



Infor Document Management

Find the documents you need

If your organization is like most, it's downright difficult to find the documents you need, when you need them. Every department has its own structure and system for storing documents. To make matters worse, your business documents are stored separately from your business processes. And you have no central repository where you can maintain the common business rules and documents you need for audit compliance.

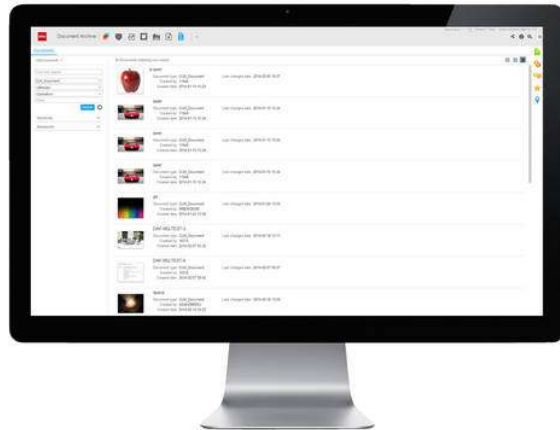
The upshot? You spend too much time looking for documents, jumping from one application to another, one server to another. And when you finally locate a document, you can't be sure it's the latest, most complete version.

What if you had a solution that integrated all of your documents with your business processes, and provided a central repository for them, so you could work more efficiently? Well, you get all that-and more-with Infor® Document Management.

Integrate your business content

With Infor Document Management, you can increase productivity by integrating business documents with your core business processes inside your ERP system or business application.

The system uses soft links, based on document metadata, to provide you with tight integration between your documents and your Infor ERP system. You can view a document from within the context of your application, or click on a document link and Infor Document Management goes out to retrieve the document from the central repository. Your documents are always there-at your fingertips.



Manage the entire lifecycle of your documents

You get support for the whole lifecycle of your business documents-from input through storage, retrieval, and sharing.

- **Input**-You can add documents to Infor Document Management automatically, as part of a capturing process or as part of any other type of automated process. Or, you can add them manually using your ERP applications or any of the Infor Document Management clients, all inside Infor Ming.le™. You can even use a Microsoft® Office application to add documents directly to the back-end platform. The system takes care of creating the appropriate metadata, referencing your documents to your ERP objects. For example, if you scan an invoice, Infor Document Management can store the invoice image file together with data that an OCR system extracts from the invoice. Later, when looking at an invoice in your invoice matching program, the scanned document is also there to view. All this can be accomplished using basic setup and configuration.

- **Store**-All documents are stored in a repository that applies role-based authentication and authorization to ensure the safety of your information. The repository also provides versioning and check-out/check-in capabilities, so you can be sure you're always working with the latest, most complete version of a document.
- **Connect**-Attributes stored with the documents allow soft links to be created between your documents and your applications. Your application doesn't have to know any specifics about a stored document in order to be able to connect to it. Infor Document Management creates this connection for you, since your business objects and documents share the same attributes.

In addition, you can use free text or attribute searches to find documents. And documents can be edited in either the clients supplied with Infor Document Management, or in Microsoft Office applications. Finally, you can collaborate by working on documents in workflows or use them as content in social applications.

Take advantage of industry leading technology

Infor Document Management is an integration platform built on top of industry leading content management platforms. Currently, the software supports IBM DB2 Content Manager and Microsoft SharePoint. This allows you to take advantage of document solutions already in use within your organization.

Since your organization already knows these platforms, it can be easier for your staff to set up users, security, permissions, and perform other administrative tasks. Also, this allows all documents-not just the ones used by your ERP applications-to be stored in one central location. This can make it easier for you to perform audit and compliance work.

Work more efficiently

With Infor Document Management, you can find the documents you need more easily, and know that you're working with the latest, most complete version of a document. Add to that the fact that you can see the information you need in context, and you have a tool for more effective, informed decision-making.



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About Infor

Infor is fundamentally changing the way information is published and consumed in the enterprise, helping 73,000 customers in more than 200 countries and territories improve operations, drive growth, and quickly adapt to changes in business demands. To learn more about Infor, please visit www.infor.com.

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