



Having a paperless environment can completely change the way you do business.

PerFormaScan™, a Sedona Technologies document imaging product, transforms the papers that your office handles daily and turns them into electronic documents that are easy to store and retrieve. This software tool controls the volume of documents that would otherwise overflow from filing cabinets and storage facilities. No more mazes of storage boxes to wade through looking for the one elusive receipt.

Eliminate paper. PerFormaScan™ makes it possible for you to eliminate paper by converting items such as contracts, packing slips, and vendor bills into electronic documents quickly and efficiently.

Hardware independent. PerFormaScan™ uses scanners and digital copiers that you may have at your office, or purchase necessary equipment; from your favorite hardware vendor.

Saves time and money. PerFormaScan™ software lowers the costs of handling and storing documents and saves the staff filing time.

Accessible. PerFormaScan™ is a web based application that can be used anywhere within your network.

Compatibility. PerFormaScan™ can be stand alone or used in conjunction with Sedona Technologies PerForma™ document management tool.

Features of PerFormaScan

- PerFormaScan is easy to learn and use
- PerFormaScan has a single step, multi-document processing capability
- Scanned images can be rotated
- Files are scanned into PerFormaScan as TIF and are output as a PDF
- The user can save their session and return to it later for completion
- Key word identification and Easy text searching
- Quick and easy document input and retrieval , simply import documents from Network folders and sub-folders
- OCR (Optical Character Recognition) to proved text search capabilities

To go paperless because you know it makes sense call Scott Simmer at 309.736.4061 or 1.877.854.3548 to speak to a Customer Service Agent.



Tools and services to grow your business.

Having a paperless environment can completely change the way you do business.

Document Management Tools for a Paperless Environment

PerForma™ Accounts Receivable Invoice Report Billing gets faster and more efficient.

Gathering and combining your statements and supporting invoices that once took days, now takes minutes because you can retrieve statements and supporting invoices in mail ready format which in turn shortens the time it takes to send your customer statements.

PerForma™ Customer Financed Invoice Report Information gathering gets quicker.

Give your customers the information they need about their credit accounts without slowing down your business by retrieving customer financed invoices from PerForma automatically and invoices are in a mail ready format.

SEDONA TECHNOLOGIES

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 Tools and services to grow your business.
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