

Solutions for all businesses - big and small



Imaging and Storage

Take the work out of paper and find your documents instantly



Store all of your electronic and scanned documentation in a secure, electronic repository that is accessible anywhere and at any time.

Documents can easily be organized and shared among employees and clients with a flexible folder taxonomy and collaboration features.

Group Email

Manage large volumes of email in a team environment

Improve processing, reporting, and management of large volumes of team email.

Group Email reduces or eliminates the need for group mailboxes while still ensuring communications are distributed to multiple parties.



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Logistics (POD)

Track and trace missing proof of delivery documents

Import scanned PODs into PaperTrail and seamlessly



integrate with your ERP or logistics application to quickly identify missing PODs and expedite invoicing.

Outsourced logistics companies can also offer central, secure access to PODs online.

Accounts Payable

Reduce manual data entry and automatically validate invoices for compliance



Receive invoices and PODs via email and bulk scanning, with invoices automatically indexed and validated against each purchase order.

Once an invoice is approved, payment may be processed immediately through integration with your ERP system.

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Accounts Receivable

Store invoices and statements in centrally accessible repository

Electronically store invoices and statements for instant access and retrieval via finance departments, call centers, and even directly by customers.



Invoices can be delivered electronically by email or through a secure online portal to minimize printing and postage expenses.

Integrate with our POD solution to create and route invoices for rapid payment processing.

purchase order forms so any authorized employee can efficiently create a PO and automatically route it for managerial or procurement department approval.

Approval may also involve the use of an electronic or biometric signature for high-value orders.

Generate a professional PDF upon approval for automatic routing to the supplier and easily combine purchase orders with PaperTrail's Accounts Payable solution.

Procurement



Speed-up approval cycles and enforce procurement policies

Create customizable electronic

Banking

Simplify management of FICA and Financial Surveillance

Streamline new client on-boarding with approval workflows and management of FICA documentation.

Simplify Financial Surveillance (Exchange Control) with the Reserve Bank with an electronic form submission and approval form.

Respond to client email and fax queries efficiently with bullet-proof security and advanced reporting.



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Government

Comply with regulations and ensure the highest level of security



Government departments and municipalities can use PaperTrail to ensure compliance with the strictest records management regulations.

Bullet-proof security ensures that secret documents are only accessible to those with access.

eSignature and eForms facilitate faster approval cycles for various processes that require formal approval.

Travel

Manage trip documentation in central location with reporting of missing orders

Corporate travel agencies use PaperTrail's Travel Edition to process and manage supplier invoices,



vouchers, airline tickets, customer invoices, and purchase orders.

Automated validation and document linking helps agencies generate Missing Order reports and ensures invoices can be processed and paid in a timely manner.

PaperTrail can be easily integrated with popular travel systems like Quicktrav, Amadeus, and Galileo.

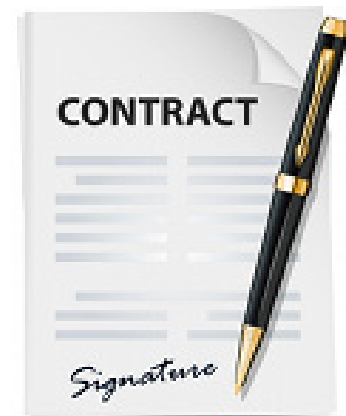
Contract Management

Biometric signatures facilitate contract approval without the need for paper

Use biometric signatures to allow clients and employees to sign documents without the hassle of printing, filing, and scanning.

Once signed, a contract is legally binding and can be used as evidence in court without the need to store a physical copy

Draft and collaborate on legal contracts in a secure environment with each change recorded with a unique version.



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Order Processing

Distribute orders to a team for processing and report on SLA's



Efficiently process orders arriving by email, fax, and phone.

Orders are automatically

distributed to the respective agents for handling, with weekly and monthly reporting available to measure and track individual performance, order capture, and fulfillment.

Digital Mailroom

Reduce physical movement of paper and ensure accurate records are kept

Scan incoming mail into a central electronic data repository for fast and efficient access.



Electronically forward correspondence to the intended recipient with optional confirmation returned to the sender via email.

PaperTrail's digital mailroom notably reduces clutter and expedites access to business-critical information.

eSignatures

Speed-up approval life cycles

Digitize approval processes to expedite approval cycles and improve audit transparency.

Name

Review your signature

Type It Draw It

John Smith

Electronic Signatures (passwords, typed or drawn), biometric signatures (handwritten signatures using a signature pad), and digital signatures (signatures embedded in a security token) provide varying levels of security and evidentiary weight.

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Leave Applications

Streamline leave application approvals



Enable online employee leave applications for automatic distribution to relevant managers and human resource

departments for approval.

Use electronic leave applications to expedite processing time, reduce paperwork, and ensure company leave policies are enforced..

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Timesheets

Track time spent electronically and generate reports instantly



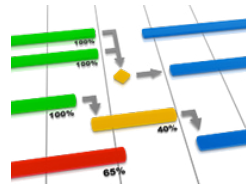
Simplify and expedite timesheet processing for all parties involved by offering cloud-based recordkeeping, routing, and approval.

Retain a secure historical record while eliminating the cost of paper filing, storage, and shredding.

Project Management

Manage complex projects and their associated documentation

Manage small and large projects within one central repository, with supporting project documentation easily uploaded and managed.



Administer all aspects of the project in one convenient location including timelines, comments, and approvals.

Technical Drawings



Manage technical drawings in a secure repository

Store unlimited versions of technical documents in a central location, with built-in PDF conversion to easily collaborate and review via all major mobile devices.

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Legal

Store all of your confidential client information in one central location, easily appending watermarks to ensure printed documentation can be quickly referenced back to the electronic copy.



Customer Service

Increase goodwill with faster turnaround times



Systematically process client queries including orders and quotes by automatically routing correspondence to the appropriate personnel.

Keep a historical record of all communications, with staff able to reply using built-in email viewing and response facilities that offer consistent signatures.

Group mailboxes simplify teamwork by providing access to all correspondence within one central location as opposed to a large number of disjointed individual email boxes.

Medical

Store confidential patient records in a secure, HIPAA-compliant repository and provide access to time-critical patient care data on portable mobile and web devices.

