

## Adagio ePrint – Go Paperless

Softrak has released a new module that allows Adagio users to better control report management.

When Adagio ePrint is installed, all reports and forms in Adagio can be automatically “printed” to PDF and saved with unique, meaningful, auto-generated names in a filing system of your choosing.

### Features

- Direct all reports to PDF prior to printing – only create paper when absolutely necessary
- Protect your audit trail, making certain that critical audit reports are safely saved
- Save PDF output in separate Folders for Audit, Transaction, General, Financial Statement and Forms “printouts”
- As an example, in Order Entry you can automatically have ePrint generate a copy of every Invoice or Credit Note as a pdf and stored in a specific folder
  - This can now be set to automatically happen through the Company Profile setup
  - Using ePrint with Order Entry, we can keep a “PDF accounting copy” of every Invoice and Credit Note that is printed
  - Users can automatically generate the “Office” copy of Invoices & Credit Notes when the “Customer” copy is generated. Save paper! There is no need to physically print the office copy
  - Using the ePrint Viewer, each Invoice is now available to be reviewed or reprinted
- Decide which folders specific reports are to be filed
- Browse and scan generated printouts to quickly locate a specific report
- Email – Save time distributing reports in pdf/electronic format
- Your investment in this module is realized in savings from the paper, printer usage & reduced staff time required to manually file printed reports, as well as becoming more organized!

### Future Development of Adagio ePrint

We cannot guarantee future releases. However, speaking with Softrak, they are committed to the development of all their products. They have indicated that we will see additional features added to this module.

One request made is the ability to attach Invoices & Credit Notes pdf files to a Customer’s Statement when emailed to the Contact person.

Another request is to expand the ePrint Viewer. This is an excellent source for viewing all the pdf documents generated and saved. We can currently view and re-print any document. The request has been made to add the ability to email documents from the Viewer as well.

### Multiple Companies

For organizations that operate more than one company, Adagio ePrint can be setup so that each company stores its reports separately. This enables users to save and subsequently view printouts that are specific to each company, without confusing which report belongs to which company.

### Video Demonstration and more Information

Softrak prepared a nine-minute video, demonstrating the ePrint features and examples as to how the program can be used.

To view the video, click here: <http://www.softrak.com/products/adagio.php?prod=Adagio%20ePrint>

As well, go to this page to review the features and view sample screen images from ePrint.

### Try it before you Buy it!

Softrak is allowing all Adagio users to download and try the new application at no cost until December 31, 2011.

Contact us for assistance in installing and implementing this application onto your Adagio system.

**Samuel Kopstick / S Kopstick & Associates Inc**

*has specialized in supporting clients running high-end Accounting Software for 25 years. We are Certified Softrak Adagio Dealers & Consultants.*