



MHC's Image Express™

Thank you for your business! We appreciate it and want to keep you apprised of new 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, printed, and sent electronically via email or fax.

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

Why go paperless?

- Increased Efficiency
- Reduced Costs
- Self evident, affordable solution
- Software, support, and Implementation services you can trust

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

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 sherryd@mhccom.com.

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™ and Lawson Interface

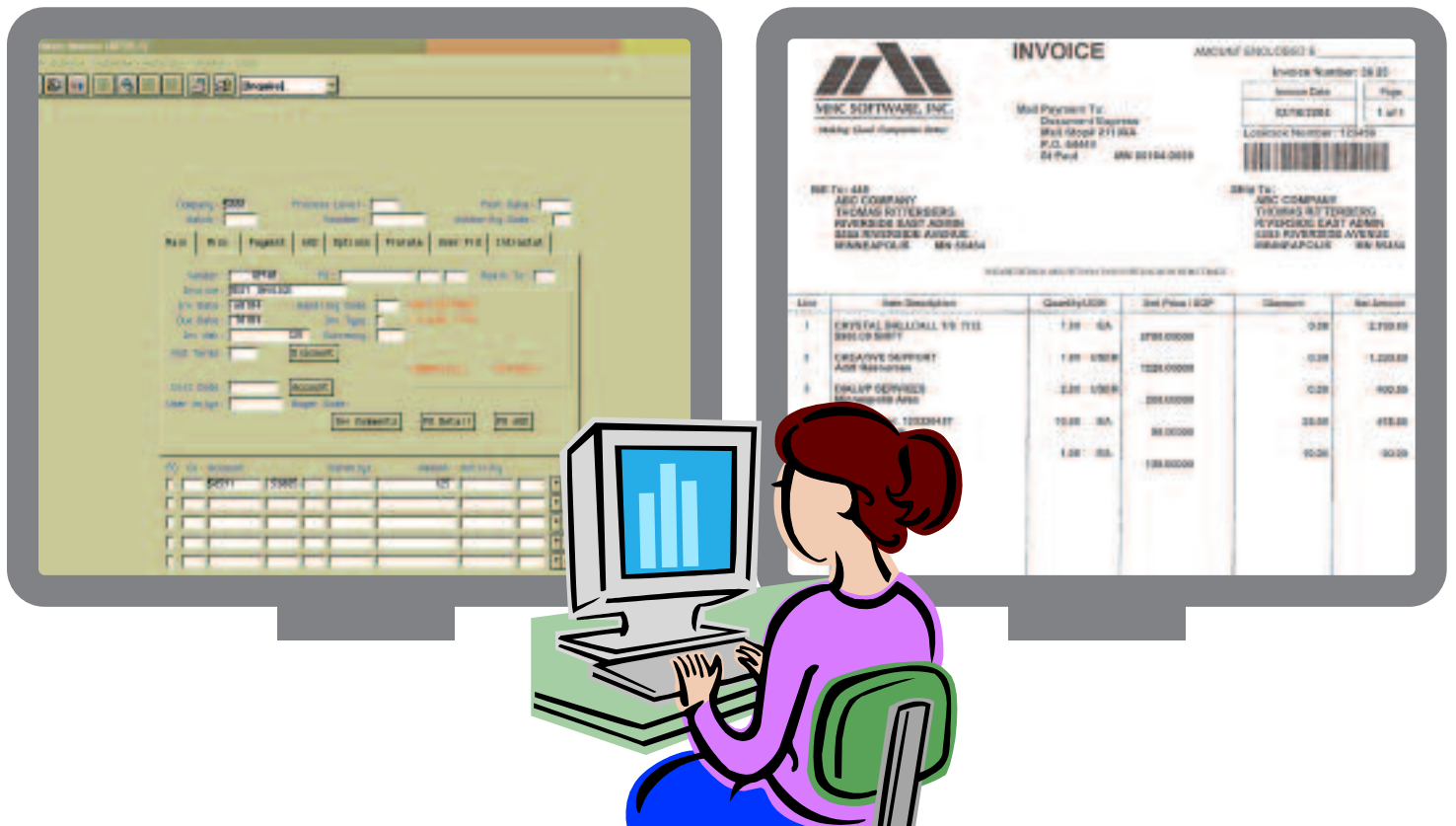
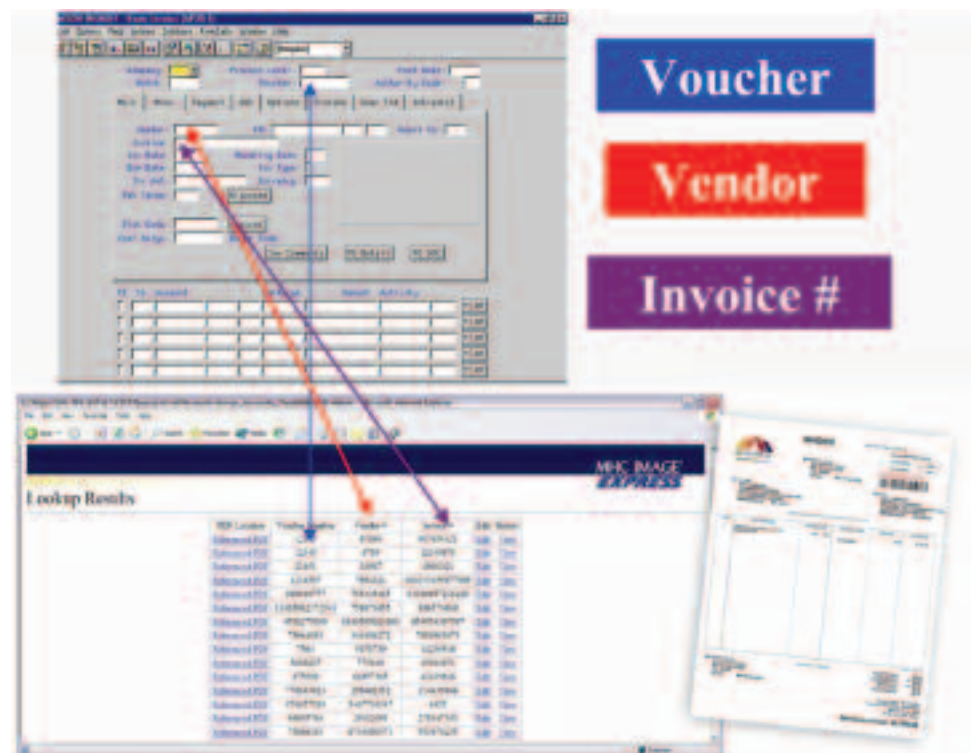


Image Express™ captures invoice images and indexes as invoice information is entered into Lawson.

Image Express™ Features

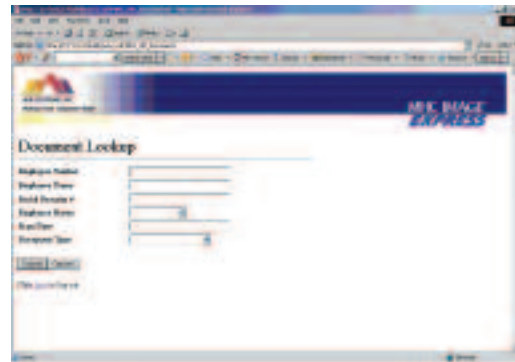
- Key fields are captured as Image Express™ “listens” to AP20 for look up indexes.
- Security based on users and document type. Only authorized users can retrieve and access sensitive documents.
- Complete audit trail of all touches to the system (SOX Compliant).
- Only a standard scanner and PC are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



Human Resource Applications

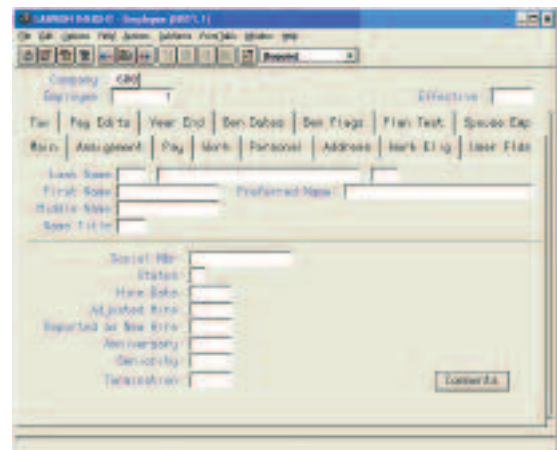
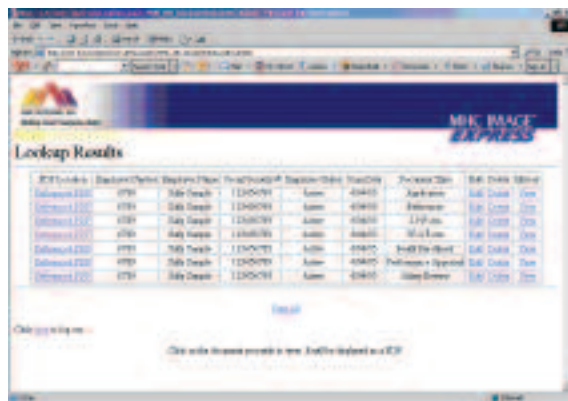
The entire personnel file is scanned, converted to an electronic image, and indexed.

**SCAN IN
W-4**



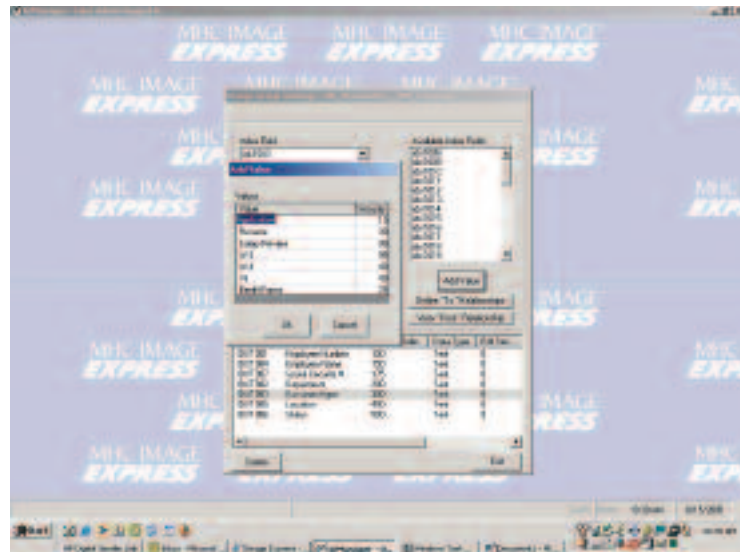
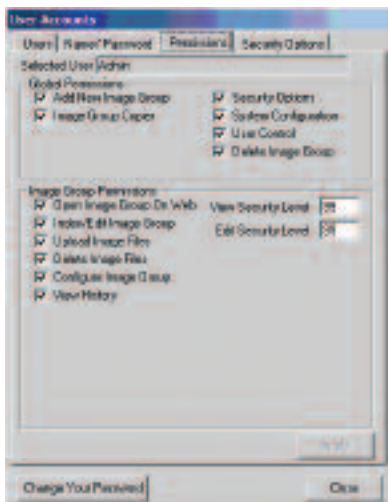
Indexes are applied manually or automatically with verification against Lawson's HR11screens.

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



Verify or add indexes directly from ERP.

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



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



MHC SOFTWARE, INC.

Making Good Companies Better

MHC IMAGE EXPRESS

Image Express™ Features

- Customizable document indexes
- Full audit trail on all document actions
- Automatic interface to ERP for retrieval of document indexes
- Image correction
- Security at the document level

Lookup Results - AP_INVOICES

Account	Vendor	Vendor	Invoice	Invoice	Invoice	Invoice	Invoice	Invoice	Invoice	Invoice	Invoice	Invoice	Invoice	Invoice	Invoice
10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000



Lookup Results - AP_CHECKS

Document	Check	Check	Check	Check	Check	Check	Check	Check	Check	Check	Check	Check	Check	Check	Check
10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000	10000000

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

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Burnsville MN

11900 Portland Avenue South
Burnsville, Minnesota 55337

