

## DM2 Software's Petroleum Insights Paperless Office Options

### DM2 Paperless Office Options:

#### Sage Paperless Office Features:

- Electronic Print Stream Capture of:
  - Journals
  - Registers
  - Other Accounting Documents
- Converts and Stores Documents into PDF Files

#### DM2 Paperless Office

##### Standard Features:

- Captures all *Petroleum Insights* system Documents, Custom and User Reports
- External Document Capture (Word, Excel, Publisher, PDF files, etc...)
- Fax Out
- Full Text Indexing of System Generated Documents
- Context Sensitive Search
- Output Management/Routing

##### Optional Advanced Features:

- E-Mail Out as PDF
- Fax In
- Image Capture
- Scanning
- Content Processing Facility for Document Bundling

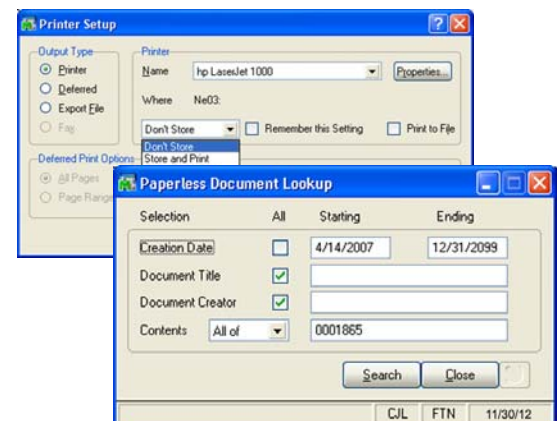
Tired of the time and cost associated with printing, filing and retrieving all of your paperwork? According to industry figures\*, the average worker spends 40 percent of their time handling paper, 7 percent of this time is spent searching for documents. 3 to 5 percent of the time, documents are misfiled, never to be found again. Once documents complete their path through your workflow, most are simply filed away and never used again. The average document costs \$20.00 to file and \$90.00 to find if misfiled. This means the average 4 drawer file cabinet holding 15,000 pages costs \$25,000.00 to fill and another \$2,000.00 a year to maintain. DM2's Paperless Office options can help you dramatically reduce your paper handling costs.

DM2 offers two Paperless Office options to help you manage your paperwork. The first is Sage Paperless Office, a standard feature in all DM2 *Petroleum Insights* systems (version 4.3 and later), and DM2 Paperless Office. Both systems can help you get a handle on all of the paperwork required to run your business.

Sage Paperless Office provides you with a great tool to manage the accounting documents generated by your system. It automatically converts journals, registers and other accounting documents from your print stream and stores them as PDF files onto your system's server.

DM2's optional DM2 Paperless Office goes several steps farther by providing you with the ability to store external documents, such as Excel spreadsheets and Word documents, scan other external documents like credit applications, signed delivery tickets, Bills of Lading and driver reports. It also provides you with a powerful search engine to quickly and easily retrieve the documents you store as well as providing you with workflow management.

By storing document images with DM2's Paperless Office options, you can dramatically reduce the costs of printing, storing, filing, and distributing paper documents. An electronic document store can also be made available to employees in other locations, and instantaneous searching means you can actually find the document you need, when you need it. Your employees will spend more time doing their job, not looking for paper.



\* Sources: IDC, Gartner Group, CAP Venture Group, and Inc. Magazine.

# DM2 Software's Paperless Office Options



## Reduce Paper Handling Costs

Automatically convert and electronically store your paperwork with either Sage or DM2 Paperless Office to reduce your paper handling costs. Use the DM2 Paperless Office option to scan, store and distribute external documentation such as credit applications, signed delivery tickets, Bills of Lading and driver reports.

## Securely Store Documents

Create role and group based security profiles using Windows Active Directory to ensure only authorized employees can access documents. Comply with Red Flag Rule security requirements by using the DM2 Paperless Office option to scan and securely store your customer's credit applications. Safely store electronic back-ups of your archived documents offsite to eliminate the lost of paperwork in the event of fires, floods or other natural disasters.

## Quickly Retrieve Documents

Reduce the time it takes to retrieve your documents with Sage or DM2 Paperless Office's intuitive search and sort tools. DM2 Paperless Office's full content indexing feature to search for system generated documents, eliminating the need to use a predefined archival method.

## Protect the Environment & Save Space

Go "Green" by eliminating the need to use reams of paper to print journals, registers and other system generated reports. On average, storing your documents electronically will reduce the space you dedicate to file paperwork by 20 percent.

### ABOUT DM2

Since 1989, DM2 has been developing software and working to help diversified petroleum marketers to increase market share and improve profitability through automation. DM2, a Sage Software Master Developer and Reseller since 1991, uses Sage 100 ERP (formerly Sage ERP MAS 90 and 200) and Sage CRM, ERP (enterprise resource planning) and CRM (customer relationship management) systems designed for general wholesale distribution applications, to develop, sell and support *Petroleum Insights*, a fully integrated accounting/ERP and CRM system designed specifically for petroleum marketers. DM2's *Petroleum Insights* system offers all of the core financials, fuel, lubricants, home heat/propane, cardlock, c-store, supply chain automation, advanced business analytics, customer relationship management, fixed assets, paperless office and eCommerce modules petroleum marketers need to manage and grow their businesses. DM2 is a proud member of the Sage Software President's Circle and has ranked as a Top 10 Sage 100 ERP reseller since 1999.

For information on DM2 Software products and services, e-mail, [sales@dm2.com](mailto:sales@dm2.com), call (800) 866-5151, or visit the DM2 Software website at [www.dm2.com](http://www.dm2.com).

#### AVAILABILITY:

***Petroleum Insights*  
Versions 4.30 or later**

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