



Drive | Image for Commerce

It doesn't matter whether your business is in wholesale or retail, whether you're focused on import or export, or whether you operate as a franchisee or independently.

The fact is, to stay competitive and successful in the long run, you need to stay on top of market developments, deadlines, and your warehouse operations.

Likewise, you can't afford to waste valuable resources like paper, labor, and space - especially when it means sending your documents on an unending odyssey throughout your organization.

Drive | Image Functionality

The Drive | Image solution lets you digitize and archive your documents in a flexible, timely, and cost-effective manner.

First, place customer orders, shipping documents, order confirmations, etc. in the input tray of your scanning device or MFP. Then select settings in the Drive | Image screen running on the device control panel and provide manual input if necessary. A simple press of the start button produces a high-quality scan of your document, sends it to the designated recipient, and places it in the correct directory. All in less than a minute, thanks to Drive | Image software.

Advantages

- **Quick turnaround thanks to well-defined digitization workflows** - Document archiving and delivery happen at the touch of a button, thanks to well-defined scan processes and connectivity options.
- **The highest degree of usability** - Employees get all the advantages of an intuitive interface without the need for lengthy seminars and training; most users don't even realize they are working with scanning software.
- **Centralized device management** - All scanning devices are managed centrally by the administrator - the software is installed one time on the server instead of local workstations, so configurations can be deployed on all devices at the same time.
- **Transparency and overview** - Drive | Image lets you put an end to unorganized files and stacks of paper and focus on that what matters. Once processed, paper documents can be stored outside the organization at low cost, leaving you with digital copies that are easy to access and handle.
- **Cost reduction** - The software eliminates the need to copy and distribute documents to multiple users around the company. Instead, the latest version of each document is sent electronically to every recipient, thus reducing costs and improving your overall carbon footprint.

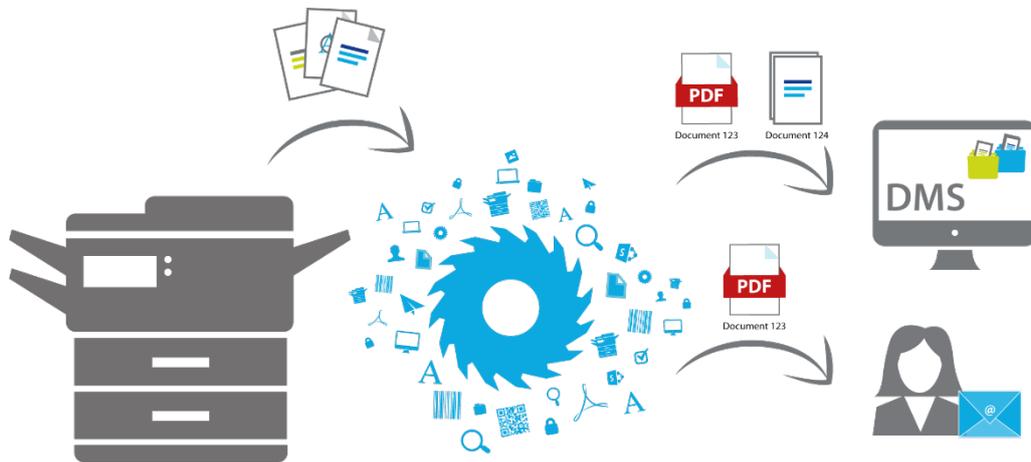


Example

Peter works in the warehouse of a wholesale company and is responsible for scanning and forwarding delivery notes of incoming goods. From the scanning device, he sends them via email to the employee who placed the order. This ensures that the goods receipt can be matched with the order and recorded in the system, so payment can be initiated straight away.

To accomplish this, Peter selects the document type, the product division, the supplier and the salesperson who is to receive the PDF via email once it is generated. In case a product is missing, Peter can manually enter that information to be included in the email text, immediately registering a dispute. The digital document is stored in the corresponding supplier folder using the filename containing the input Peter selected and the date the goods were received.

The original delivery note will remain in the warehouse, as it will give warehouse employees the information they need to store the merchandise on the right shelf. Meanwhile, the administrative person located in a different facility can start working on later steps in the process.



More about Drive | Image and selected reference reports can be found at Drive.LRSOutputManagement.com.