

# Correspondence Manager<sup>®</sup>



CORMAN

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# Why choose Correspondence Manager?



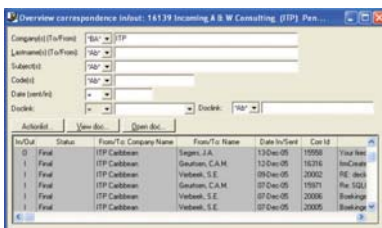
Organizing and managing correspondence and documents can be a time-consuming process for your business. Sometimes the volume of these documents is overwhelming. Although, there are good practices in place for indexing and retrieving paper documents, it can be a very daunting task to go through all the paper to find the correct document.

**Correspondence Manager** is a full-featured and cost-effective document management solution that can help people be more productive by providing centralized access to critical business documents.

With **Correspondence Manager**, documents once scattered throughout the organization can be stored in a security-rich document library, making it easier for users to access, manage, organize and share the information they need to perform their jobs more effectively.

Designed with proven, security features and out-of-the-box integration capabilities, **Correspondence Manager** helps to promote company wide teamwork for increased productivity and efficiency.

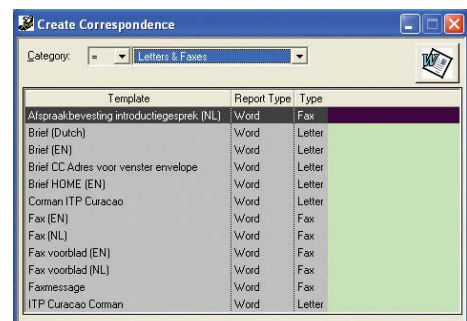
## Easy document management

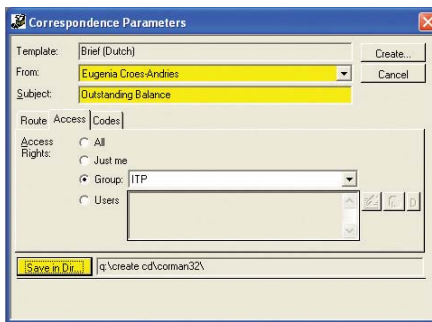


In **Correspondence Manager** you can easily save, edit and retrieve all types of documents. The document itself can be connected to the registration through scanning, using links to Microsoft Office files, or any other type of file on your network or the selection of e-mail in your mailbox. Registration, searching, editing and printing of documents will be possible from every individual workstation.

## Document scanning possibilities

Paper documents can be scanned using TWAIN compatible document scanners. Documents may be scanned and registered directly in **Correspondence Manager**. Documents are saved in BMP format or any other format you desire. Scanned images are displayed on screen as they are being scanned for a visual check.



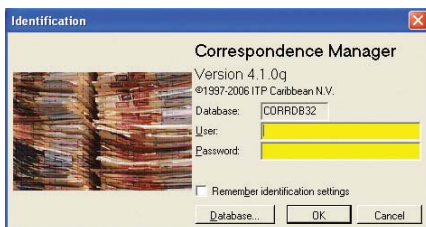
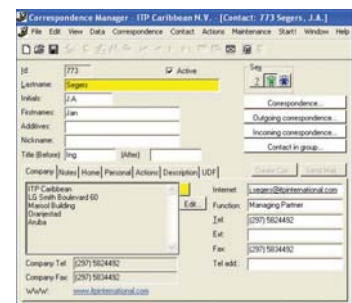


## Effective collaboration

**Correspondence Manager** is workflow based and helps users organize and manage work in a collaborative environment. Using predefined actions one user can signal another to take action on a specific document.

## Customer relationship management

For good management of your relations, whether these are customer's, other companies or organizations or civilians, it is essential to have insight in their contact history. With **Correspondence Manager** you can register and maintain a company, contact person and address administration. Easily you can get information on the correspondence to and from a company or a contact person and what incoming and outgoing documents there are.



## Some features of the Correspondence Manager:

- Uses a friendly user interface.
- Supports document versioning.
- Stores documents in various format, while preserving their integrity.
- Provides enhanced security.
- Provides encryption and decryption facility.
- Provides a mechanism to ensure the integrity of the documents.
- Keeps track of document usage.
- Provides a search facility that can be used based on content or on attributes.
- Allows e-mailing and faxing of the documents directly within the application.

## Correspondence Manager in your organization can act as:

- A central report repository, storing reports generated by all the enterprise applications.
- Users can access these report using the **easy to use** interface.
- A central report repository to store all paper invoices. Finance department can efficiently utilize this repository for efficient spending management.
- A central repository where legal department stores all the contracts and related documents.
- A central repository where HR departments stores various employee related documents.
- Audit trail.





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To learn more about CORMAN please give us a call  
and we will arrange a demonstration.

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