

**Reduce the cost of creating, distributing and storing documents**

Complimentary Wilkinson Solutions | Print | Fax | Email | File | Archive |

In an ongoing drive to improve efficiency and reduce costs, many organisations have re-engineered their supply chain, finance, marketing and sales processes, and in doing so, have replaced outdated manual processes with automated, electronic business systems. Yet many of these new systems – especially ERP and mainframe applications – continue to produce high volumes of paper-based documents as part of everyday business operations.


Despite an increasingly digital world, many businesses find that common documents such as quotations, purchase orders, statements, invoices and sales reports still require the use of pre-printed forms, manual fax and mail distribution, and storage in cumbersome filing cabinets. This is largely due to the limited ability of enterprise applications to meet the specialised requirements for managing document output.

That's where WilComm comes in. This specialised document output management solution extends the functionality of your existing IT infrastructure and significantly reduces the time and cost associated with creating, managing and storing everyday documents.

The concept behind WilComm is simple: it converts the raw data from your ERP, financial and business applications into well-designed electronic documents; intelligently distributes these documents in a choice of formats - print, fax or email; and automatically files or archives them for quick and easy retrieval at a later date.

### Key Features:

- Automated creation, delivery, filing and archiving of documents
- Reduction or elimination of pre-printed stationery
- Choice of document delivery: print, fax, email or file
- Multi-language capability, including Asian languages
- Platform, printer and application-independent design
- Integrates with existing IT infrastructure without costly changes or upgrades
- Supports all common ERP, financial and accounting applications

18 Princeps Road Blacktown ACT 4444 PO Box 333 Blacktown ACT 4444				<b>ACME Incorporated</b> Manufacturer & Distributor of Rosemount products PHONE (02) 5555 6666 FAX (02) 5555 7777		<b>TAX INVOICE</b>			
Customer: PHOTO CONVENTION PTY LTD 11AS PHOTO CONVENTION WAREHOUSE 5959 POGAN ROAD MOUNT WAVERLEY VIC 3122 ABN: 3122		Deliver To: PHOTO CONVENTION BOTSWELL STREET MOUNT WAVERLEY VIC 3122 ABN: 3122		Invoice Number: <b>2098104</b> Invoice Date: 11/04/05		Delivery Docket: 0300992 Your Order No: Invoice Type: INVOICE Shipping: AirExpress Order Date: 30/04/05 Page: 1			
ITEM NUMBER	DESCRIPTION	APN:	QTY	QTY	QTY	Unit	Extended	GST	Amount
		M300	2	1	1		9999.00		9999.00
	CABLER DYNAX 9		2	0	2		9999.80		9999.80
	CABLER DYNAX 7		5	0	5		999.00		999.00
	CABLER DYNAX S W/ 28-80MM (D)		3	0	3		999.00		999.00
	CABLER DYNAX S QD W/ 28-80MM		5	0	5		999.00		999.00
	CABLER RIVA ZOOM 75W TITANIUM		5	0	5		999.00		999.00
	CABLER RIVA ZOOM 75W QD TITAN		10	0	10		999.00		999.00
	CABLER RIVA ZOOM 115		5	0	5		999.00		999.00
	CABLER RIVA ZOOM 115 QD		2	0	2		999.00		999.00
	CABLER RIVA ZOOM 160		3	0	3		999.00		999.00
	CABLER RIVA ZOOM 160 QD		2	0	2		999.00		999.00
	CABLER RIVA ZOOM 140		3	0	3		999.00		999.00
	CABLER RIVA ZOOM 140 QD		3	0	3		999.00		999.00
	CABLER RIVA ZOOM 130		5	0	5		999.00		999.00
	CABLER RIVA ZOOM 130 QD		2	0	2		999.00		999.00
	CABLER LENS AF 24-85mm f3.5-4		2	0	2		999.00		999.00
	CABLER LENS AF 24-105mm(D)F3.		5	0	5		9999.00		9999.00
	DIMAGE 7 & MAX CAM								
	System comprises of -								
	CABLER DIMAGE F100		3	0	3		99.00		999.70
	AC ADAPTOR FOR DIMAGE 7, 5 & S								

# WILKINSON

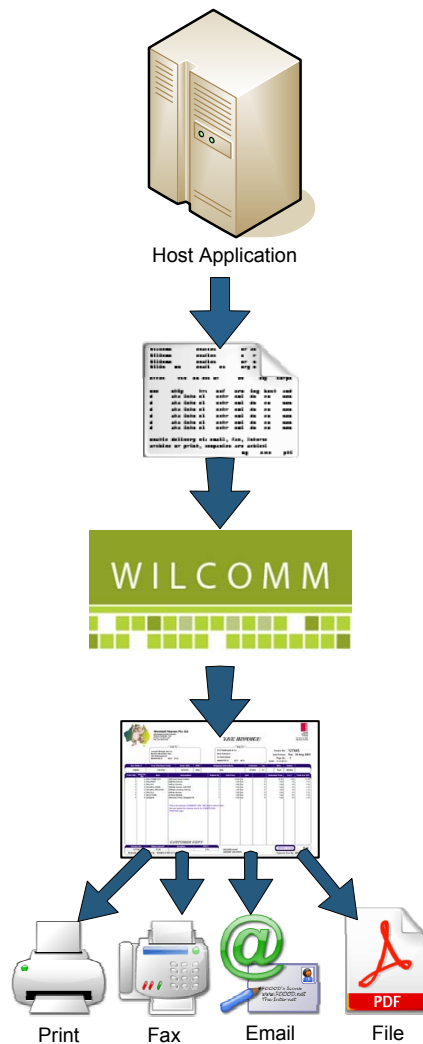
ELECTRONIC DOCUMENT SOLUTIONS

## Electronic Forms Creation

With WilComm you can create electronic forms and documents that look much more professional than the unformatted output typically generated by ERP, mainframe and financial applications. An added benefit is that use of a company-standard form design ensures accuracy and presents a consistent corporate image.

Converting to electronic documents also reduces or eliminates the need for expensive pre-printed stationery, which in turn reduces paper wastage – especially as stationery often becomes obsolete before it has even been used.

WilComm's electronic forms capability includes an intuitive, WYSIWYG method of forms design that makes it easy to draw boxes and tables, and also allows the import of graphics such as logos, signatures and bar codes. A simple 'drag and drop' process maps your data to the appropriate position on the form, so that the fields are populated automatically when the form is printed or distributed. You may wish to simply recreate your existing paper documents; alternatively, you may prefer to take advantage of WilComm's easy form design features to create new or improved layouts.



## Integration with Existing IT Infrastructure

The WilComm document output management solution integrates seamlessly with your existing IT infrastructure; it requires no costly programming changes or upgrades. Developed by Wilkinson, an independent software vendor, WilComm is platform, printer and application-independent by design. It supports standard operating environments such as Windows, UNIX, Linux and Windows; common ERP, financial and business applications; all types of printer, and most (or all?) popular fax servers, fax cards and email systems.

## Automated Document Distribution

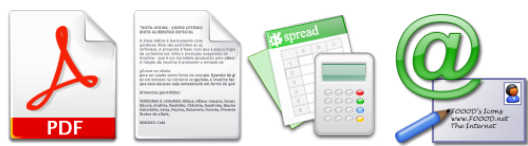
WilComm offers automated document delivery by print, fax, email or any combination of these, allowing you to choose the most appropriate distribution method for your particular requirements and budget.

The automated print module prints to any Windows-based print device, including laser, inkjet, barcode, thermal, dot matrix and till slip. However, since 'print and post' methods of document distribution are both expensive and time consuming, you may wish to add WilComm's automated fax or email modules as well, in order to reduce the costs of paper, postage and labour wherever possible.

As well as helping to speed up communications with suppliers, customers and business

partners, the fast and automated nature of these delivery methods also means that you can free up staff to work in more productive areas of the company.

The fax and email modules support most popular fax servers and email platforms. Documents may be distributed in a number of formats, including PDF, TXT, CSV, XLS PostScript, PCL, HTML and XML.



## Electronic Filing and Archiving

With a warehouse full of filing cabinets, it is no easy task to find a file copy of an order or invoice, especially when such documents are often lost or misfiled. The use of electronic archiving and retrieval processes improves customer service and staff productivity, whilst lowering the cost of storing documents and freeing up office space.

WilComm offers a choice of two modules for automated filing or archiving, both of which ensure that documents can be retrieved quickly and easily at a later date. For basic requirements, the file module provides automated naming and storage of files in PDF or TXT format, for subsequent retrieval through MS Windows.

More comprehensive features are available in the archiving module, which automatically captures and indexes raw application output, and also offers a manual capture and indexing method for other common file formats and scanned images. Documents are archived

## Use WilComm to create all kinds of electronic forms and reports, including:

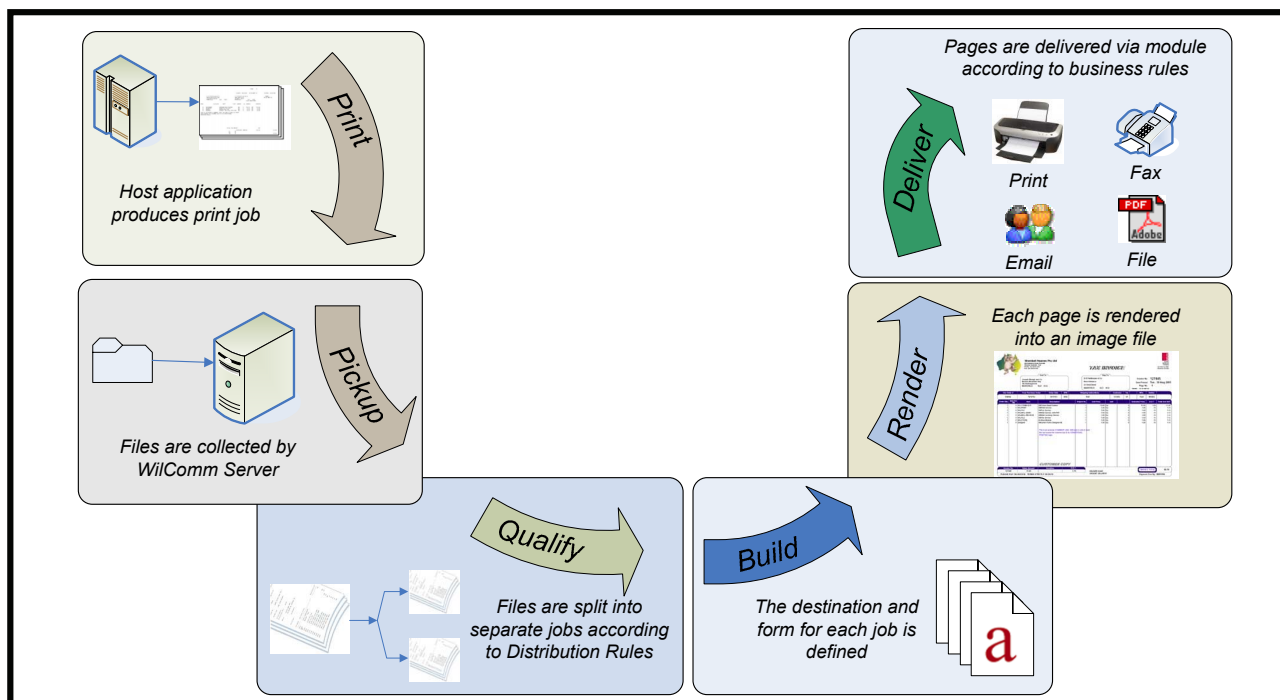
- Picking tickets
- Shipping notices
- Quotations
- Purchase orders
- Order confirmations
- Delivery dockets
- Statements
- Invoices
- Remittance advices
- Credit notes
- Price lists
- Promotions
- Financial reports
- Sales reports
- Management reports

using a simple concept of repositories, filing cabinets and drawers, and may be retrieved in their original format using filters and plain-text search features from either the administrator console or a browser-based web client. Retrieved files may then be sent on via email, fax or printer, as required.

## International Language Capability

To meet the requirements of international operations, WilComm provides full support for all languages, including Asian languages that require double byte character sets. Documents can be created, stored and searched in any language.

## The WilComm flow:



## Service and Support

Wilkinson prides itself on the high quality of its service and support. Your purchase of WilComm document output management also gives you access to experienced technical professionals who can offer both on-site consultancy services and telephone support. Ongoing investment in R&D ensures that WilComm is developed and updated to meet the evolving requirements of the document management market.

## About Wilkinson

Wilkinson is a specialist developer of document output management solutions. More than 400 customers rely on the company's WilComm suite of products to send, receive, store and retrieve documents quickly and cost-effectively. Established in 1969, Wilkinson has its headquarters in Melbourne, Australia, and markets its products via a select network of distributors and resellers worldwide.

# WILKINSON

ELECTRONIC DOCUMENT SOLUTIONS

Tel: +61 (0)3 9818 1301 | Fax: +61 (0)3 9819 4160 | [www.wilkinson.com.au](http://www.wilkinson.com.au) | 8/318 Auburn Road, Hawthorn VIC 3122 | PO Box 300, Hawthorn VIC 3122 Australia

WilComm and Send & Receive | Store & Retrieve are registered trademarks of Wilkinson Electronic Document Solutions Pty Ltd in Australia and other countries. All other products or services mentioned are trademarks of their respective owners. © 2006 Wilkinson Electronic Document Solutions Pty Ltd. All rights reserved. Sept 2006.