

Document Management Solution

API's mission is to help businesses run more efficiently and more profitably. Our cloud based Document Management Solution (DMS) offers an innovative approach to help businesses protect valuable business information, obtain business intelligence, improve controls and compliance without the need to invest in capital equipment and software. Eliminating paper and going to an electronic document management process will improve process efficiencies, enhance controls and improve compliance by ensuring established business rules are followed. The instant access to documents provides the essential business intelligence necessary to make the best informed decisions quickly and efficiently.

Our solution delivers measurable results by aligning technology with human capital resources. This is achieved with secured cloud-based technology that creates a centralized archive of all business documents. It integrates seamlessly with customers' enterprise systems. This tool creates a dynamic environment in which all business documents are always available and accessible only by authorized individuals. Gaining immediate access to vital corporate information from anywhere in the world via the Internet is crucial - especially when delivering exceptional customer service, capitalizing on new revenue opportunities, resolving payment disputes or conducting an audit. Electronic document management can also help satisfy on-going compliance regulations including SOX requirements.

The DMS centralized repository makes it easy to access documents from anywhere you have access to the internet. Portals are available for retrieving documents by company personnel, vendors or customers. Access is determined by your business rules. The DMS includes wildcard search capabilities to help you locate those hard to find documents. Images can be combined in a single PDF to simplify sending information to others. Retrieved documents can be emailed, faxed or printed. Data security is set up at the record level as an additional safety measure.

Many groups within organizations face a variety of issues related to their document management process. API's DMS resolves these issues.

Organizational Challenges in the Document Management Process:

- Document Retention and Access
 - Human Resources
 - Customer Service
 - Claims, Deductions and Charge-backs
 - Accounts Receivables
 - Freight Documents
 - Accounts Payables
 - Contracts and Other Legal Documents
- SOX and other regulatory compliance issues
- Inter-departmental communication issues
- Information in corporate systems that are not integrated

Benefits of the API's Solution:

- Instant access to information from any place in the world
- Reduce handling & storage costs up to 70%
- Linking of all support documents associated with another document
- Satisfy regulatory compliance requirements
- Eliminate manual filing & retrieval
- Eliminate manual routing, faxing & copying of documents
- Centralized archive for all documents
- Resolve issues quickly and efficiently
- Immediate access to information
- Ability to add support documents to a document
- Eliminate risk of document & data loss

Archive Link API's Archive Link provides customers the ability to seamlessly retrieve and view archived documents stored on the DMS. This service utilizes technology which will make document retrieval easy and efficient through customers' ERP system. Leveraging the technology which is already in place and providing quick access to information expands the value customers receive from utilizing the DMS.

Mobile Devices The user interface for the DMS is optimized to provide a superb user experience with mobile phone and tablet devices.

Services API will work with your organization to tailor a solution to drive efficiencies in your document management process. API, with its experienced and knowledgeable staff, will evaluate your company's current document management process and provide you with the critical insight to determine the best solution to automate and streamline your document management process to enable your company to maximize the productivity of your human capital.

About API: API is a provider of innovative and scalable technologies to automate document management (DM), accounts payable (AP) and accounts receivable (AR) processes. API delivers its full suite of technologies for your back office through the cloud to eliminate the need to commit capital and technical resources. API's experience and expertise enable customers to integrate and leverage existing systems through workflow based technologies to increase working capital, maximize profits, reduce costs, improve controls and streamline processes to transform back office operations into a strategic function. For more information visit www.apifao.com

Solution Strengths

API's DMS contains built-in flexibility to ensure your documents are stored in a way which makes intuitive sense and training simple. Electronic linking of all related documents is available to ensure decisions are made with business intelligence.

Key Strengths Include:

- Central electronic document repository for all documents
- Web based for remote access to documents from anywhere
- Variable search criteria customized by user-defined fields
- Integration of both paper-based and electronic file formats
- Linking of all documents associated with each transaction
- Scalable service for individual business unit or enterprise-wide application
- Data security at the record level
- Full redundancy and replication for BCP

