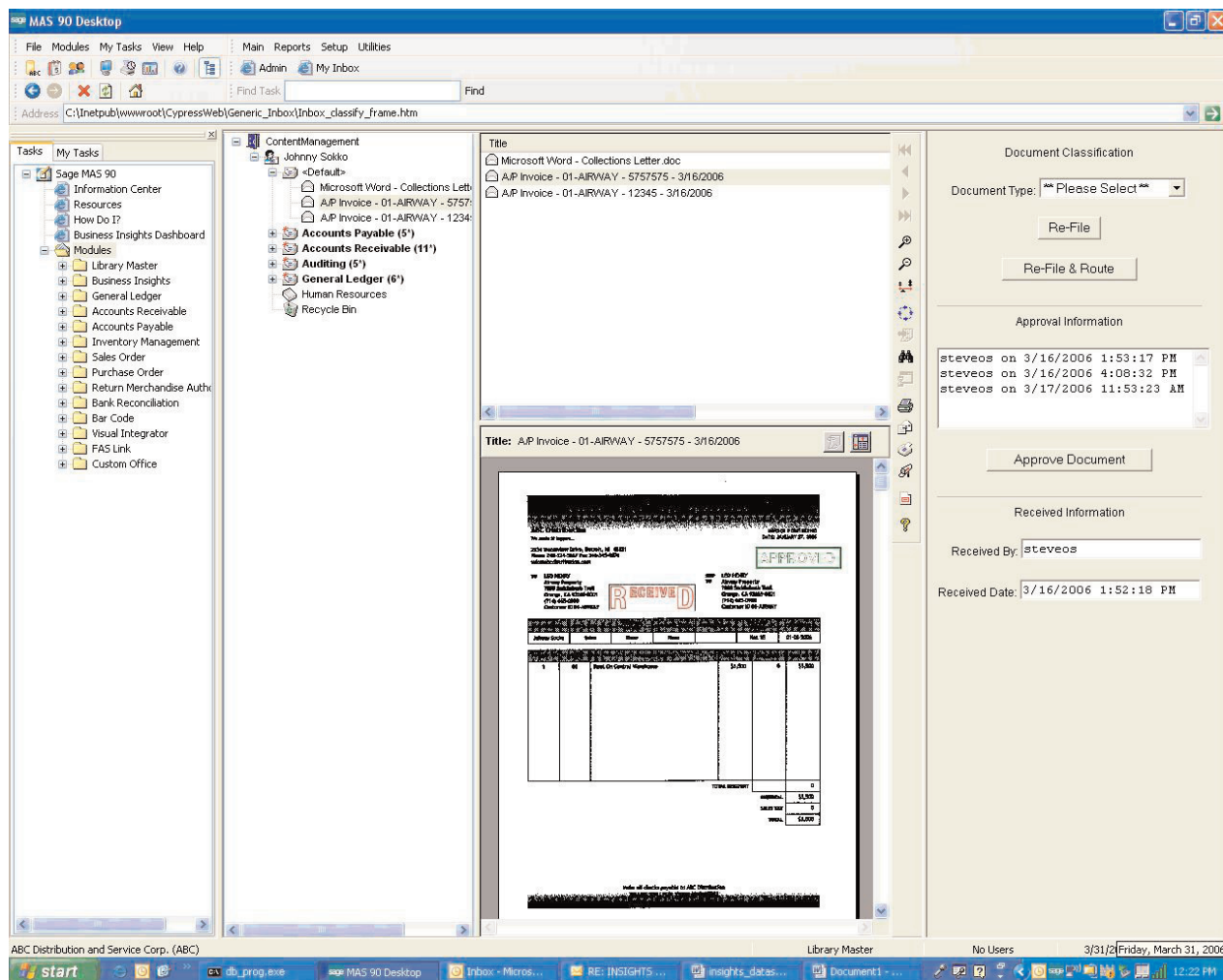
ASG-Cypress™ Document Management

Highlights

- Expedite search and retrieval by classifying your documents by various fields (e.g., vendor number, document type, purchase order number, sales order number, check number, etc.)
- Gain real-time access to Sage MAS 90, 200, and 500 ERP data while classifying documents
- Retrieve documents instantly with powerful, high-speed search capabilities
- E-mail as a PDF attachment or fax retrieved documents instantly
- Automatically route in-bound fax documents to the correct recipient

- Use electronic notes and stamps to improve document history and facilitate the routing/approval process
- Classify a collection of related documents for quick access to large groups of documents
- Categorize groups of documents for quick CD-burning or for internal and external distribution
- Integrate with e-mail applications to alert users of documents awaiting approval or review

ASG-Cypress Document Management is an electronic document classification, storage, retrieval, and routing system that operates directly from within multiple Sage products. With this solution, your document storage and document access capabilities will improve dramatically. You will also be able to



ASG-Cypress™ is the most powerful and user-friendly way to take control of your critical business documents.



more effectively manage your storage, approval, and routing processes. As a result of implementing ASG-Cypress Document Management, you will instantly experience increased efficiencies and improve your overall business processes.

Using the secure ASG-Cypress DocuVault® repository, you will be able to capture, classify, and archive any document sourced from any workstation or scanner in your organization. By storing these document images in a highly compressed and secure digital format, you eliminate all hard copies, thereby eliminating filing cabinets and other storage methods. In addition, you can quickly retrieve stored document files by using ASG-Cypress' powerful search engine, which allows you to search by document classifications, multiple keywords, or even user-defined keywords.

Add Documents Quickly

Scan and classify documents using various options (e.g., vendor number, document type, purchase order number, sales order number, check number, etc.) and you are ready to archive, distribute, or route a document to the appropriate destination. Or, you can choose to save a document for future distribution. After distribution, an automated e-mail notification is sent to a recipient's inbox, alerting them of the pending document.

Enhance Collaboration

ASG-Cypress Document Management also allows you to apply an electronic stamp (e.g., "Received" or "Approved") prior to routing your document. Furthermore, you can easily apply "sticky notes" to highlight specific areas within the scanned or printed document, permitting you to add questions or instructions to help streamline your document routing and approvals process.

Eliminate Printing

Instead of printing reports from Sage MAS 90, 200, and 500 ERP – or reports from any system – to paper, ASG-Cypress Document Management automatically indexes and archives them at the page level for future retrieval. The next time you need to search for a vendor

on an AR report, for example, you will be presented with the specific page (or pages) containing this information. This solution completely eliminates time-wasting searches through your file cabinets and printed documents.

Easily Integrate with Applications

A key benefit of ASG-Cypress Document Management is its ability to integrate with other Sage applications, as well as with other Windows applications. Simply use the Windows print command to send any document to ASG-Cypress, where it is archived and indexed. The solution also allows you to simultaneously view document images and enter data into ASG-Cypress Document Management so you can find the information you need, when you need it. With split-screen capability between Document Management and other Sage Office applications (or Windows applications), data-entry has never been so easy and efficient.

About ASG

ASG's business is to partner with clients to improve productivity and significantly enhance performance through the intelligent use of technology. Founded in 1986, ASG is a privately held global enterprise software and professional services firm that provides a full range of software solutions in the Metadata Management, Applications Management, Operations Management, Content Management, Performance Management, Security Management, and Infrastructure Management arenas. ASG is headquartered in Naples, Florida, USA, with more than 45 offices serving the Americas, Europe, Middle East, Africa, and Asia/Pacific. *Inc.* magazine recognized ASG as one of the fastest growing companies in the United States, with a three-year growth rate of 394%. Visit ASG on the Web at www.asg.com.

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