



MetaDocs by MetaOption *Your document management solution for* *Microsoft Dynamics NAV*

With MetaDocs Document Management Solution You Can

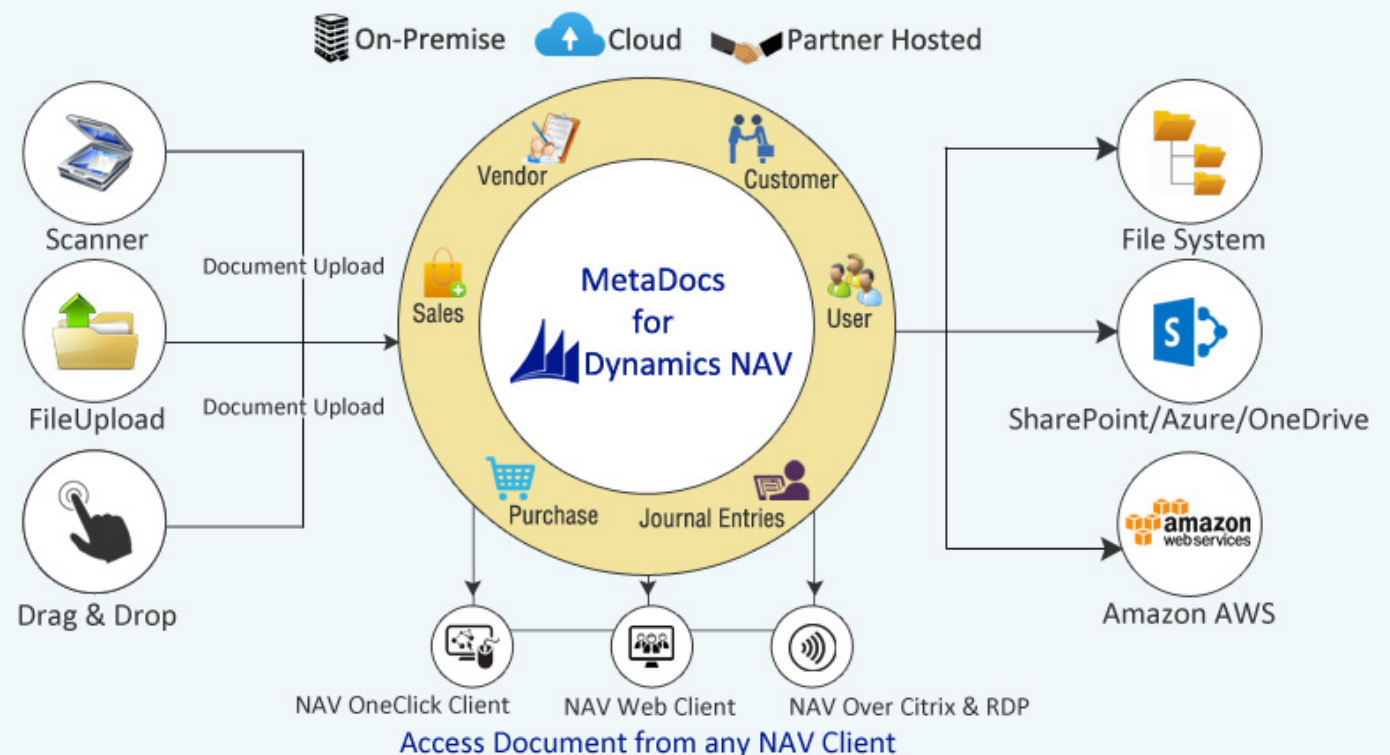
- Centralize your documents and digital files for easy access
- Secure your documents through controlled user access
- Find documents and information instantly
- Improve document workflow throughout local and remote offices
- Increase efficiency and reduce costs

MetaDocs Advantages

- Benefits of electronic archiving
- Fully integrated into Microsoft Dynamics NAV
- Reduced Storage and Costs
- Access Anytime, Anywhere
- Centralized archive system
- Disaster Recovery
- Improved Document Security
- Business Continuity
- Effective Collaboration
- Improved Internal Operations
- Improved Customer Service
- High access speed

MetaOption Document Management Solution

MetaDocs by MetaOption LLC, provides a direct link between Microsoft Dynamics NAV ERP systems and MetaOption's document management repository. MetaDocs offers the most innovative, compelling document management for any organization using Microsoft Dynamics NAV, from low volume organizations with as few as a handful amount of NAV users, up to the highest volume, most complex, multi-national organizations with millions of annual transactions and hundreds of NAV users.



MetaDocs provides a one-click document scanning, indexing and searching for users of Microsoft Dynamics NAV. As a result, users can input, file and complete their work with greater speed and efficiency.

On-Premise Document Management Solution

Implement the On-Premise MetaDocs Document Management solution directly into your IT infrastructure. Adapt existing Microsoft SharePoint installations and generate synergies with existing solutions. Whether virtual or physical server systems, the implementation of the On-Premise Document Management solution is simple and flexible.

Hosted Document Management Solution

For the data center, MetaOption provides the highest safety standards and a SLA of 99.9% availability. Connect your Microsoft Dynamics NAV directly to a Hosted Document Management solution environment and have access from any location to your archive.

Top Product Features

Drag & Drop documents

Simple storage of documents of all types (PDFs, emails, Word, Excel, PowerPoint, etc.) via Drag & Drop. The drop area is seamlessly integrated into Microsoft Dynamics NAV.

Document Storage

- Options to store documents on NAV server file system
- Amazon AWS
- Azure, SharePoint, OneDrive

Document Search

Search Capabilities In-built text indexing of all documents provides real-time, instant results based on the content of files.

Document Indexing

Quickly index or tag the documents with metadata for faster and efficient retrieval.

Document Version

This feature ensures that you always have access to the latest and most updated version of a document.

Document Scanning Worksheet

With scanning receive multiple scanned documents at once.

Individual definition of Metadata

Metadata are the necessary information relevant to each document in the tray, for example, of an offer, order or an invoice in Microsoft Dynamics NAV, are given. This can be defined individually and are complemented by free-text information.

Document Hotlinks

Link document classes and documents with each other using Document Hotlinks and organize documents in logical group.

Document Overview with sorting and filter functions

All stored documents are displayed in the Document Overview. The document overview is based on criteria such as year, content type, version or users are sorted. In each column can searched directly via input and it can be set filter options. The Document Overview also includes a preview functions that can be switched on and off.

Preview Documents

Stored documents can e.g. be viewed directly in an open offer, order or invoice.

Inbound lists

Inbound lists can e.g. are filled by mail or folder on the file server.

Document Sharing

Save money and time by simply sharing the document using built-in document sharing capabilities.

Permissions

- Strong permissions based on document category, sub-category and entities
- Access can be granted for only Purchase Invoices, or Vendor Records, or combination or entity and document category like 'Contracts', 'Utility Bills' etc.
- Read Only access can be enabled by document category and entities
- Upload access can be granted by document category and entities

About MetaOption LLC

MetaOption is a leading Gold Certified Partner, that specializes in business applications and cloud solutions.

Over the years, the company has grown and acquired expertise in offering Dynamics NAV Add-On solutions and also expanded its horizon to go beyond providing additional software services to the clients.

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