



Making Technology an Asset for Your Business.

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### Using Document Distribution Is Addictive!

“Document Distribution is so easy to use. It has been a great time-saver for us...basically it is 3 clicks of the mouse, and that’s it. We use it for Customer EFT notices and Sales Order invoices, and it has become an integral part of our daily procedures. Document Distribution is a powerful tool for increasing the efficiency of our business and I am glad to recommend it.”

Angela Sorejian,  
Sierra Petroleum Co., Inc.

### Introducing

# Document Distribution

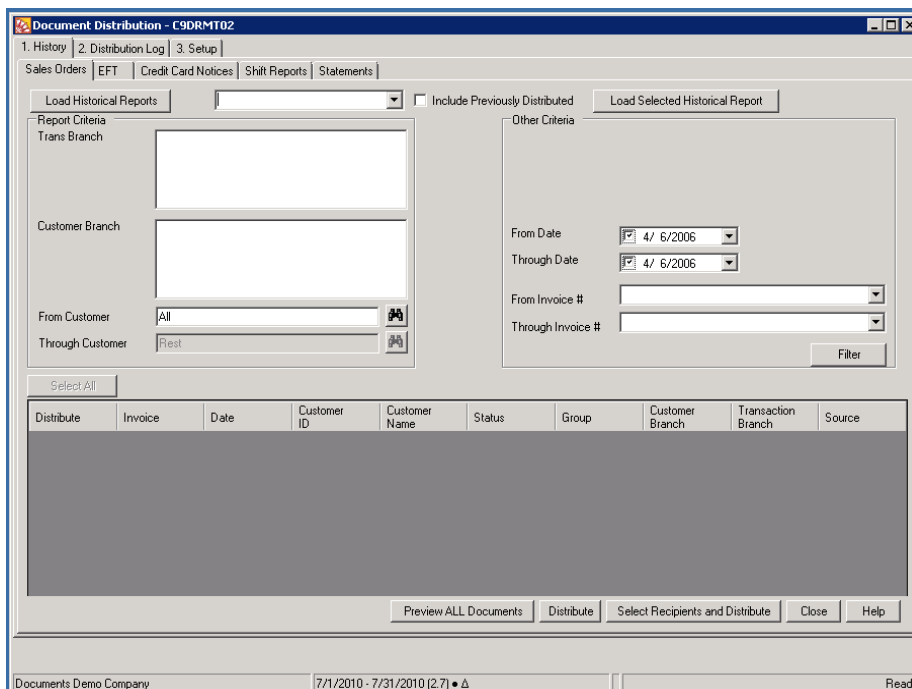
AIMS’ New Electronic Document Delivery System

Standing at the printer, scanning, emailing or faxing documents one at a time is now a thing of the past, thanks to Document Distribution, AIMS’ new integrated Document Delivery System.

**You can now email and fax Sales Orders, Shift Reports, Customer EFT notices, Credit Card notices & Statements direct from your workstation, with just a few mouse clicks.**

**AIMS’ Document Distribution** is an integrated electronic document delivery system that enables you to automate the exchange of critical business documents between customers, business partners and suppliers. This delivery system is built upon a unique document management platform that provides powerful storage, categorization and search technologies for Commander documents. This unique platform allows you to save critical documents as snapshots and then produce them in multiple formats.

**The Benefit** – Now you can automatically archive and distribute documents. The sending method can be tailored to each receiving party. Simple instructions in the applications setup file allow you to set the preferred method of communication. Documents stored in the database archive can be retrieved, opened and distributed at any time by authorized users.



### Document Distribution is as Easy As Click, Click, Click!

1. Click the “Load Historical Reports” button.
2. From the drop down field, choose the item you wish to distribute (by date & time), then click the “Load Selected Historical Report” button.
3. Click the “Distribute” button.

**And You’re Done!**