ARCHIVING Intech's Document Retrieval System

Overview

The Intech Archiving application enables the storage of electronic copies of documents, reports, listings and images. It is particularly suitable for storing copies of documents such as packing slips, invoices, statements, payslips, remittance advices, consignment notes and images such as presented cheques, product pictures and credit application forms. Intech Archiving is integrated directly into many relevant areas of Intech Applications so it is seamless to users.

Once stored, items can be retrieved using a range of search and selection criteria. Security restrictions can be added to restrict users accessing some or all archives. This facility is particularly useful to control who has access to such archives as those related to Payroll.

When items are retrieved directly from another Intech application either all or part of the selection criteria is pre-determined. For example, when retrieving documents from Creditors Account Inquiry only items for the Creditor you are currently viewing will be available. If you select a specific invoice, only that invoice will be displayed.

If you are not sure which document you require, from within the Archive application you will be presented with a series of search parameters. For example, you can search by year, month, customer code, customer name and other references, or a combination thereof. Wild card use is available where only part of a selection is known. Items that meet the selected criteria can then be sorted and displayed as required.

The Archiving application is usually used in conjunction with laser printed documents where only one original is printed. The archived copy then becomes the file copy, resulting in a saving of stationery and filing costs. The Archiving application is used with most of Intech's standard packages and also with the E-Commerce modules. With E-Commerce authorised customers can then access their own documents from their personal web browsers.

If PDF View is enabled, documents can be retrieved together with the applicable document background to create a replica of the original document in a PDF format. A watermark background can be added which is useful for reprinting such documents as tax invoices where it is required to identify that the document is a copy and not an original. When items are retrieved using the Archiving Retrieval program multiple items previously archived can be merged into one PDF document. This is particularly useful when wishing to email a range of invoices to a customer.

Storage of images is useful for holding such items as customer credit applications, product item images and accounts payable invoices.

Contact Details

For further information relating to the Intech ARCHIVING System

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