

# **Electronic Document** Management



**U.S. and Canada**

**Dealership-wide Solutions** for ERA®

*All steps of the scanning and storage process are contained within this one easy-to-use application.*

### **Is the Weight of Your Paper on Your Shoulders?**

If you're relying on paper document storage, managing everyday demands can be overwhelming...

- How long will it take you to find files stored in the warehouse to meet your audit deadline?
- Are you at risk because you haven't had time to purge old files?
- Is your service customer getting impatient because you can't find his extended warranty file?
- What's your priority – finding and faxing your customer the invoice they requested or closing the month?

...and it can be costly, inconvenient, and insecure.

- The cost of physical storage space alone will continue to climb if your business is growing or you don't routinely purge outdated documents.
- The cost of supplies to keep up with printed documents continues to increase.
- Paper files are inconvenient at month-end when several people need to access the same information at the same time.
- Misfiling costs valuable time hunting for information you need now.
- You could lose necessary documents to water, mold, fire, or other environmental impacts.
- Unsecured documents put you at risk if they are misused or stolen.



# Electronic Document Management

**Traditional filing systems take up your time, space, and money. Be prepared for convenience and savings with Electronic Document Management, an advanced system that makes document storage and retrieval more efficient, secure, and less costly.**

## **Spend Time Chasing Profits, Not Paper.**

Convenience is not a word that comes to mind when you think about miles of paper stored in cabinets or boxes. But paper files can soon be a thing of the past with the ease and convenience of Electronic Document Management. This advanced electronic document storage and retrieval system allows authorized employees to work more productively and serve customers faster with convenient access to stored documents from any ERA® workstation.

- Access just about anything you'd keep in a paper file including information you import like Excel spreadsheets or graphics files from your ad campaigns.
- View documents on-screen in detail without printing, saving time and paper at month-end.
- Easily export files to CD for situations such as providing financials to your CPA.
- Fax or e-mail documents to customers, manufacturers, or vendors.
- Receive faxes without an extra step of scanning and create links to other documents like repair orders.

**Electronic Document Management automatically stores these documents and makes them immediately available from any ERA workstation:**

- Accounts Receivable Statements
- Cash Receipts
- Accounts Payable Checks
- Payroll Checks (U.S. only)
- 1099s (U.S. only)
- W2s (U.S. only)
- Purchase Orders
- Ledgers
- Schedules
- Reports
- Service Repair Orders
- Service Invoices
- Body Shop Repair Orders
- Body Shop Invoices
- Parts Invoices

# Options

For a more complete and efficient way to electronically store your dealership information, consider these Electronic Document Management options.



## Electronic Signature Capture

Complete your electronic storage capabilities with Electronic Signature capture. This option conveniently captures customer signatures during the write-up process and at the point of sale, eliminating the need to scan the document. The full-sized 8.5 x 11 clipboard also captures comments.



## Duplex Scanning

Save time with duplex scanning that simultaneously scans two-sided documents like Extended Service Warranties, handwritten memos, driver's licenses, and factory invoices.

This option automatically cleans and sizes documents to ensure quality retrieval before the image is captured and permanently stored.



## Turn an Expense into an Asset

Electronic Document Management can save you money and become a valuable asset by helping improve employee and customer satisfaction. *How?*

- In case of unexpected audits, which could result in substantial fines if you're not prepared, Electronic Document Management is compliant with the Internal Revenue Service (IRS) and the Canada Revenue Agency (CRA).
- It easily expands to meet your storage needs without taking additional valuable floor space.
- Storage capacity is designed to meet your business needs for years, not months, without the nickel and diming of traditional supplies or disk space that other vendors constantly require.
- Your employees won't be subjected to tedious filing, never-ending searches for missing or misplaced files, or the unpleasant conditions and inconvenience of off-site storage.
- Your customers will receive faster response and service because documents are always readily available.

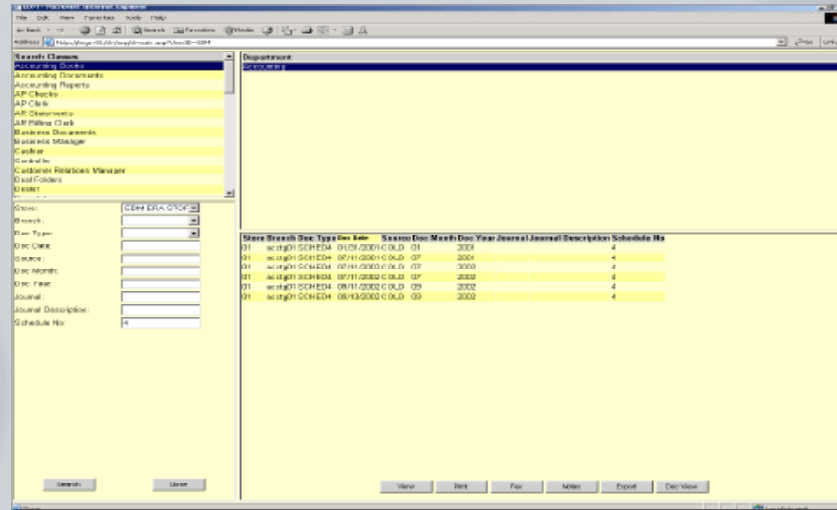
*“With Electronic Document Management, all steps of the scanning and storage process are contained within this one easy-to-use application... This functionality has made the product very reliable and has eliminated the need for rechecking the system, which has saved us countless hours in the process.*

*“In terms of scanning, we are very impressed by how easy this application is to use and are very pleased with the customization ability. As a result, we have added a number of custom document types that we were previously not able to do, which has further decreased the need for paper storage at our store.”*

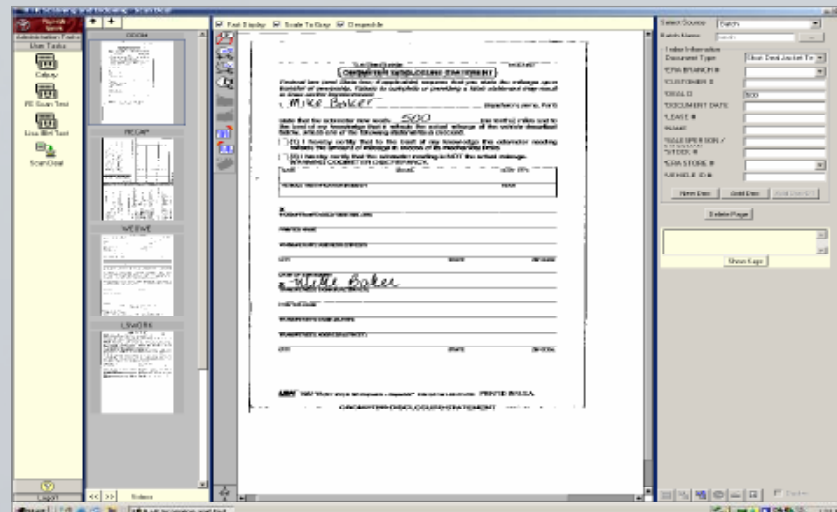
**Debbie Aasen, Office Manger/System Admin  
Coon Rapids Chrysler Jeep  
Coon Rapids, MN**

### Return on Investment:

Electronic Document Management saves time and money. Studies have found that by reducing the need for filing supplies, like paper, toner, and off-site storage, Electronic Document Management can cut hard dollar expense up to \$2,000 per month, per store. Users also gain valuable efficiency, averaging an estimated 15-20% time savings per week for employees who handle dealership paper files.



*Document retrieval – just point, click, and retrieve, and the document image appears on the screen.*



*Document scanning application – scanning documents to review on screen is as easy as point, click, scan.*

**For more information on Electronic Document Management,  
please contact your Reynolds Account Manager, call  
800.767.7879 (U.S.) or 1.877.792.7677 (Canada), or e-mail  
marketing@reyrey.com.**

**U.S.: [www.reyrey.com](http://www.reyrey.com)  
Canada: [www.reyrey.ca](http://www.reyrey.ca)**



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