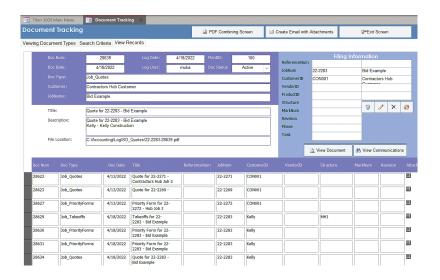
Titan 3000 Precast & Prestress Management System

Document Management



Imagine the Possibilities

Retrieve stored documents with a click of a button using Titan's Integrated Document Management module. Imagine the possibilities: blue prints, signed delivery tickets, QC documents, production drawings, MSD Sheets. You'll have countless critical documents at your fingertips. Retrieve documents by job, customer, structure, product, vendor, ticket number – any number of ways.

Documents can be saved and indexed in multiple ways, including our Inbox, Email Attachment and Quick Filing methods.

Documents can be stored on local hardware and backed up to secured offsite storage. This module also allows you to email any contact in the Titan CRM module with a click of a button.

You can email multiple documents at once, or one at a time. Additionally, all emails sent or received can be tracked and linked to jobs, customers, vendors and contacts for future retrieval – a complete email history system.

Our email template feature can be used to completely automate the email process. Email templates can automatically fill in the subject line, body, email address and required attachments, which is especially useful with quotes, purchase orders, invoices and customer statements.

FEATURES

- » Retrieve, View, Reprint and Email Any Type of Document
- » File/Index Documents by Job, Customer, Structure, Product, Vendor, etc.
- » Track Email History
- » Email Template Feature
- » Track Any Document, Such As Blue Prints
- » Signed Quotes
- » Signed Sales Orders
- » Customer POs
- » Production Drawings
- » Signed Delivery Tickets
- » Inventory Packing Slips
- » Vendor Invoices
- » MSD Sheets
- » QC Documents
- » Production Forms
- » Time Sheets
- » Customer Checks
- » Security Features
- » Archiving Feature
- » Email Quotes
- » Email Purchase Orders
- » Email Customer Invoices
- » Email Customer Statements

TITAN DOCUMENT MANAGEMENT

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