



DOCUMENT MANAGEMENT SYSTEM



Get Your Paperwork in Order with Digio and the new eDigio!

The Jonas Document Management is designed for organizing paperwork and electronic documents. It helps simplify your daily workload, streamline approval processes and eliminate wasted time searching for documents by routing all your important documents to one central location.

With the new eDigio you can have access to any document anywhere and everywhere there is access to the internet. This add-on enables you to easily route documents for approval.



**Learn more about Digio and eDigio
and request a free demo at
www.jonas-construction.com**

Jonas
CONSTRUCTION SOFTWARE™

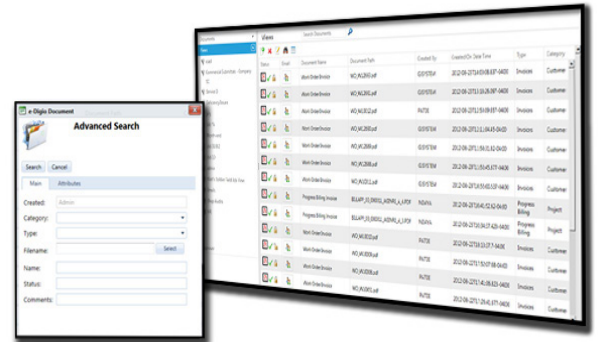
Key Features and Benefits: The Jonas Document Management System

File, Organize, Retrieve and Share Your Documents with Digio and eDigio

The Jonas Document Management System allows you to electronically capture, file, organize, retrieve, share and generally control all documents generated from **Jonas Enterprise** and third-party applications including Microsoft Office.

Digio streamlines day-to-day operations and lowers administrative costs by eliminating the time spent on manually copying, routing, filing and searching for paper documents. It also mitigates the risk associated with not finding critical project documents.

With eDigio, you can have access to any document wherever there is access to the internet. This add-on enables you to easily route documents for approval to third parties including architects, engineers and subcontractors.



Benefits	Features
Integration	<p>Auto-store any document created in the entire Jonas Enterprise system and easily add documents from Microsoft Word, Excel and Outlook .</p> <p>Integrated with eService to make any document available to clients on the customer portal.</p> <p>Integration with eTimesheet allows employees to view paystubs on the fly.</p>
Search and Retrieval	<p>Save time by finding any document instantly with multiple views and search criteria as well as a full-text search option.</p> <p>When you open a document, magic search can automatically retrieve all associated documents.</p>
Document Capture	<p>Easy to scan and upload one document or a folder. Upload documents created in third-party applications.</p>
Burn to CD	<p>With one click, a report of all documents matching your query can be exported to Excel or burned to a CD for archiving.</p>
Approval Workflow Process	<p>Route documents for approval using custom filters; scan AP invoices into Jonas Enterprise and route for approval.</p> <p>Email notification for new or overdue documents.</p>
Security/Access Control	<p>Restrict user access to only the documents they should have access to.</p> <p>Check-in/Check-out controls.</p>
Storage	<p>Hard drive storage space takes up less office space and is more cost efficient than traditional paper filing systems.</p>
NEW! Access from Anywhere	<p>Easily access any document wherever there is access to the internet through eDigio.</p>

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