

entrée.[✓]DOC

Software for the Food Distribution Industry

entrée.DOC: Document Scanning



Product Features

1 entrée.DOC Product Features

Welcome to [entrée.DOC](#) the add-on module for the **entrée** food distribution system that allows distributors to scan key documents into **entrée** for later retrieval. This system guide will help you get **entrée.DOC** installed and running, and explains how to use the features that will assist you in managing your business documents. Each feature and the related settings will be fully explained in this guide.

Food service distributors are faced with the challenge of needing quick access to important documents, such as signed customer invoices. But the amount of time it takes to file, store, and retrieve these documents when needed, takes up valuable time, warehouse space and resources. Using **entrée.DOC**, your documents can be easily and instantly viewed while providing you with the option to print, fax or email them as a PDF document. Documents which can be scanned and stored electronically include signed customer invoices, customer checks, purchasing documents, receiving documents, credit applications and others.

With entrée.DOC and any TWAIN compatible scanner, you can quickly and easily scan and electronically store:

- Signed invoices.
- Customer checks.
- Purchasing documents.
- Receiving documents.
- Credit Applications
- Other important documents.

Scan Once, Safe Forever

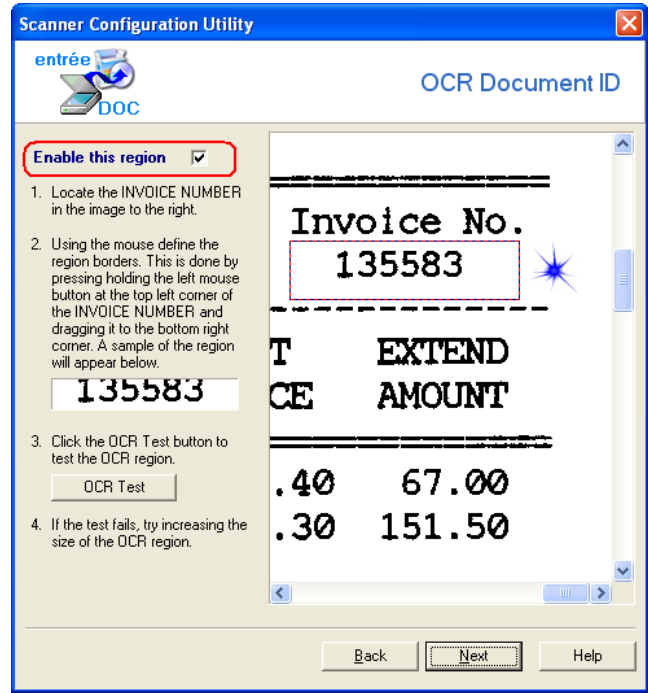
- It takes just seconds to scan a document with the latest OCR technology.
- **entrée.DOC** will automatically recognize the document and who it belongs to.
- No need for single sheet scans, place as many documents into the sheet feeder as allowed.
- Scanned documents are stored as TIF files for maximum compression.
- Easily view, email (as PDF file) or print scanned documents.

Define Document ID

The **entrée.DOC** software has the ability to automatically recognize documents and whom they belong to. This works for loading sheets, invoices, customer checks, receiving documents, purchase orders and other important documents.

For example, you can place a stack of signed invoices into the sheet feeder of a scanner, and the **entrée.DOC** software will use its OCR (Optical Character Recognition) abilities to determine the invoice number and customer of that invoice.

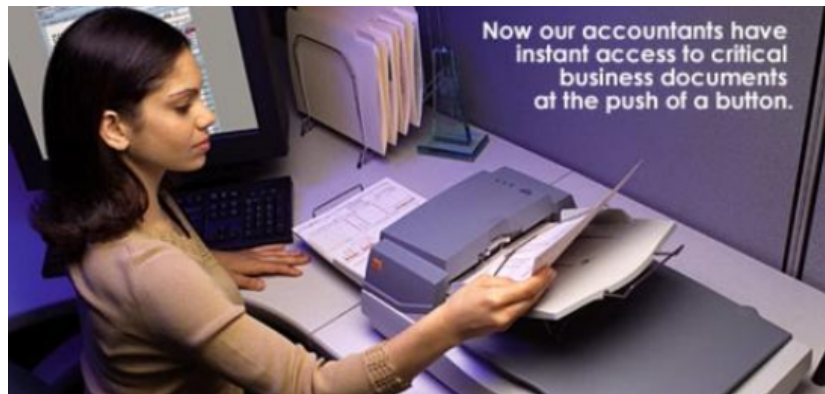
This is because it knows where on the form the invoice number and customer number are located, and will automatically associate the scanned document with the proper invoice, even when multiple pages are involved.



This OCR feature allows documents to be scanned properly, without the need for your office staff to do any additional work. To accomplish this, you must indicate where on your invoice form, your invoice number is located, as depicted on the screen above. This is done once, when you first install the **entrée.DOC** software.

Scanning Invoices

Continuing the example of scanning signed invoices, once your drivers return, simply place all of the documents into the sheet feeder of the scanner and press 'scan'.



The **entrée.DOC** software will pull each invoice into the scanner and identify the invoice number and customer with its OCR technology, and attach the scanned image to the proper invoice data in your **entrée** system as a space saving TIF file. Any TWAIN compatible scanner will work with **entrée.DOC**.

Recalling Scanned Invoices

Whenever you need to have access to the scan document, such as an invoice, it's always just a mouse click away.

In the scanned invoice example below simply go into the **entrée** 'Change / View Invoice' feature and select the invoice. You will then have access to a "DOC Images" button where you can view the scanned invoice.

The screenshot shows the 'Change Invoice' window for invoice number 521117. The 'DOC Images' button is highlighted. Below it, a table lists scanned invoices:

	Date	Time	Changed by
Scan Invoice	1/27/2014	12:15:08	Frank Cherristone
Scan Loading Sheet	7/3/2014	12:00:51	entrée administration accr
View Invoice	2/10/2014	10:51:54	entrée administration accr
View Loading Sheet	2/7/2014	10:34:38	Frank Cherristone
	1/30/2014	10:49:41	entrée administration accr
	1/30/2014	10:12:35	entrée administration accr

The main invoice list includes items like MAYONNAISE HEAVY DUTY, BREW CITY BEER, and BEAN GREEN CUT. The summary at the bottom shows a Total Profit of \$237.13/29.85% and an Invoice Total of \$794.39.

Not only can you view the full image scan on your screen, but you can also easily choose to print, email or fax the document.

When emailing a scanned document, the **entrée** system converts it to a PDF file for easy viewing.

If you use our [entrée.NET](#) software for Internet based order entry, etc., your customers can view these scanned invoices themselves.

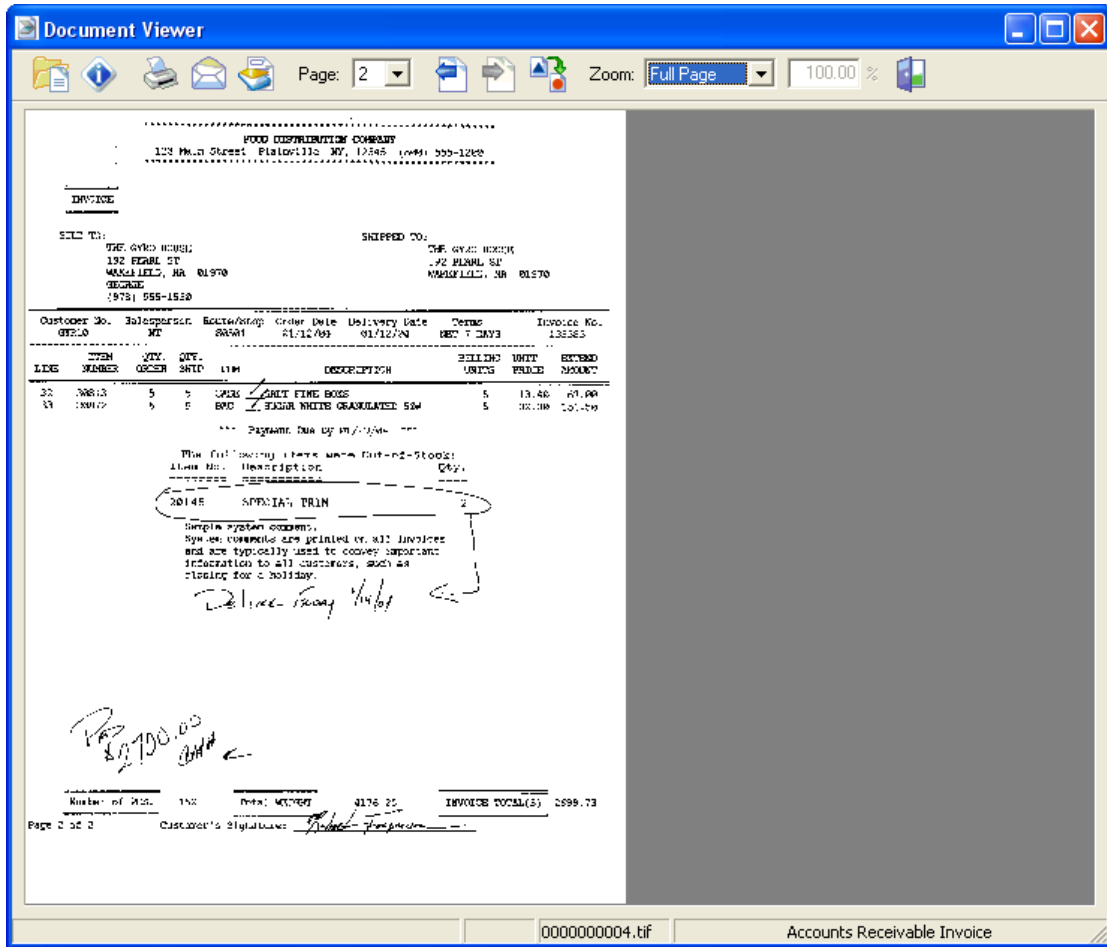
Or if your salespeople use the [Electronic Order Pad](#), they can view the scanned invoice on their iPad at any time.

The **entrée.NET** and **Electronic Order Pad** software will make scanned invoices available for up to 13 months. This is truly a time saving feature for your office, and one that your customers and sales team will appreciate.

Viewing Scanned Invoices

Not only can you view the full image scan on your screen, but you can also easily choose to print, email or fax the document. When emailing a scanned document, the **entrée** system converts it to a PDF file for easy viewing.

If you use our **entrée.NET** software for Internet based order entry, etc., your customers can also view these scanned invoices themselves. The **entrée.NET** system will make available scanned invoices for up to 13 months. This is truly a time saving feature for your office, and one that your customers will really appreciate.





- Please visit our website at necs.com to learn about our other add-on modules, products and services.
- If you would like more information about [entrée.PEN](#), the Anoto Digital Pen interface, please contact NECS Sales by emailing Anoto@necs.com.
- Contact our **NECS Sales Department** at sales@necs.com for more information.
- Contact the **Tech Support Department** at tech@necs.com for assistance.
- For information about current NECS software training classes use this link: necs.com/training.php

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