



TIKOS document management

The module for correct organisation

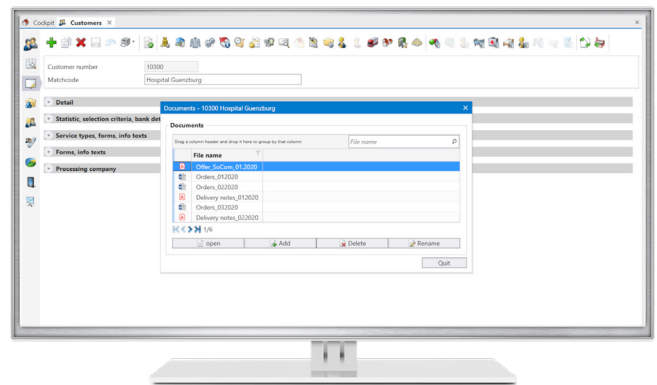
Save time when filing and searching for documents and information: With TIKOS document management, you can easily and conveniently **assign all documents to the corresponding customer** and **archive them securely** and for the long term. Your advantage: quick access and more transparency.

Simple saving of the data

Basically, **all documents in all file formats** (Word, Excel, PDF, etc.) can be stored in the TIKOS master data records via drag-and-drop. With the document management module, all documents, such as handwritten orders from the customer, can also be stored directly in the order. The module allows you to store an infinite number of documents - without quantity and data limits.

Easy scanning and direct assignment

If a document scanner is connected, a scan order can be placed conveniently from TIKOS. The scan is automatically assigned to the correct data record and saved. Also, for example, after the return of your driver, all delivery notes of a route provided with a barcode, which are now signed by the customer, can be scanned directly one after the other. The program reads each individual barcode and **automatically** assigns the respective document to the correct order. Once a signed delivery note has been correctly assigned, it can no longer be deleted or changed. All delivery notes can later be printed as an invoice attachment or sent via email.



Advantages

- Faster information access
- Improved transparency
- Improved customer service
- Improved quality of procedure processing
- Reduced error quota
- Storing of any data format
- Easy storage via drag-and-drop
- No limit in terms of document quantity and file size
- Connection to installed scanning systems