

VanS

The **VanS Document Management System (DMS)** is an image-enabled application that allows any type of electronic document, including Bills of Lading, Inventory Sheets, Weight Tickets, etc., to be attached to the major entry screens within the VanS system. From the entry screen, a user can immediately view any of these attached documents. A few of the enabled screens include: Order Entry, Driver, Salesperson, Customer, Vendor, Employee and National Account.

Scanned documents, PDF files, pictures, MS Word, Excel documents and E-Mails are among the types of digital documents that can be attached to the enabled screens.

Saves Time By Reducing Paper Handling and Tracking

- ◆ Eliminate searching for file folders and documents.
- ◆ Immediately View Documents from any VanS client PC.
- ◆ E-Mail, Fax or Print documents with a few keystrokes.
- ◆ Improve Customer Service.

Attaching Documents to Major VanS Screens is Easy

- ◆ Indexing documents to major VanS screens is a simple procedure.
- ◆ Printed documents produced within VanS can be indexed to major screens automatically.

Streamlines The Billing Function and Improves Cash Flow

- ◆ The billing cycle is shortened since attached shipment documents are immediately available to billing personnel.
- ◆ Cash is collected on a more timely basis since all document-related questions can be answered with the touch of a key.

Possible Attached Documents

- ◆ Order Entry Screen
 - Bills of Lading
 - Inventory Sheets/Weigh Tickets
 - Estimates/E-Mails
 - Claims Forms/Letters
 - Customer Invoices
- ◆ Driver Screen
 - Accident Reports/Insurance Data
 - Driver Statements
 - Vehicle Lease Documents
 - Driver Logs/Driver Qualifications
- ◆ Equipment Screen
 - Repair Invoices/Inspections
 - Vehicle Registration
 - Leases
 - Maintenance Logs
- ◆ Salesperson Screen
 - Commission Statements
 - Commission Plan
- ◆ National Account Screen
 - Contracts
 - Authorized Services
- ◆ Employee Screen
 - W-9 Form
 - W-2 Form