



ENWIS Doc - Document Management

If we truly believe that Microsoft ENWIS is going to provide users with a structure to create One Version of the Truth, then we need an environment that allows non-structured information to be stored; such as paper documents, emails, invoices, pictures, signed documents, and much more.

ITA Dynamics introduces our new document capture and document delivery system which fully integrates within all screens of NAV ENWIS. Users can now capture any document either electronic or on paper and store it in a Microsoft SharePoint Library. This library can be located locally or hosted on Microsoft 365.

The new features fill a gap that all customers have been requesting. If I receive paper or if I print paper I cannot do anything with it but store it in a file cabinet and how does that system become a digitalized central repository? Well it does not but we heard you and have the solution.

There are three levels of document capture available within ENWIS:

- **Drag & Drop Functionality**

Out of the box functionality that allows users to drag any file type directly into the NAV ENWIS system which provides a single source for searching and finding information.

- **Document Scanning & Document Workflow / Capture**

This add-on product to the Drag and Drop feature allows users to leverage a TAPI compliant scanner and scan documents directly into the system. Document workflow allows users the ability to choose printing options for email or paper distribution while capturing the document automatically and archiving it for future reference in the Microsoft SharePoint Library.

- **Batch Scanning & Online Workflow Approval**

Our most advanced option provides users the ability to batch scan large jobs by using bar code print. The process allows barcodes to be printed on documents for later scanning documents in bulk. At the same time the advanced workflows provide document workflow for electronic approval of documents.