



Doclink

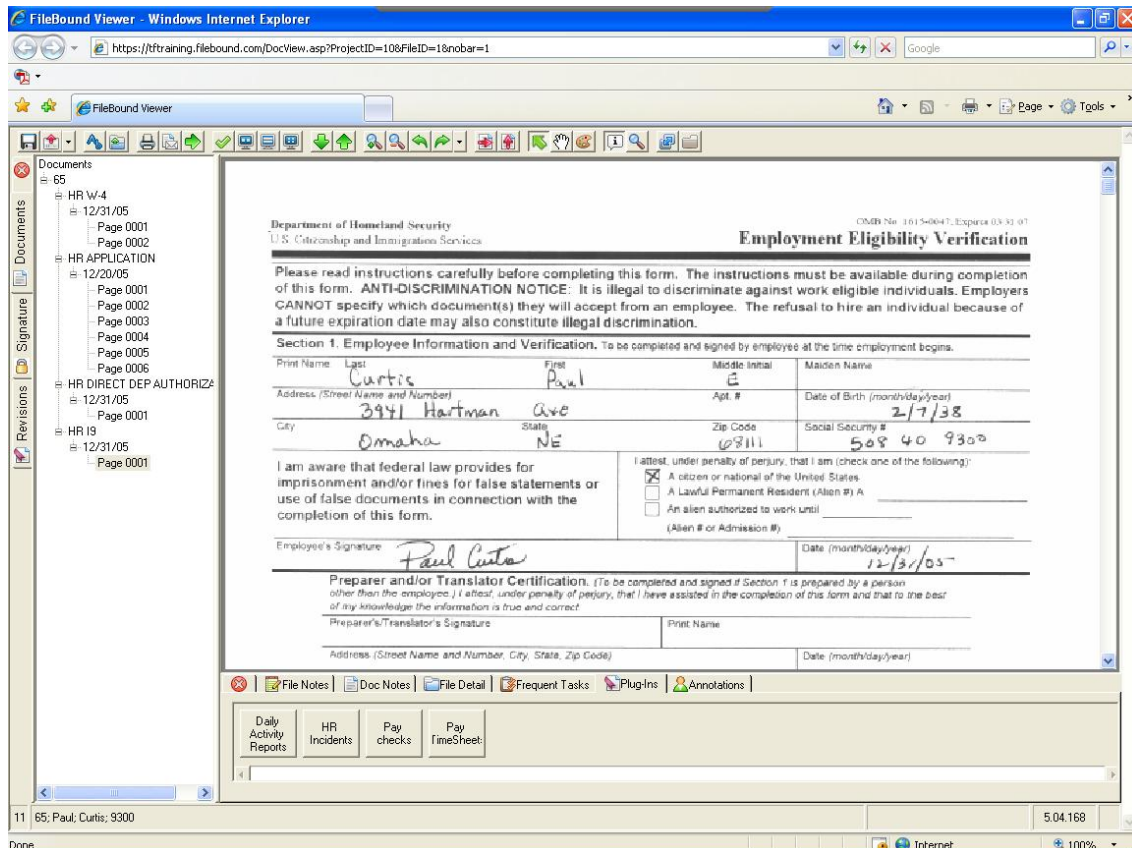
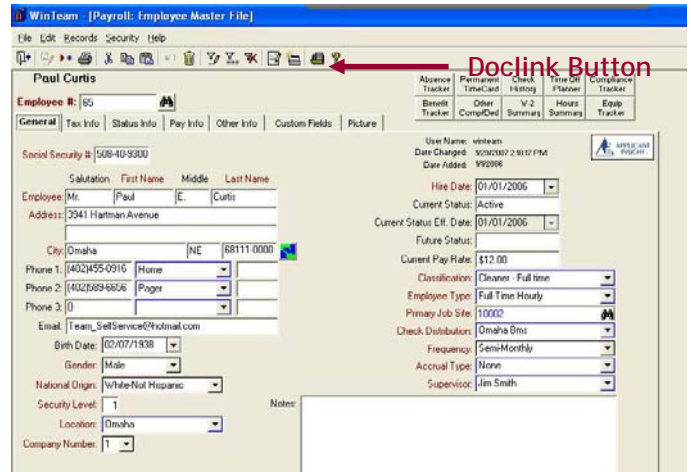
Document Storage, Management & Online Retrieval

TEAM is very excited to now offer integrated document imaging features within WinTeam. Doclink allows you to scan and save documents and link them to a particular employee, vendor, customer or job, among various other options.

Human Resources

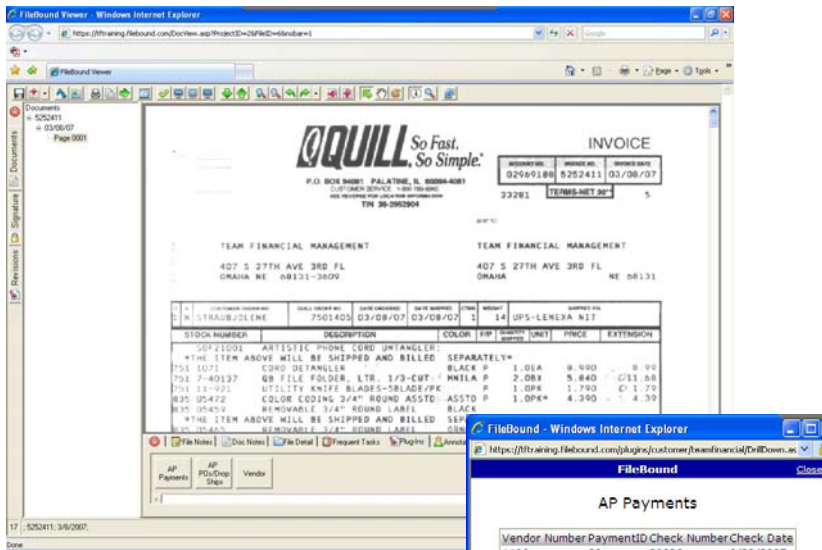
- Select an employee record in WinTeam's Employee Master file. Click on the Doclink button in the toolbar (shown here on the right).
- The Doclink application opens automatically using your Internet browser.
- Any documents you have linked to the selected employee are stored here and categorized by topic and date.
- In the example below, the following documents have been tied to the selected employee:

- W-4
- Job Application
- Direct Deposit Authorization
- I-9



Your Secure Virtual Filing Cabinet

In addition to the convenience of being able to retrieve documents directly from WinTeam, Doclink utilizes WinTeam's sophisticated security to limit access to sensitive documents. For example, if one of your employees has access to the Vendor Master file yet does not have rights to see invoices, Doclink will not allow him/her to view scanned invoices linked to vendors.

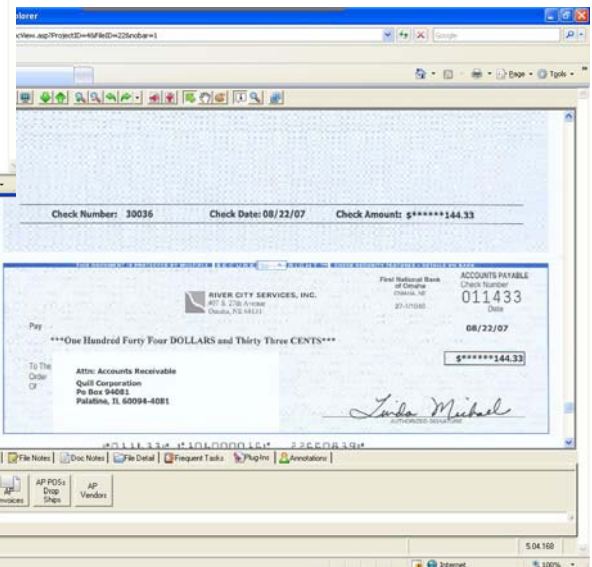


In the screen on the left, an invoice from a vendor is displayed.

From this screen, you can link to other "Plug Ins" to view related information.

In this example, the AP Payments Plug In was selected (shown in middle). This gives a listing of all payment documents available.

After selecting one, the scanned Accounts Payable check is displayed (below).



The examples shown here are just a few of the areas in which you could scan and retrieve documents. Other projects you may want to consider:

- Timesheets
- Daily Activity Reports
- Incident Reports
- Customer Contracts
- Customer correspondence
- Performance Reviews
- Employee Equipment Agreements
- Work Tickets
- Fixed Asset Warranty Documents

Please call us at 800-500-4499 or send an e-mail to sales@teamfinancial.com for more information.

