



Document Imaging - Basic

Notes and documents can be attached to numerous areas within the VMS applications, and are included as standard features. Many VMS Users find the included capabilities meet their document imaging needs.

The difference between notes and documents is significant:

Notes:

Up to 99 notes can be attached to an individual record or document. You can have up to 60 lines per each note.

Documents:

Unlimited documents can be scanned or selected and attached to records. Examples of documents are pictures (jpg, bmp, gif, etc), PDF files, WORD or EXCEL documents, or images that are scanned into the system (schematics, permits, etc).

The following are records that notes and documents can be attached to:

- A/R Customer Records
- A/P Vendor Records
- Service Site Location Records
- Service Work Tickets
- Job Records (Job Cost)
- Employee Records
- Inventory Records

Additionally, notes can be attached to:

- A/R Invoices
- A/P Invoices
- Estimating Records
- Call Management Records

In addition to the features mentioned above, VMS also offers an optional Document Imaging application, VMS-DX.

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