



Automated Document Management

Managing the creation and distribution of documents, reports, and customer communication can be time-consuming and often takes away from getting "real work" done. With MAX's Document Manager, you can automate the process of emailing or printing documents, ensuring that the right people get the information they need at the right time.

You set the rules and how you want to distribute the information and MAX does the rest.

Key benefits:

- Improve customer service by automatically emailing sales order acknowledgments and ship notifications
- Send alerts or notifications when something specific occurs or changes
- Save time and improve cash flow by automatically emailing sales order invoices to customers
- Save time and reduce replenishment lead times by automatically emailing purchase orders
- Save money on paper, envelopes, and postage
- Ensure consistent communication by automatically emailing sales, month-end, or other reports
- Increase efficiency by reducing the number of customer inquiries

Key features:

- Set up one or more recipients per document type
- Batch email or batch print documents in queue to be sent
- View the log of sent documents and easily resend if necessary
- Customize email messaging and look
- Schedule time and frequency for each type of document
- Include PDF attachments
- Use unique email addresses like sales@domain.com or accounting@domain.com

Save time and money, improve customer service, and accelerate accounts receivable with MAX Document Manager. Contact us today to learn more!