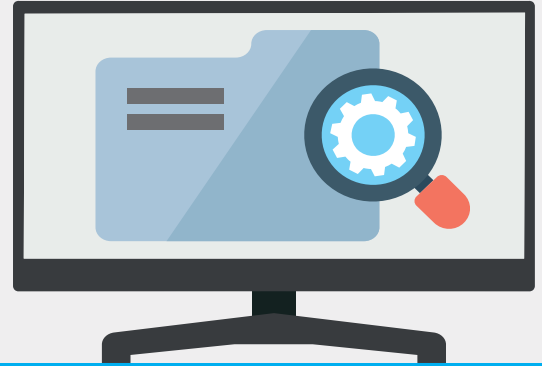


# maestro\*

## document management

### Store and manage documents efficiently.

The Document Management module is designed to store and manage documents within **maestro\***ERP, making them easily available to internal **maestro\*** and **maestro\***Mobile users.



## Document Management Features

### Seamless Integration

- Integrated in all **maestro\***ERP modules as well as the mobility field application
- Share documents across **maestro\***users
- Directly print and email documents from **maestro\***

### Internal Storage

- Store any document directly within **maestro\***ERP
- Import documents directly from files or emails (MS Outlook)
- No limitation on stored documents' size

### Categorization of Documents

Create unlimited user-defined document categories

- Use document categories to:
  - Define "Actions" within **maestro\***
  - Sort and group documents
  - Facilitate other WO billing-related internal **maestro\*** processes by linking documents in the Invoice Analysis program
- Generate templates thanks to integration with MS Word and MS Excel

### Supported File Types

- Analyze documents on a server through a built-in viewer when the application associated to the file's type is installed

### Document History

- Take advantage of the document history functionality to track changes as soon as the file is added in **maestro**