

Simple, Secure Electronic Filing



U.S.

Business Office Solutions

Document Imaging and Retrieval

Ask Yourself...

- ? How much time and money do I spend printing, filing, and retrieving vital documents?
- ? What can I do to reduce storage costs and wasted space?
- ? Are my sensitive documents safe?
- ? What can I do to prevent important documents from being misfiled or lost?
- ? How can I get my business office more organized?

Professionals spend 5-15% of their time reading documents, but up to 50% looking for them.¹

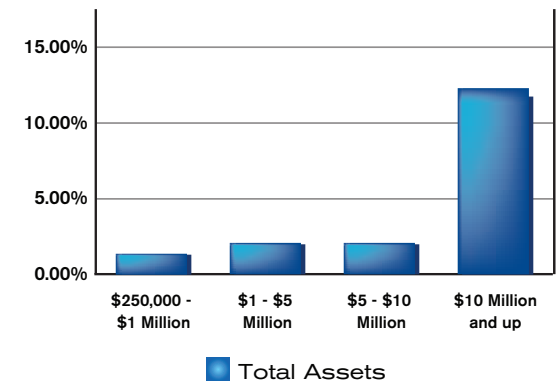
Expect Results

- Reduce costs of storage, supplies, and redundant copies.
- Virtually eliminate issues with lost or misplaced documents.
- Increase the security of your valuable records and documents.
- Quickly respond to requests for information with fast data retrieval.

¹ Pricewaterhouse Coopers Study
² IRS Publication 55B (Rev. 3-2010)

Are You Ready?

IRS Audit Rate for Businesses



According to the 2009 IRS Audit Rates, the likelihood of being audited increases with assets and income, making dealerships prime targets for audits.² If you're audited, can you quickly and easily access requested documentation?

About Document Imaging

Save time, money, and space, and respond quickly to requests for information by storing your valuable documents on a secure, hosted or in-house server.

The screenshot shows the 'DOC Functions' software interface. At the top is a menu bar with 'File', 'Subscreens', 'Tools', 'Display', 'Print', 'System Tools', and 'Go To'. Below the menu is a toolbar with various icons. The main area is titled 'Search Document Retrieval' and contains several input fields for searching documents, including 'Document Type' (set to 'SINV'), 'Key Fields' (Document#, Name, NAD#, Employee#, VIN), and 'Date Range' (From and To). Below the search fields are 'User Images' dropdowns and buttons for 'Search (F5)', 'More', 'Select (F12)', and 'Clear Fields'. A 'Search Results' table is displayed, listing document numbers, types, image status, document numbers, and dates. A red callout box points to the table with the text 'Easily locate imaged documents.' To the right of the table is a preview of a document, which is a 'Universal Motors' document with a signature line.

Number	Type	Image	Doc#	Da
00x81996	SINV	Yes	00x81996	09
00w54657	SINV	Yes	00w54657	12
00w54656	SINV	Yes	00w54656	12
00w54644	SINV	Yes	00w54644	12
00w03163	SINV		00w03163	10
00w03162	SINV		00w03162	10
00w03144	SINV		00w03144	10
00w03139	SINV		00w03139	09
00w03127	SINV		00w03127	09
00w03095	SINV		00w03095	10

Easily locate imaged documents.

Did You Know?



The average dealership consumes nearly two trees to print out monthly accounting books.¹ Not only could an electronic archive help you reduce this waste, but it could also save you time and money.

Highlights

- Capture and store exact images of documents, including signatures, automatically.
- Easily locate and retrieve documents with indexed files.
- Print, e-mail, or view documents from your workstation.
- Keep your data safe and secure with daily backups at an independent facility.

Your dealership deals with many important documents every day, and storing them can be an immense, expensive task. Make storing your vital documents easier and increase employee productivity with POWER's Document Imaging and Retrieval applications.



MAKING BUSINESS BETTER.

¹ Conservatree, 2010