



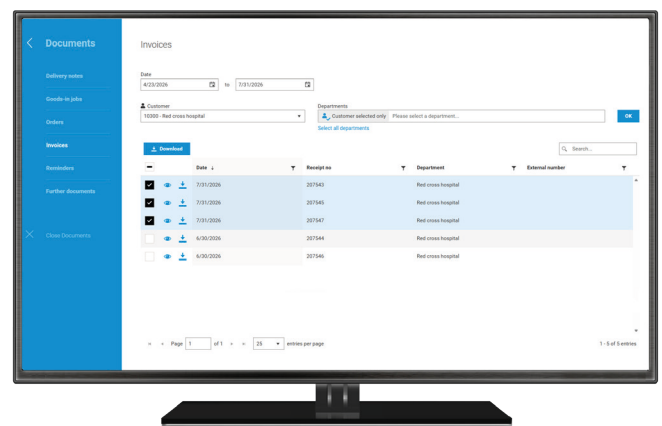
texPortal document management

Self-service document access for your end customers

Customer enquiries about delivery notes, invoices and other documents tie up valuable time in customer service and accounts. With texPortal document management, you provide your customers with a tool they can use to **help themselves at any time**: they can access their archived documents easily and **at any time** via the internet – without the need to send additional documents.

A portal with all the functions needed for day-to-day administration

Manually searching for documents and sending them out is a thing of the past. In texPortal document management, your customers can find **delivery notes, invoices, e-invoices and other documents** directly in the portal. Documents are displayed **live** from the archive, ensuring that the latest version is always available - **with no interim storage and no waiting times**. When several documents are required at once, they can be conveniently downloaded as a ZIP file. A preview is available for PDF and image files; all other file types are downloaded directly. **Search and filter functions** make it easy to find documents from **up to one year back**. This means your laundry no longer has to spend time sending documents or answering related telephone enquiries.



User management with individually assigned permissions

Not every employee should be able to view invoice data or other sensitive documents. You can define exactly which **document types are visible for each user group and company**. This keeps you in control of who is authorised to view which documents, without creating a security risk through unauthorised access. Bulk downloads as ZIP files can also be **enabled or disabled per company**. In addition, the "Additional Documents" function allows you to **provide any files** either specifically for individual customers or globally in the company master data - with filter options by language, customer group or account manager.

Advantages

- Less time spent on enquiries and document dispatch
- Self-service access for your customers to archived documents - anytime, from anywhere
- Protection of sensitive documents through controllable visibility by user group
- Live display directly from the archive, with no interim storage
- Preview function for PDF and image files
- Search and filter functions across multiple columns
- Individual and cross-client configuration options
- Targeted or global provision of "additional documents"