

# Why go paperless?

#### • Increased Efficiency

#### • Reduced Costs

### • Self evident, affordable solution

### Software, support, and Implementation services you can trust

Thank you for your business! We appreciate it and want to keep you apprised of new

**MHC's Image Express**<sup>TM</sup>

developments at MHC. Many organizations are converting paper into electronic images for easy retrieval, storage, and document backup. These images can be easily accessed, viewed online,

MHC customers asked for an MHC developed and supported imaging system. MHC listened and is providing Image *Express*<sup>™</sup>, our document imaging solution.

#### **Increased Efficiency**

Reduced incidence of lost records (\$120 to retrieve misfiled documents) Easier record management Elimination of time spent searching for documents (average executive spends 150 hours per year looking for documents) Increased security

#### **Reduced Costs**

Documents cost \$20 to file manually Documents are copied on average 9 – 11 times

printed, and sent electronically via email or fax.

#### Software, Support, and Implementation by MHC Software

- Superior Software
- World class service and support
- Expertise with Lawson Software
- Little IT time required for implementation and support





For more information please call **Sherry Diedrich** at (800) 588-3676 ext. 240 or <u>sherryd@mhccom.com</u>.

11900 Portland Avenue South • P.O. Box 1749 Burnsville, Minnesota 55337 800.588.3676 • Main: 952.882.0884 • Fax: 952.882.0484 http://www.mhcdocumentexpress.com



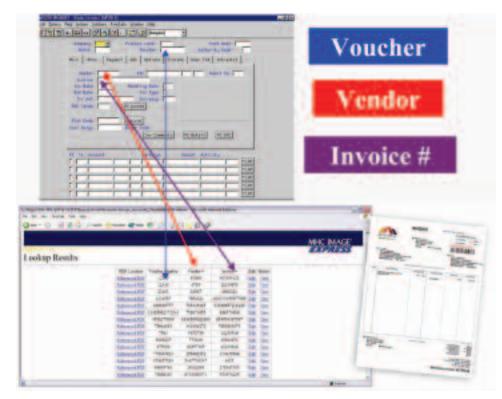
## Image *Express*<sup>TM</sup> and Lawson Interface

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Image *Express*<sup>™</sup> captures invoice images and indexes as invoice information is entered into Lawson.

# Image *Express*<sup>TM</sup> Features

- Key fields are captured as Image *Express*<sup>™</sup> "listens" to AP20 for look up indexes.
- Security based on users and document type. Only authorized users can retrieve and access sensitive documents.
- Complete audit trail of all touches to the system (SOX Compliant).
- Only a standard scanner and PC are required.
- Image types/groups can easily be added to expand the electronic file cabinet across your organization.



## **Human Resource Applications**

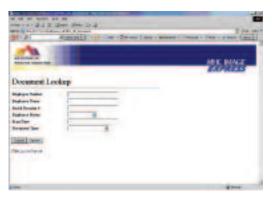
The entire personnel file is scanned, converted to an electronic image, and indexed.



Authorized users retrieve document images through a web browser. Document indexes and searches are user defined.

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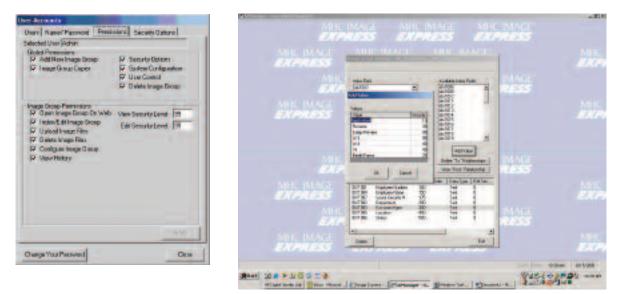
Look up indexes on any document may be corrected, edited or copied by a user with permission.



Indexes are applied manually or automatically with verification against Lawson's HR11screens.

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Verify or add indexes directly from ERP.



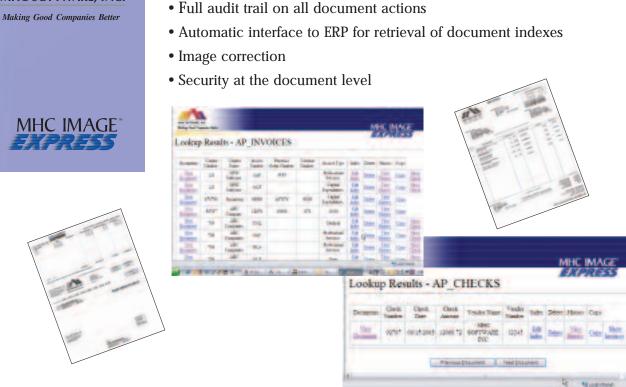
Permissions are set based on document type. Allows admin to restrict users from viewing or editing based on document type.





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Document Express<sup>TM</sup> output can be automatically submitted to Image Express<sup>TM</sup> and associated with other images.





## Image *Express*<sup>TM</sup> Features

• Customizable document indexes