Info CENTER

THE AMERICAN CONTRACTOR

BY MAXWELL ®

FEATURES & BENEFITS

The perfect solution for a paperless environment - fully integrated throughout The American Contractor.

Document Scanning

- Scan documents to create new image files – Info Center organizes them instantly
- Interfaces with TWAIN scanning devices
- Support of multi-page TIFF images

Information Indexing and Retrieval

- Organize your business information - electronic documents, images, files, text notes, web links, etc.
- Fast lookup and retrieval - easily find a document with the integrated indexing system
- Access information quickly from anywhere in The American Contractor

Creating and Managing Information

- Simultaneously create a document and associate it to your current location in The American Contractor.
- Info Center detects where you are in the program – opens Info Center items associated to your current location.
- Integrated security features - security levels
- Send Info Center entries via e-mail
- Create or edit Info Center entries by launching native applications
- Optional integration with third-party imaging and file storage systems

Go Paperless
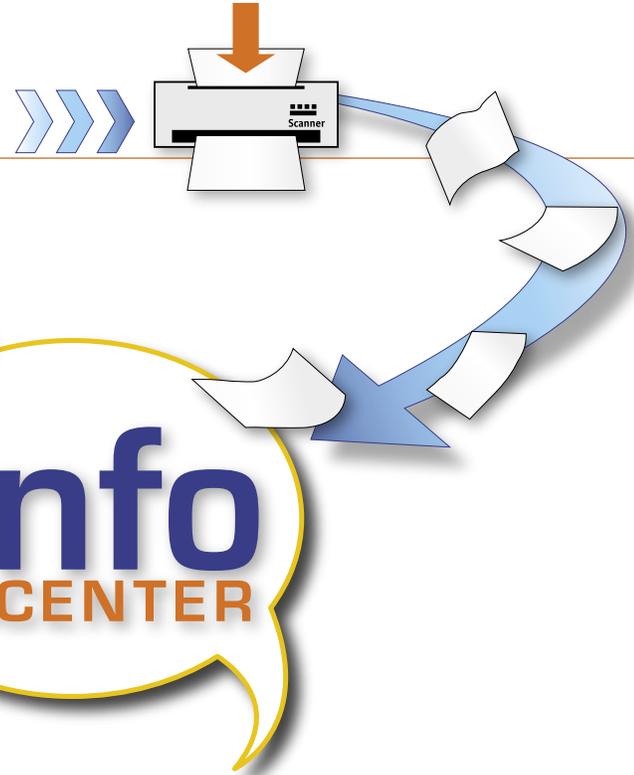
Organize

Organize all of Your Business Information into separate user-defined folders.

Built-in Security

Easy Retrieval System

Creating documents automatically associates to your current location.

Rev. 001

The American Contractor

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Info Center is a "virtual" filing system that helps you to create, add, or quickly locate electronic documents, text notes, images, and Web links from anywhere within AC, and associate them with master records, documents and transactions. The feature is designed to organize and retrieve both electronic files, and scanned paper documents, and can integrate with third-party imaging and file storage solutions.

Determines which items appear on the Items list. You can change the search criteria here.

Shows all the Info Center items in current search criteria.

An "information only" tab which shows the index properties for the current program area. New items added from this area will get these index properties by default.

Only visible to Administrator security users, this tab is where you edit the description for custom properties, add new custom properties or delete existing custom properties.

Opens Info Center items as follows:

Files & Images: Opens native data application (e.g. MS Word).

Notes: Opens Text dialog.

Web links: Opens the Internet browser.

Info Center for Vendor: 0026 - Flooring USA

Items | Search Criteria | Program Context | Maintain Properties

- Correspondance
  - 2005/09/26 - Survey
- Invoices
  - 2005/09/12 - Hardwood Flooring
- Liens
  - 2005/09/01 - Prelien
- Notes
  - 2005/03/31 - Phone Log
- Samples
  - 2005/08/31 - Online Samples
  - 2005/08/16 - Samples List

New | Open | Delete | Print | Send | Properties | Refresh

Close
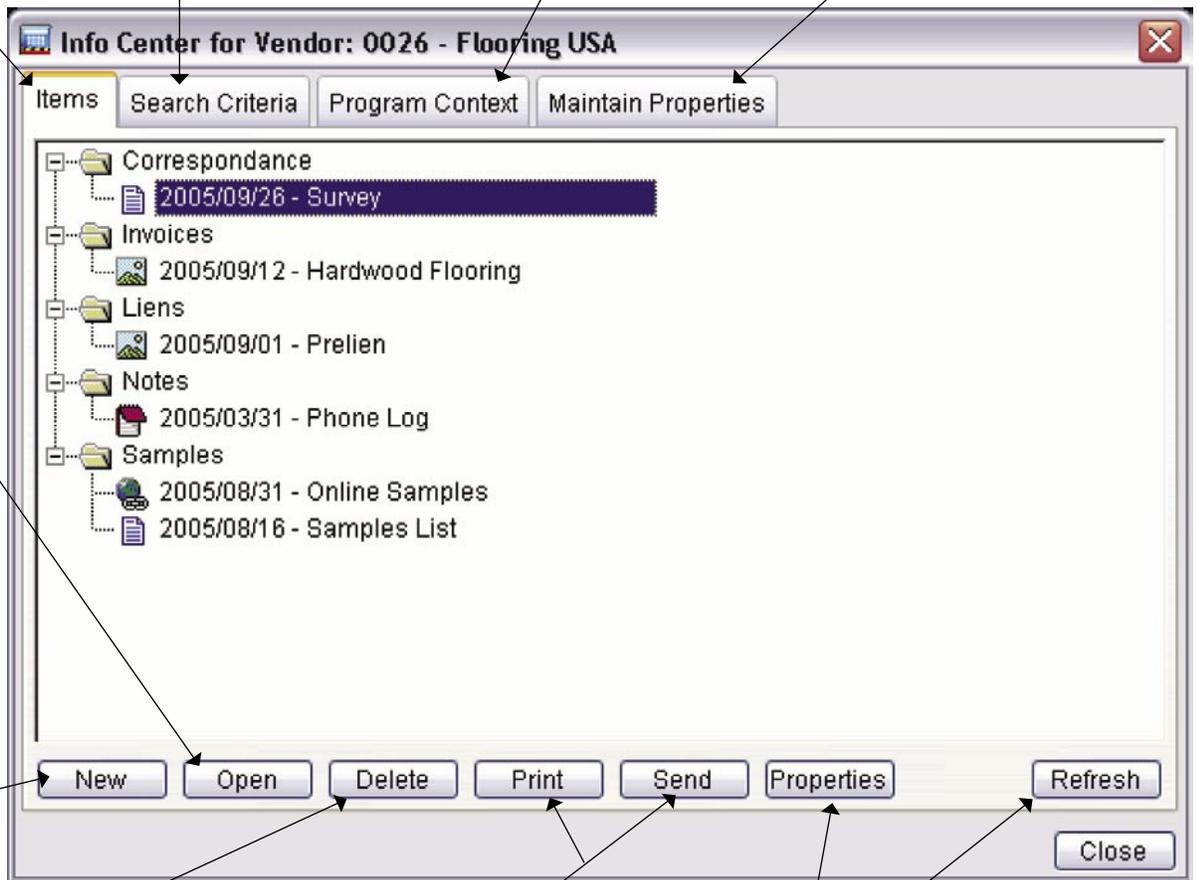
Starts new item entry wizard.

Deletes Info Center entries. If there's a physical file on disk associated with the entry, you will be asked if you also want to delete the file.

Print: Uses Windows default application to print entries to the Windows default printer.

Send: E-mails Info Center entries using the following rules:

- Text Notes: The entry description is put in subject line, and the description, date, and text note is put in the e-mail body.
- Web Links The entry description is put in the subject line, and the description, date, and web link address is put in the e-mail body.
- Other Files: The entry description is put in the subject line, the description, date, and attachment file name is put in the e-mail body, and the file will be sent as an attachment to the e-mail.

Opens the Item Properties dialog where you can edit item index properties and view images.

Refreshes Info Center to include recently added or associated entries.