



# CAPI SOL

EASY EFFICIENT **DIGITALISATION**



## SCAN

Cloud based scanning engine. Scan from any location.



## MOBILE

Automatic delivery of linked documents to a mobile device.



## FLOW

Automatic routing and handling of documents.



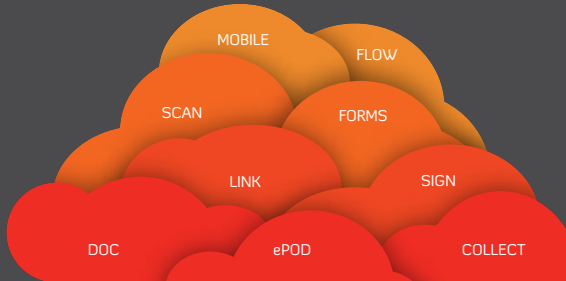
## FORMS

Secure forms for collection of data and documents.



## LINK

Automatic linking of all related documents. Automated delivery of secure linked documents.



## SIGN

Legally sign or approve documents digitally on any device.



## DOC

Secure, cloud-based document storage.



## ePOD

Paperless POD with delivery planning and customer sign-on-glass.



## COLLECT

Automate credit to cash cycle.

## What is Capisol?

A pay per use, pure cloud solution for the digitalisation of businesses' documentation processes and distribution.

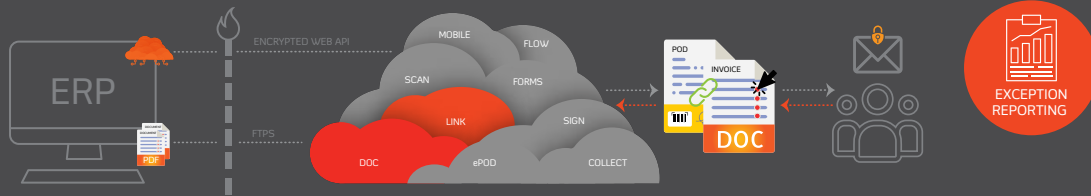
# SCAN | LINK | DOC

At the core of Capisol is a secure cloud based document management system that provides easy, efficient digitalisation to handle all your document requirements and enables you to empower employees, engage customers and optimise business processes!

Integrated directly, seamlessly and securely into your accounting system, Capisol auto-generates all your financial documents directly from your ERP system and archives these in the cloud. Scan supporting documents from anywhere direct to the cloud where Capisol will auto-split the batches and efficiently link each document to the relevant invoice.

All documents are stored directly and securely in the cloud, allowing scanned and linked docs to be accessed from anywhere. All documents are distributed securely to vendors from Capisol, with the ability to click directly on a document to access the necessary invoice, POD or supporting document, resulting in less queries and faster payments.

With this solution, your office becomes completely paperless and compliant with tax and storage regulations while adopting best practice for data protection.



## SCAN

- Cloud based scanning engine
- Scan from any location
- Batch scanning
- Auto-splitting and index functionality
- No software installation required
- POD's are auto-matched with invoices



## LINK

- Seamless integration into your existing ERP system
- Auto generate your ERP financial documents
- Automated secure delivery of linked encrypted documents
- Supporting documentation accessed with single-click
- Delivery error & exception reporting
- Responses recorded & routed to account controller



## DOC

- Secure, cloud-based document storage
- Docs can be accessed from anywhere, on any device
- Documents are stored for 5 years
- Easy retrieval with indexing and cross referencing
- Automatic reconciliation to identify any 'lost' documents
- User-controlled access at document level keeps your data secure
- Compliant with data protection guidelines

# ePOD | FORMS | SIGN

Support your flexible workforce (in-office or remote) with Capisol's paperless services enabling you to empower employees, engage customers and optimise business processes.

Capisol's powerful integrated Electronic Proof of Delivery, enables signing on a mobile device with automatic upload and linking to related documents stored on Capisol. No more waiting for the truck to return or searching for missing delivery notes.

Configurable web and mobile forms enable you to engage with your vendors to gather data and allow them to securely upload required documents direct into Capisol. Integration into data warehouses provides easy efficiency to auto populate the forms.

An integrated signing engine allows for digital approval or signing of documents with traceability of the document in the flow within or outside of your organisation. Final signed documents are auto archived within the cloud with all related documents.



## ePOD

Delivery planning & scheduling

Electronic delivery notes pushed to a drivers mobile device

Sign-on-glass

Multiple signatures per document

Automatic syncing back to Capisol

Instant notification of completed deliveries

No printing or scanning of delivery notes



## FORMS

Customisable forms created in the Capisol portal

Internal use or for circulation to an external customer / supplier

Viewable on any mobile device or via the web

Integrated with data warehouses to auto populate fields

Merge data fields into a document to auto create a contract

Requested documents uploaded directly into Capisol portal via the form

Channels are encrypted and secured via Capisol SSL certificates

Integrated with flow to react to input data



## SIGN

Legally sign documents digitally on any device

View, approve & sign within one flow - inside or outside your organisation

Auto-archiving of signed documents

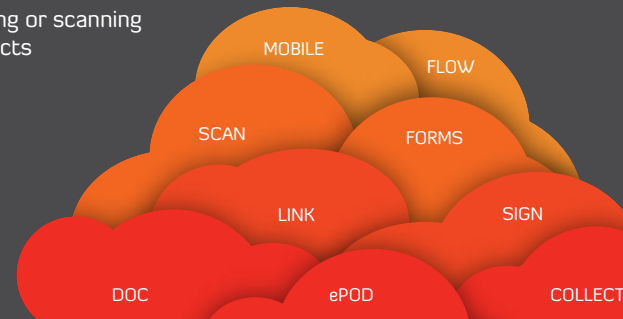
Dashboards to track document process

Easily send reminders for people to action a document

Auto send quotes & purchase orders from your ERP for signature

Full audit trail of user interaction

No printing or scanning of contracts



# COLLECT | FLOW | MOBILE

Improve your cash-flow by automating your credit to cash cycle by leveraging the easy efficiency within the Capisol cloud.

The Flow engine manages the life-cycle of your documents and data providing visibility and control over your document processes.

Mobile integration allows documents to be efficiently delivered direct to consumers mobile devices via sms.



## COLLECT

Filter on payment status of invoices

Auto re-send outstanding documents

Send payment reminders to customers

Track customer responses from within Capisol portal

Integration to payment gateways for consolidated payments



## FLOW

Configurable workflow to manage documents and forms

Trigger notifications for users to interact with documents / processes

Facilitates the automation of any document process

Provides visibility and traceability of documents in a process

Easily re-send notifications or request for action

Significantly reduce business process time



## MOBILE

Intelligent mobile communication direct to devices

Send document links via sms

Seamlessly integrated with Doc for recipients to view documents securely

Options for payment gateways for easy payments of invoices

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