

## Retrieve 2.0

### ADVANCED DOCUMENT MANAGEMENT TOOL

To navigate through today's tough economic conditions and to remain profitable, business owners are looking for ways to cut costs and streamline processes. The overall impact of processing, handling, and storing paper documents is astounding from a financial, environmental, and resource perspective.

If your business process includes wasted time and resources chasing down paperwork for approvals, filing documents in large storage rooms or retrieving paper documents to satisfy customer demands - Amtech has a solution! It's Retrieve!

Retrieve enables you to archive, process, retrieve and research document transactions without leaving your workstation. Retrieve increases employee productivity while enhancing communications to customers, vendors, and employees. Our second-generation Retrieve module eliminates bottlenecks caused by excess paperwork providing full visibility throughout its approval process, saving you money!

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### WHAT IS RETRIEVE?

Retrieve is a document management solution that:

- Electronically captures documents
- Automates the distribution of all printed documents, reports and forms
- Provides instant document retrieval from the desktop
- Is integrated with your ERP accounting & manufacturing applications

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### HOW IT WORKS?

Retrieve captures internal and external documents like AP invoices, purchase orders and checks. These are electronically captured by Retrieve in a myriad of ways - fax, scan, email, and even barcoding. Best of all, internally generated documents are captured directly from your ERP system (Imaginera).

Sending documents to external and internal recipients is flexible and easy. And, it can be done in the method and format preferred by the recipient (Fax, PDF, XML, TIFF, CSV).

Documents stored in Retrieve are instantly available electronically to anyone on the network with the necessary permissions for viewing, routing, and emailing. Retrieve eliminates the wasted time and resources necessary for physically chasing down documents stored in file cabinets.

### Retrieve's Top 5 ways to cut costs

1. **Use Less Paper (Go GREEN)**  
*For each sheet of paper used, you may incur not only purchasing costs, but also storage, copying, printing, postage, disposal, and recycling—and it adds up!*
2. **Eliminating Document Shipping Charges**  
*Transfer critical and time sensitive documents electronically*
3. **Do More With Less**  
*Integrated document management provides 24/7 desktop access to all of your documents on-line reducing clerical dependence*
4. **Eliminate Lost/Misfiled Docs**  
*Accounting files, workforce files, product information, business records, and more are maintained in a safe, secure, document storage.*
5. **Eliminate Storage Space**  
*Free up expensive office space used by filing cabinets. Eliminate the costs of off-site document storage*

*Schedule an on-site or live web demo by visiting [amtechsoftware.net](http://amtechsoftware.net) or calling 215.639.9540.*