

## DOCUMENTS ONLINE

Documents Online is a document management application that increases productivity by helping you to archive and retrieve documents, images and reports electronically within IFAS. With Documents Online, you can scan documents such as invoices or resumes, and attach them to elements within IFAS. You can then retrieve relevant images for quick visual reference from your active IFAS application, without requiring you to search for files in storage facilities. You can also use Documents Online to archive historical ad hoc and standard reports for future reference.

### Imaging

- Capture active documents from Microsoft Word, Microsoft Excel, Adobe Acrobat and other applications, and attach these documents to the database.
- Schedule document retention periods.
- Access linked documents directly from the IFAS 7i screens.
- Automatically use multiple attachment values when a single value will not provide a unique attachment.
- Support an unlimited number of different attachment values.
- Easy setup and configuration.

### Report Archival/Retrieval

- Access ad hoc and standard subsystem reports, including CDD reports.
- View reports intuitively using a Web browser.
- Route reports via Workflow.
- Reprint reports from the Web browser interface.