

## One Source for Document Management Solutions

### DEALERSHIP AREA

All Departments

### ISSUES

Document Storage Costs

Fast Document Retrieval

The management of documents throughout the dealership can be a drain on dealership time and profitability. Paper is the most costly storage medium in use today, not only because of increasing costs, but also the significant manual handling it requires. There are also inefficiencies with most paper-based document systems in terms of sharing vital information both within the dealership and with dealership customers.

That is why ADP is the leader in developing electronic document management solutions to help dealers with the conversion of paper documents into electronic information. Our document management product lineup provides ways to help dealers better control their document management needs, deliver superior customer service, reduce expenses and increase employee productivity. Consider the benefits that ADP's suite of document management solution can bring to your dealership:

- **Saves Time, Effort and Money** – Decreases search time; files are available at your workstations when and where needed throughout your dealership. Increases in personnel productivity. Eliminates costly copying, refiling, and misfiling.
- **Improves Customer Service** – Quick access to needed documents improves your response to customers and manufacturer inquiries.
- **Maintains File Integrity** – Extends the legibility and life of your documents. Documents never leave your database, so they can't be altered, damaged, destroyed or misplaced. Copies of disks can be safeguarded making your data safe and secure.

- **Organizes Storage** – Keeps files together and accessible. Reduces storage space rental costs and trips to off-site storage facilities. Eliminates the need for hard copy backup. Your files are organized efficiently in a secure, electronic library that costs a fraction of current file storage options.

ADP delivers the more robust and comprehensive document management solutions available in the automotive retail marketplace today:

**Reports Archiving** provides ability to electronically generate and archive mission-critical business reports, eliminating the need to print and store boxes of green-bar and standard report paper.

**Document Archiving** allows business reports and forms including all ADP w.e.b.Suite applications that are generated by the ADP to be electronically archived rather than storing paper copies.

**Document Scanning** application expands the power of Document Archiving electronic filing cabinet to include image-scanning capabilities for documents generated outside of the ADP business applications.

**Signature Capture** electronically captures a customer's signature at the point of sale, and automatically archives the document and secured signature to the client's electronic filing cabinet. Signature Capture is available with both Document Archiving and full Document Scanning installations.



## **Increase Productivity, Reduce Costs**

Our latest document management offerings build on our solid foundation while adding several new enhancements that will improve productivity and increase the profitability of your dealership operations.

- Improve productivity through use of Windows-based document archival (Excel, Outlook, PowerPoint, PDF, Crystal, Access).
- Export additional documents by having a choice of formats (.pdf, .jpg, .tiff, .bmp) to allow for copies to be transferred to other electronic media – CD, DVD, Floppy disk.
- Enjoy immediate paper and storage cost savings through electronic documentation.

## **Mass Storage**

Mass Storage is a comprehensive solution that addresses the growing need for fast, high performance electronic storage solutions that offer massive capacity and expanded management functionality. Mass Storage provides this capacity while significantly improving the administrative efficiencies of maintaining this critical information.

If you have any questions concerning ADP's Document Management solutions or any other ADP offering, please call us at (888) 424-6342, or visit us at [DealerSuite.com](http://DealerSuite.com).