Multi Support Next Business Output
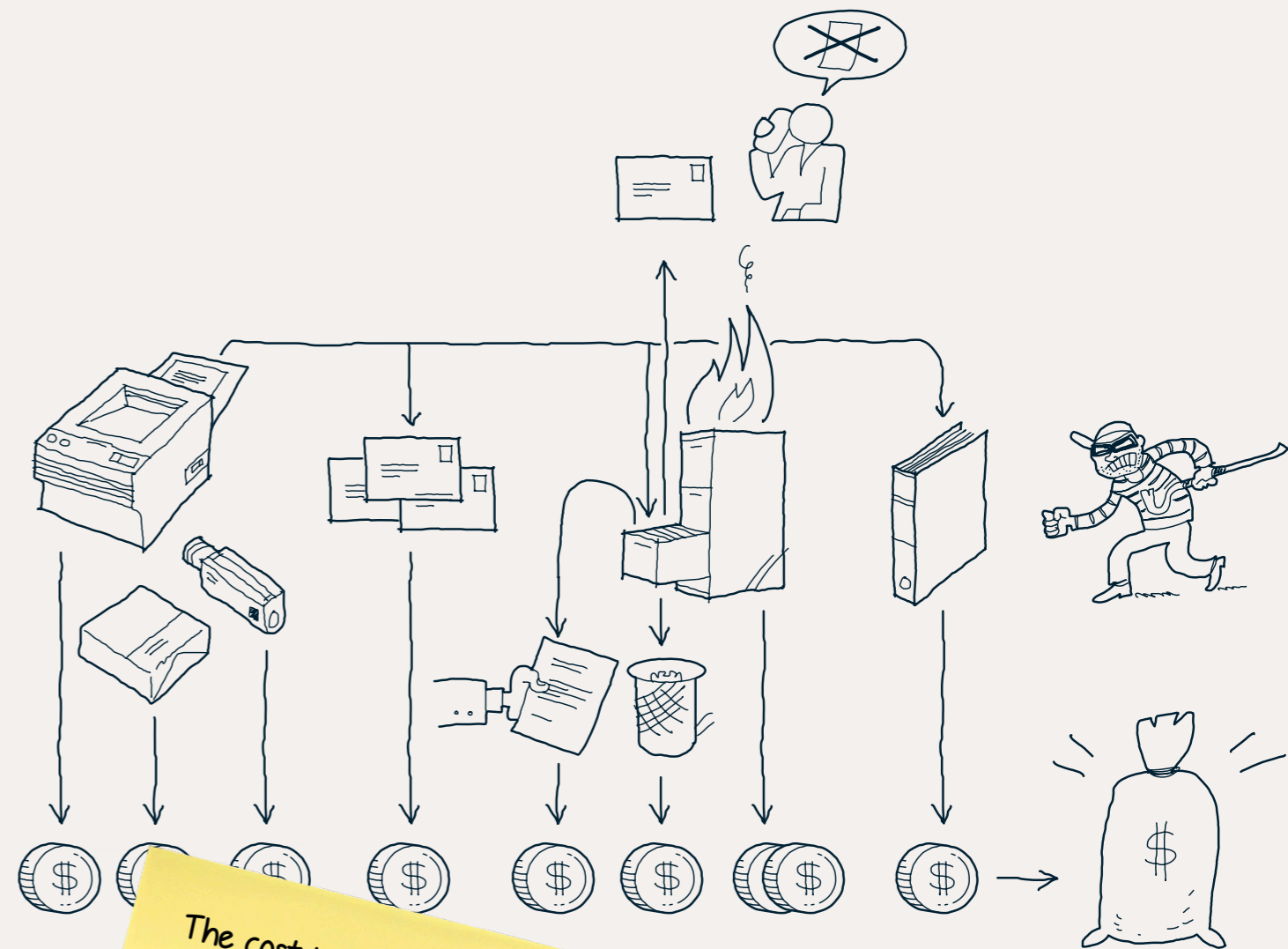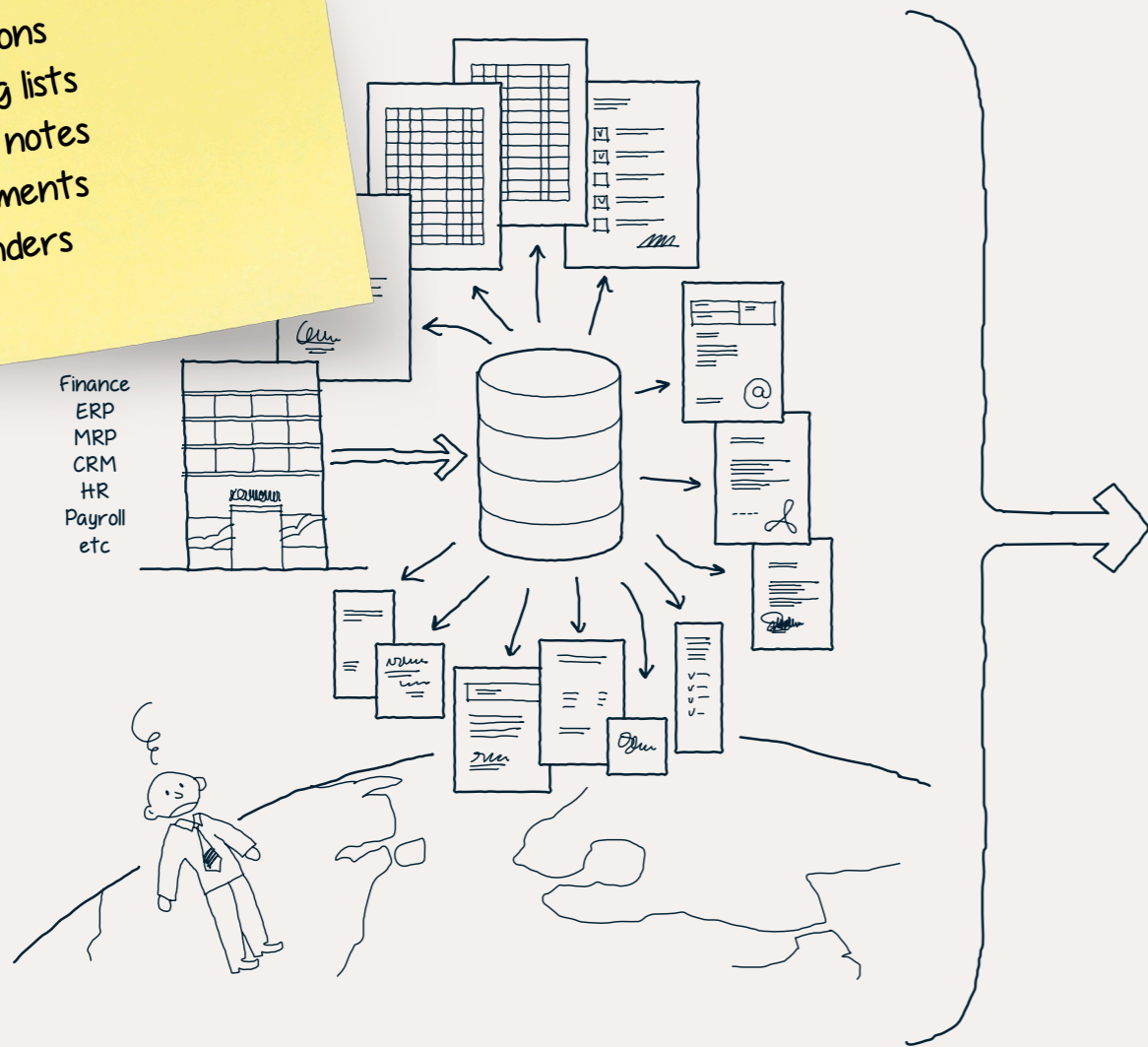
Say goodbye to binders, filing cabinets, and the PDFs on your file server.

multi support®

do more. faster.

Documents
- Sales invoices
- Quotations
- Shipping lists
- Credit notes
- Statements
- Reminders
- ...

Finance
ERP
MRP
CRM
HR
Payroll
etc

The cost is in the detail
- Time
- Paper
- Toner
- More time
- Filing cabinets
- Binders
- ...

Time for a new business output archiving strategy?

Even if you don't have a business output archiving strategy. Or ever wanted one. It might be time to reconsider.

You have one or more Business systems in place. Finance, ERP, CRM, MRP, Payroll, etc. They all generate documents: Some you keep in-house, others you distribute to customers, suppliers, partners, and your employees. On paper, by mail, and by fax, EDI, and email. The trend is less paper – more bits and bytes.

You have to keep copies of all of these business output documents – paper or digital. For years or even decades. First of all because of legislation. Corporate, tax, and VAT legislation. SOX, EuroSOX, and now also money laundering legislation.
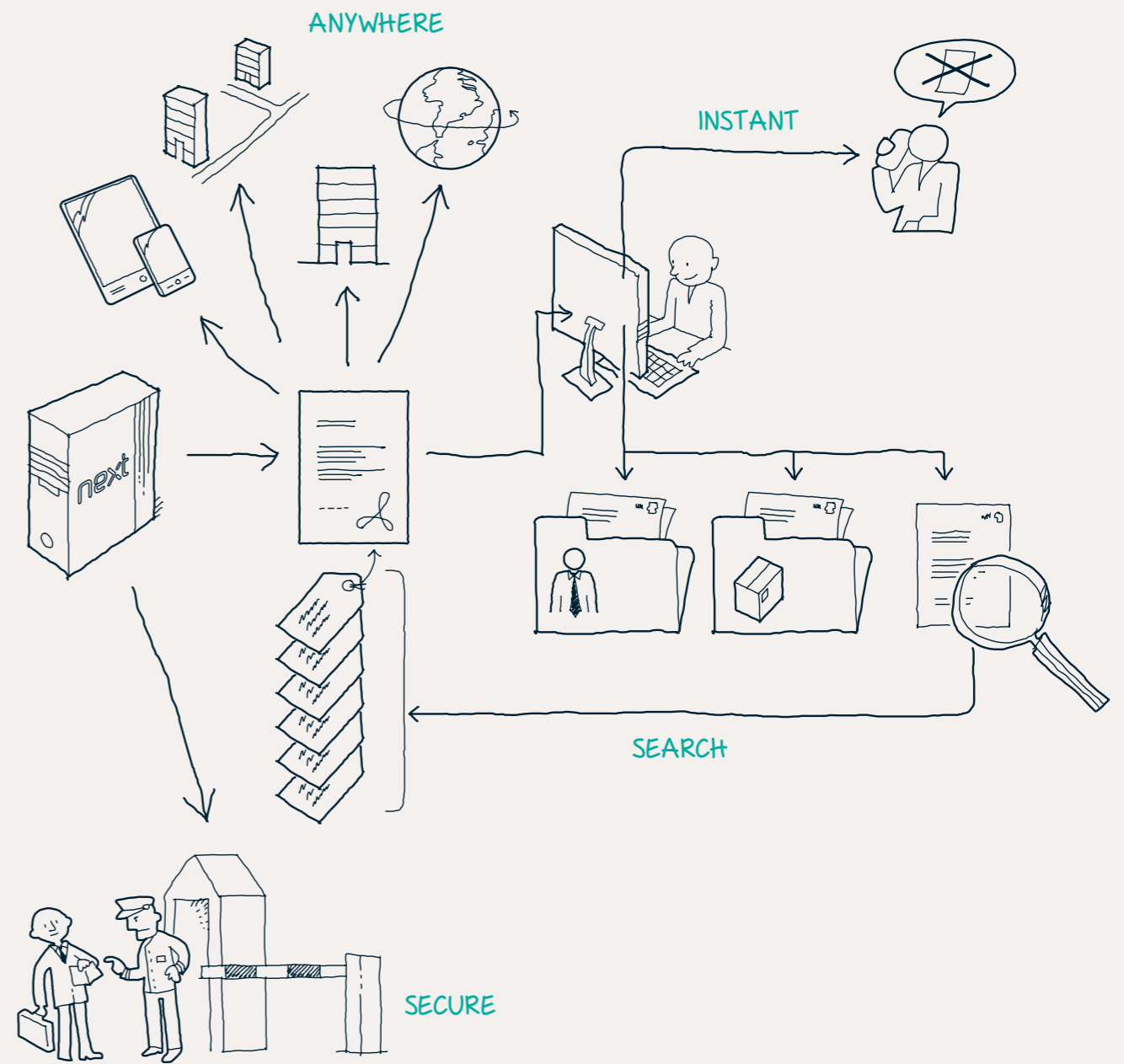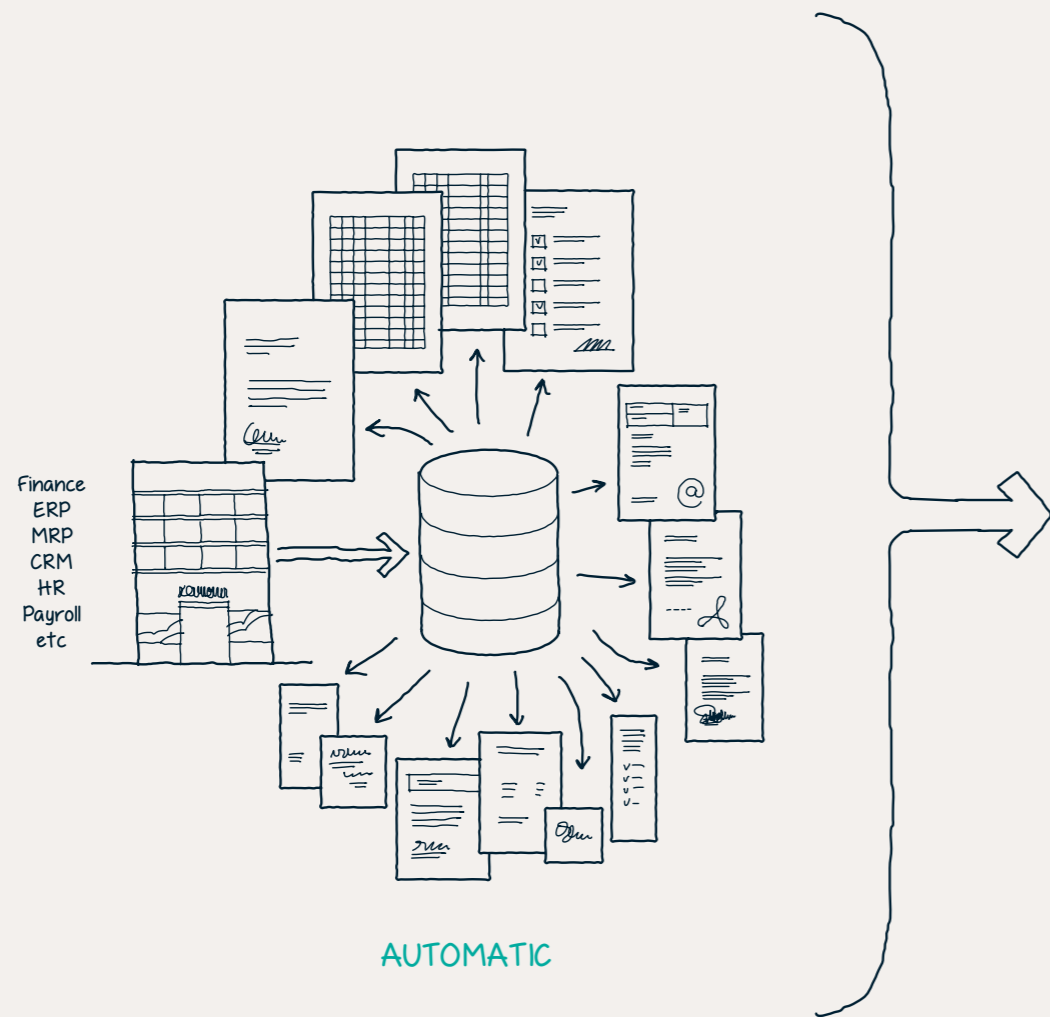
In your daily operations, you also need the documents. They contain vital corporate

knowledge. Knowledge you'd miss badly if it was gone.

And you need them to serve your customers with copies of orders, sales invoices, and statements. They rightfully expect you to do so. And so do your employees with their payroll.

5 signs you have outgrown your archive solution:

1. Wall of binders in accounting
2. PDF and XML files on your file server
3. Local archives throughout the company
4. Calling on overdue invoices more than once
5. People without access to all relevant documents

ANYWHERE

INSTANT

AUTOMATIC

SEARCH

SECURE

Archiving business output the Next way

Imagine having a small office wizard filing all your documents. Keeping them safe for ages. Making them available to anyone, anywhere, and anytime.
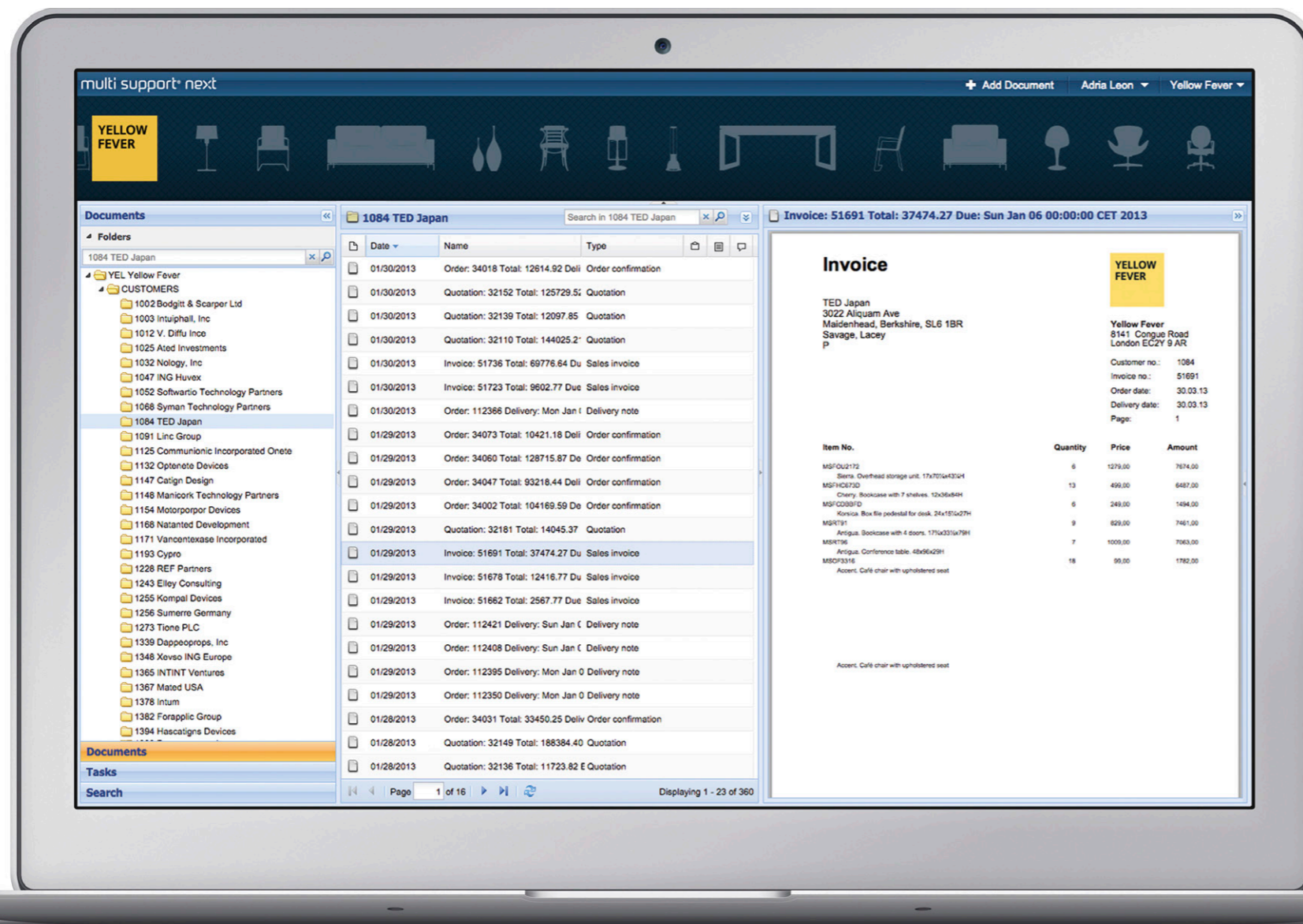
You can print and mail, send by email, or use EDI to distribute your business output. No matter what, all documents are automatically captured by Next. And stored securely in PDF format.

No more lost documents. No more printing extra copies for the archive. Everything is automatically indexed on all relevant criteria.

No more time-consuming manual filing, re-filing, and mis-filing.

5 benefits of archiving business output the Next way:

1. Reduced operational costs
2. Saved time. Lots of time
3. Easier access to everything
4. Better security and safety
5. Organizational flexibility and scalability

Next Business Output.
Easy access for everyone

Next is easy on the eyes. And easy to use. You will need little or no training at all. The modern and easy-to-use interface gives everybody access to documents from anywhere. You will love being up-to-date, whether you are in the office, on the next floor, down the road, at home, or across the globe. Regardless of office hours.

Blazingly fast document capture

Next imports documents in all kinds of formats, such as PDF, XML, and EDI. Standard captures are available for almost any business system, and on any platform. Integrating Next with other systems already in place is easily done using standard APIs. And Next will easily keep up with your systems. Our current performance record is 4,600,000 documents per hour. On a single server, that is. That's fast. Insanely fast.

Integrated into your workday

Next gives you one-click access to your documents from within most business systems. From NAV, click once to access a customer binder. From ASPECT4, click once to access an invoice. From PAISY, click once to access an employee file. Next integrates easily and seamlessly with any other systems you have in place. RESTful apis make that part real easy.

Automatic structuring of documents

Next automatically categorizes and indexes all your documents based on metadata or actual document content. Sales invoices are automatically placed in logical folders per customer, document type, sales rep., order number, stocked items, etc. Simply look up a specific customer folder to view all documents related to that one customer.

Lightning fast search forms

Next offers configurable search forms for typical everyday tasks. Enter an invoice number in "Invoices by number" to get the actual invoice or credit note. Enter a customer number and a date range in "Financial documents by customer" to get all invoices, credit notes, reminders, and interest notes. In seconds. No waiting. Even if you have millions of documents. That's Next.

Like Google? You'll love Next

Not everyone thinks in structured cabinets and folders when looking for a document. What seems obvious in Accounting may be less obvious in HR, Sales, or Marketing. That's why Next has free format search. Type in what you know and Next will find what your are looking for. If you type "Invoice TED 2014," Next will give you all invoices sent to TED Japan in 2014. And all in the blink of an eye. Even in an archive with 20 million documents or more.

Pc, Mac, or tablet.
Next is at your fingertips

Next works with any modern web browser (Internet Explorer, Firefox, Safari, Chrome, and Opera). Nothing to install. Simply launch, log in, and go. And on your preferred device, no matter if it's a PC, Mac, or tablet. Imagine discussing payment terms in a meeting. Simply pull out your tablet and show last year's reminders.

Even more for you to like

Enterprise-grade security
Next lets in the right people – and keeps out the rest. A Next archive is only accessible with a valid user ID and password. Once logged in, your access to cabinets, folders, document types, and even individual documents is fully controlled by permissions. While invoices may be available to most, payroll documents are for sure HR staff only. And forget about circumventing the defined permissions. Security is built in.

Keep your documents forever. Or don't
Some documents you need to keep for 5, 10 or 25 years. Others you need to keep forever. To help you comply with local legislation, Next lets you configure automatic purging based on retention policies. And with a 1,000,000,000+ document capacity in each Next archive, chances are you won't run out of space.

Share documents by link, print, email, or fax
Next makes it easy to share a document with people inside or outside your organization. Send a link, print, fax, or email copy of the document. Or simply download it to your PC. Emailing a copy of the unpaid invoice while you are still on the phone with the customer may eliminate several futile attempts to get hold of them. Valuable time is saved.

Tiny but powerful annotations
Being able to add annotations and comments to a document may sound trivial. But it comes in handy when you're calling a customer about an unpaid invoice and they use the oldest trick in the book: "We never got that invoice in the first place." Once you've emailed the invoice copy, you just make a note in Next. Now this lame excuse can only be used once. No matter who is calling the next time, they'll know.

Seamless portal integration
Next plugs right into your customer portal. You save valuable time and provide even better service when your customers have easy access to orders, confirmations, packing lists, invoices, statements, and reminders. Directly from the corporate archive, and protected by the same enterprise-grade security. Better service. Lower costs. What's not to like?

Audit log. Tamper proof
Whenever someone makes a change in the corporate archive, it's logged to the second. What, who, and when. Even when a document is deleted, the Next audit log shows by whom and when. And Next keeps a copy on record for documentation. Compliance at its best. No more Enrons.

Good to know. For some

Ready-to-Go

Next Business Output is a complete standard product that works right out of the box. Based on experience from myriads of other businesses. Therefore, you get the most "bang for the buck." No demanding project. No costly implementation. No unpleasant surprises. We call it "Ready-to-Go".

Standard. Yet extensible

Architected for extensibility, Next will not limit you. Almost anything can be customized to meet your needs. Need to see payment history data from SAP? Or want to see an address with Google Maps instead of just plain text? If those are your needs, Next will take you there. Still with seamless software updates.

Seamless software updates

Next Business Output has excellent support for software updates. This means that as the software evolves and new features are added, updates are immediately available. And with a one-click update to bring new functionality to all users. No complicated migrations. No extra work in IT.

Fits in with your stuff

Next Business Output runs on your preferred servers (Windows, Unix, Linux, OSX, or IBM i). Even in the cloud. Amazing performance on impressively moderate hardware. With no surprise costs to external databases. Next even syncs its users easily with your AD, or any other directory services.

We make companies more efficient and peoples' life at work easier. Replacing more or less manual procedures involving paper documents, Post-its, spreadsheets, emails, and databases, with easy-to-use software. Our Next smart process applications boost corporate efficiency, scalability, and the personal joy of work.

Serving clients all over the world since 1986, through a network of certified partners and own offices in Switzerland, UK, Germany, Sweden, Denmark, Norway, and Finland.